University Shared Services

REQUEST FOR JOURNAL ENTRY PROCESSING

Please fill out all information below and attach this cover sheet to applicable supporting documentation or send email to: musharedservices@missouri.edu.

Business Unit: _____   **Requestor DeptNode:** _____

Requestor: _____   **Date:** _____

Business Reason for Journal Entry: _____

Debit Lines (move expense to/revenue from) (*):

MOCODE: _____   **PS Account:** _____   **Amount:** _____

MOCODE: _____   **PS Account:** _____   **Amount:** _____

Credit Lines (move expense from /revenue to) (*):

MOCODE: _____   **PS Account:** _____   **Amount:** _____

MOCODE: _____   **PS Account:** _____   **Amount:** _____

Payroll Corrections:

Employee Name: _____   **Employee ID:** _____

Pay End Date: _____   **Pay End Date:** _____   **Pay End Date:** _____

Supporting documentation attached ☐

* If additional rows are needed, please provide an Excel version of the journal lines needed.