

UMSL Accounting Business Center (ABC)

JOURNAL ENTRY PROCESSING

ABC processes the following:

- Journal Entry**
- Correcting Entry**
- Payroll Correcting Entry**
- Internal Service Entry**

Employee obtains approval from the authorized signers (for the MOCODES of the departments involved), and submits Journal Entry Request Form with supporting documentation to ABC sabusiness@umsl.edu .

- ABC will contact the department about any missing or additional information.**
- If all is correct, ABC will process and confirm processing by sending a copy of the completed journal entry will be emailed to the department.**