



# 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.