

## **Instructions on how to request a Journal Voucher (JV)**

1. The JV letter must be on the organization's letterhead.
2. Provide the reason why the JV is needed and any additional information in the Purpose: area.
3. Provide the following information in the chart under Journal Voucher.
  - a. Provide the PMS Account Number. This is the same account number that is entered to request a payment.
  - b. Provide the PMS document and subaccount(s) that the payment(s) need to be moved to.
  - c. Record the amount(s) under the heading Debit (Charge Funds).
  - d. Provide the subaccount(s) that the payment(s) were incorrectly drawn from.
  - e. Record the amount(s) under the heading Credit (Return Funds).
4. Enter your email address and phone number in case there are follow up questions.
5. Sign the letter and type your name under the signature.
6. Email the request to your PMS Liaison Accountant

# (Sample Letter)

## Requesting Organization's Letterhead

Date

Program Support Center  
Payment Management Services  
Customer Liaison Branch

Attn: Liaison Accountant

Purpose: To correct the amount of drawdowns that have been charged to the subaccounts.

Please process a Journal Voucher to make the following payment adjustments between the subaccounts below.

### EXAMPLE: Same PMS Payee Account Number

<u>PMS Account #</u>	<u>Document Number</u>	<u>Subaccount</u>	<u>Debit (Charge Funds)</u>	<u>Credit (Return Funds)</u>
A123P	20XXXXXXXXX	ZYXW-21	\$1,000.00	
A123P	19XXXXXXXXX	ZYXW-19		\$1,000.00

### EXAMPLE: Different PMS Payee Account Numbers

<u>PMS Account #</u>	<u>Document Number</u>	<u>Subaccount</u>	<u>Debit (Charge Funds)</u>	<u>Credit (Return Funds)</u>
A123P	20XXXXXXXXX	ZYXW-21	\$1,000.00	
B321P	19XXXXXXXXX	ZYXW-19		\$1,000.00

If you have any questions you can contact me at [email address] or [phone number].

Sincerely,

(Electronic Signature or Ink)

Typed Name