



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.