



# 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](mailto: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.