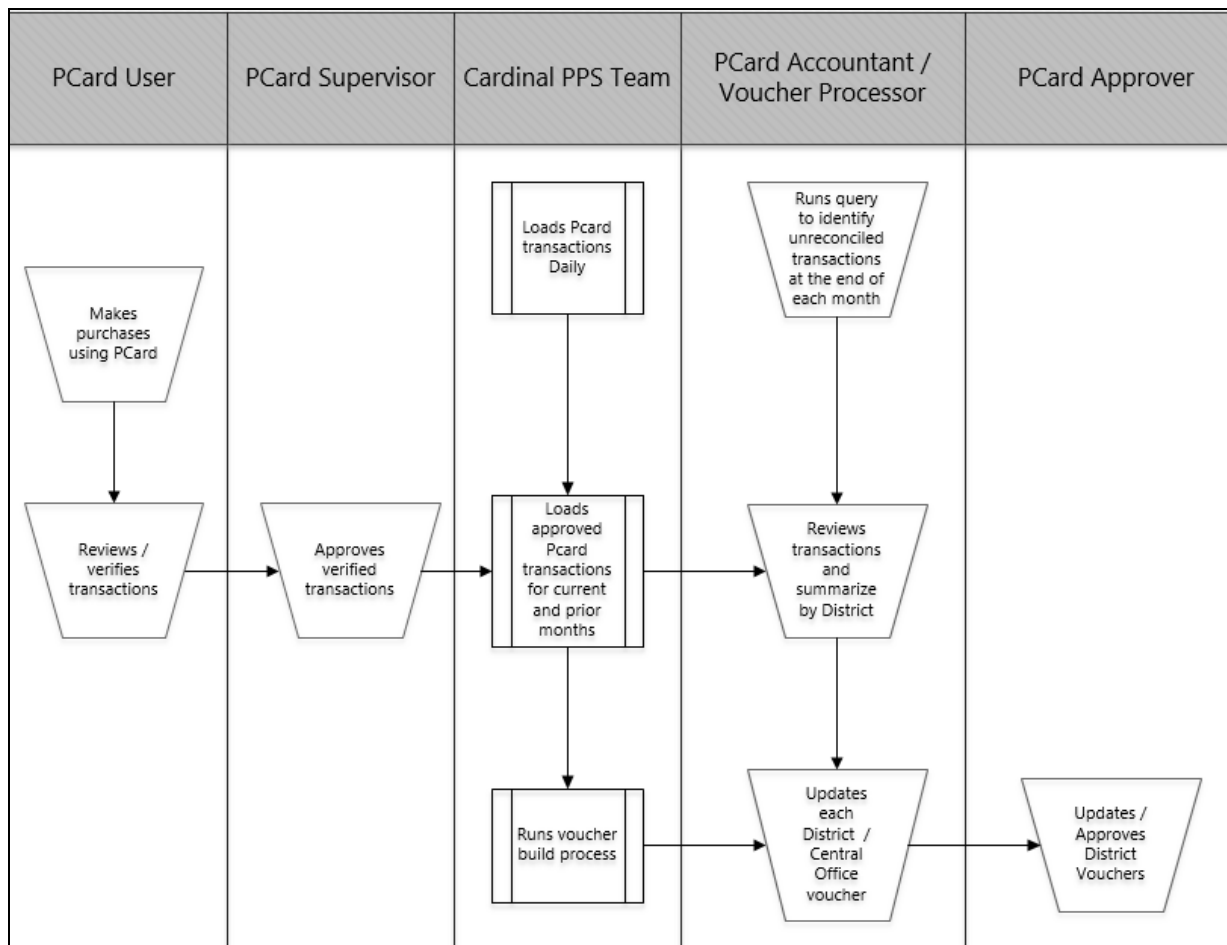


### About Processing PCard Vouchers

PCard processing involves reviewing, verifying, and approving PCard transactions. At the end of each monthly cycle, queries are run to ensure all transactions have been approved. The approved transactions are then loaded to voucher staging tables for processing and payment. The PCard process includes both PCard and ISSP transactions. This job aid focuses on the Accounts Payable role in the PCard process as it relates to creating the PCard Voucher. Note that other parts of the process are mentioned to set context and are not covered in detail.

### \*Roles and Responsibilities in the PCard Process

The flow chart lists the PCard key roles and high-level responsibilities for PCard Voucher Transactions to provide context for the job aid.



**\*\*See the courses entitled 501 PR349 PCard and ISSP Transactions and 501 PR343 Procurement Approvals for more details regarding PCard.**



# Accounts Payable Job Aid

## 501 AP312 Processing PCard Vouchers

### Processing PCard Transactions

#### Purchasing – Review / Verify / Reconcile PCard Transactions

- At the end of Billing Cycle (15<sup>th</sup> of the month), run Unreconciled Transactions query **V\_PR\_UNRECONCILED\_TRNSCTNS**, to identify transactions that require action.

Please note that although the query description specifies **ISSP Unreconciled Transactions**, the Card Issuer value determines whether the results will include PCard or ISSP transactions. The Card Issuer value for ISSP transactions is **ISSP0**.

Card Issuer: BAV11

Name (% For All): %

District (% For All): %

View Results

Download results in: Excel Spreadsheet CSV Text File XML File (147 kb)

View All

Unit	Short Desc	Name	Issuer	Card Number	Transaction Number	Sequence Number	Transaction Date	Line Number	Merchant	Reference Number	Supplier Item ID	Description	Unit of Measure	Quantity	Unit Price	Transaction Amount
1	50100	BoAVDist1	BAV11	*****0446	24055236211083310284752	41	07/29/2016	0	PREMIER STAFFING SOURCE				EA	1.0000	607.20000	607.200
2	50100	BoAVDist1	BAV11	*****0446	24055236211083710181566	39	07/29/2016	0	PREMIER STAFFING SOURCE				EA	1.0000	494.00000	494.000
3	50100	BoAVDist1	BAV11	*****0446	24055236211083709195890	40	07/29/2016	0	PREMIER STAFFING SOURCE				EA	1.0000	494.00000	494.000

- Enter appropriate information for all fields include Card Issues, Name, and District.
- Download the query results to an Excel document to view the unreconciled transactions and take appropriate action, which may include notifying appropriate PCard Administrators.

A1 PCARD/ISSP Un Reconciled Trans

Unit	Short Desc	Name	Issuer	Card Number	Transaction Number	Sequence Num
50100	BoAVDist1	ALDERSON,AUDREY K	BAV11	*****0446	24055236211083310284752	41
50100	BoAVDist1	ALDERSON,AUDREY K	BAV11	*****0446	24055236211083710181566	39
50100	BoAVDist1	ALDERSON,AUDREY K	BAV11	*****0446	24055236211083709195890	40
50100	BoAVDist1	ALDERSON,AUDREY K	BAV11	*****0446	2443105621520700000102	16
50100	BoAVDist1	ALDERSON,AUDREY K	BAV11	*****0446	2443105621520700000110	15
50100	BoAVDist1	BRADLEY,JAMISON D	BAV11	*****1900	24323036215122214010065	11
50100	BoAVDist1	BRADLEY,JAMISON D	BAV11	*****1900	24692166214000510077104	14
50100	BoAVDist1	BRADLEY,JAMISON D	BAV11	*****1900	24692166214000510077096	15
50100	BoAVDist1	BRADLEY,JAMISON D	BAV11	*****1900	24692166214000510077088	16
50100	BoAVDist1	BRADLEY,JAMISON D	BAV11	*****1900	24247606217300491504742	24
50100	BoAVDist1	BROWN,CLARENCE R	BAV11	*****7548	24073146216900018100028	24
50100	BoAVDist1	BROWN,CLARENCE R	BAV11	*****7548	24073146216900018100036	25
50100	BoAVDist1	BROWN,CLARENCE R	BAV11	*****7548	24073146216900018100044	26
50100	BoAVDist1	BROWN,CLARENCE R	BAV11	*****7548	24073146216900018100010	23
50100	BoAVDist1	BROWN,CLARENCE R	BAV11	*****7548	24435656217207321500054	36
50100	BoAVDist1	CONLEY,GLAVIS E	BAV11	*****3431	24692166202000730837711	45
50100	BoAVDist1	CONLEY,GLAVIS E	BAV11	*****3431	24269796203100858963053	1
50100	BoAVDist1	CONLEY,GLAVIS E	BAV11	*****3431	24269796215100849547748	57
50100	BoAVDist1	CONLEY,GLAVIS E	BAV11	*****3431	24610436215010192018271	55
50100	BoAVDist1	CONLEY,GLAVIS E	BAV11	*****3431	24492156215740171680900	56

- The Cardinal PPS Team loads approved PCard transactions with valid ChartField status for the current billing and previous billing cycle(s) to voucher staging tables (last business day of the month) Voucher Build Processes which creates vouchers for regular and emergency PCard Transactions.



# Accounts Payable Job Aid

## 501 AP312 Processing PCard Vouchers

### Accounts Payable – Review / Update / Approve PCard Vouchers

- 1 The PCard Accountant runs the **V\_PR\_PCARD\_TRANS\_BY\_TRANS\_DT** query to review transactions, by district, included on the voucher for the billing date specified.
- 2 Enter in appropriate information for all fields, including **District Account** and **Billing Date**. For some fields, a % sign can search for all values.
- 3 In this instance, the query is being run for the **BoAVDist1** district account, billing date **8/15/2016**. This will extract transactions for the **BAVI1** card issuer.

V\_PR\_PCARD\_TRANS\_BY\_TRANS\_DT - PCARD Transactions by Trans Dt

Trans Date From 07/16/2016  
 Trans Date To 08/15/2016  
 Card Issuer (% for all) BAVI1  
 Cardholder Name (% for all) %  
 Billing Date (MM/DD/YYYY) 08/15/2016  
 Status (% for all) %  
 Voucher ID (% for all) %  
 Account (% for all) %  
 Cost Center (% for all) %  
 Department (% for all) %

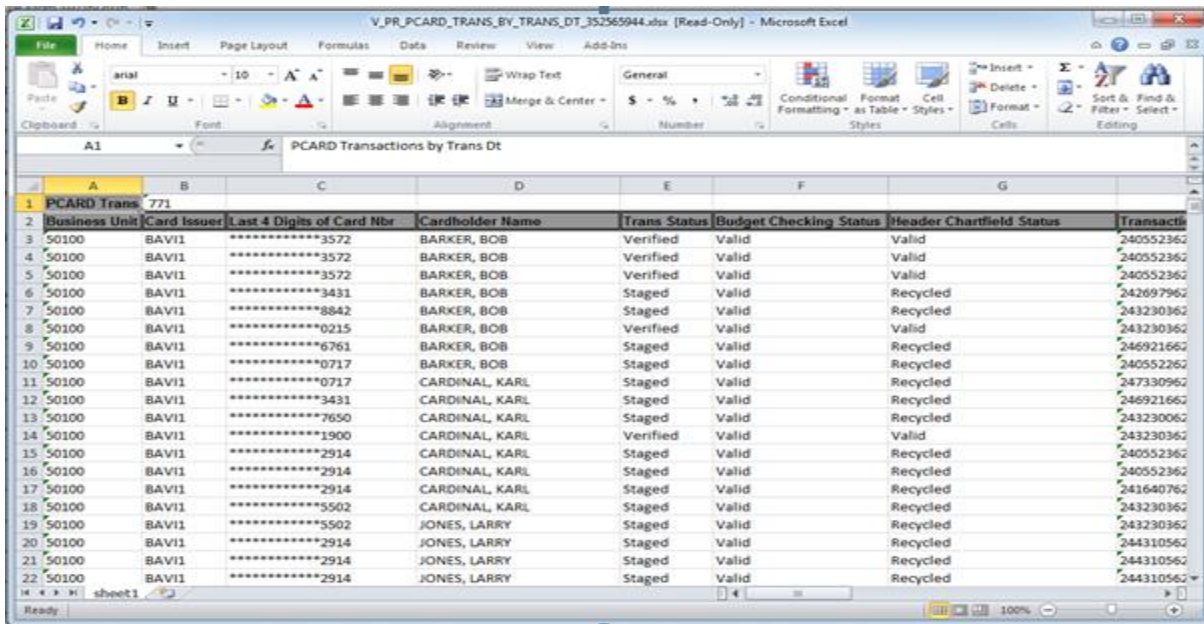
View Results

Download results in: **Excel Spreadsheet** CSV Text File XML File (1279 kb)

View All

	Business Unit	Card Issuer	Last 4 Digits of Card Nbr	Cardholder Name	Trans Status	Budget Checking Status	Header Chartfield Status	Transaction Number	Trans Sequence Nbr	Entered Date	Sent to eVA	Trans Date	Trans Line Nbr	Trans Distrib Line Nbr	Posted Date	Billing Date	Trans Amt	Merchant
1	50100	BAVI1	*****3572	Bob Barker	Verified	Valid	Valid	24055236214083359070838	8	08/03/2016		08/01/2016	1	1	08/02/2016	08/15/2016	120.320	PREMIER STAFFING SOURCE
2	50100	BAVI1	*****3572	Bob Barker	Verified	Valid	Valid	24055236214083359070838	8	08/03/2016		08/01/2016	1	2	08/02/2016	08/15/2016	120.320	PREMIER STAFFING SOURCE
3	50100	BAVI1	*****3572	Bob Barker	Verified	Valid	Valid	24055236214083359070838	8	08/03/2016		08/01/2016	1	3	08/02/2016	08/15/2016	120.320	PREMIER STAFFING SOURCE

- 4 Click on the **Excel Spreadsheet** hyperlink to download the query results to an Excel document.





# Accounts Payable Job Aid

## 501 AP312 Processing PCard Vouchers

- In the downloaded Excel document, sum the **Amount** field. This total represents the total billed to District Account **BoAVDist1** (card issue **BAV11**) on 08/15/2016 and will be needed for voucher reconciliation. This total will include both reconciled and unreconciled transactions. For this example, the total PCard Transactions is \$473,016.65.
- Sort the results by Voucher to determine the total amount included on the voucher(s) created for the billing period. In this example, the voucher number that was created is 00635822 and the total amount is \$322,499.14. The difference between the Total billed amount (\$473,016.65) and the Voucher amount (\$322,499.14) represents transactions that have either not been reconciled or have been reconciled but not approved for that billing period.

If the PCard transactions for the billing period exceed 500 lines a second voucher will be created.

Worklist for V\_AP\_PCARD\_VOUCH\_APPROVER: PCard Accountant Vou

Work List Filters:  Feed

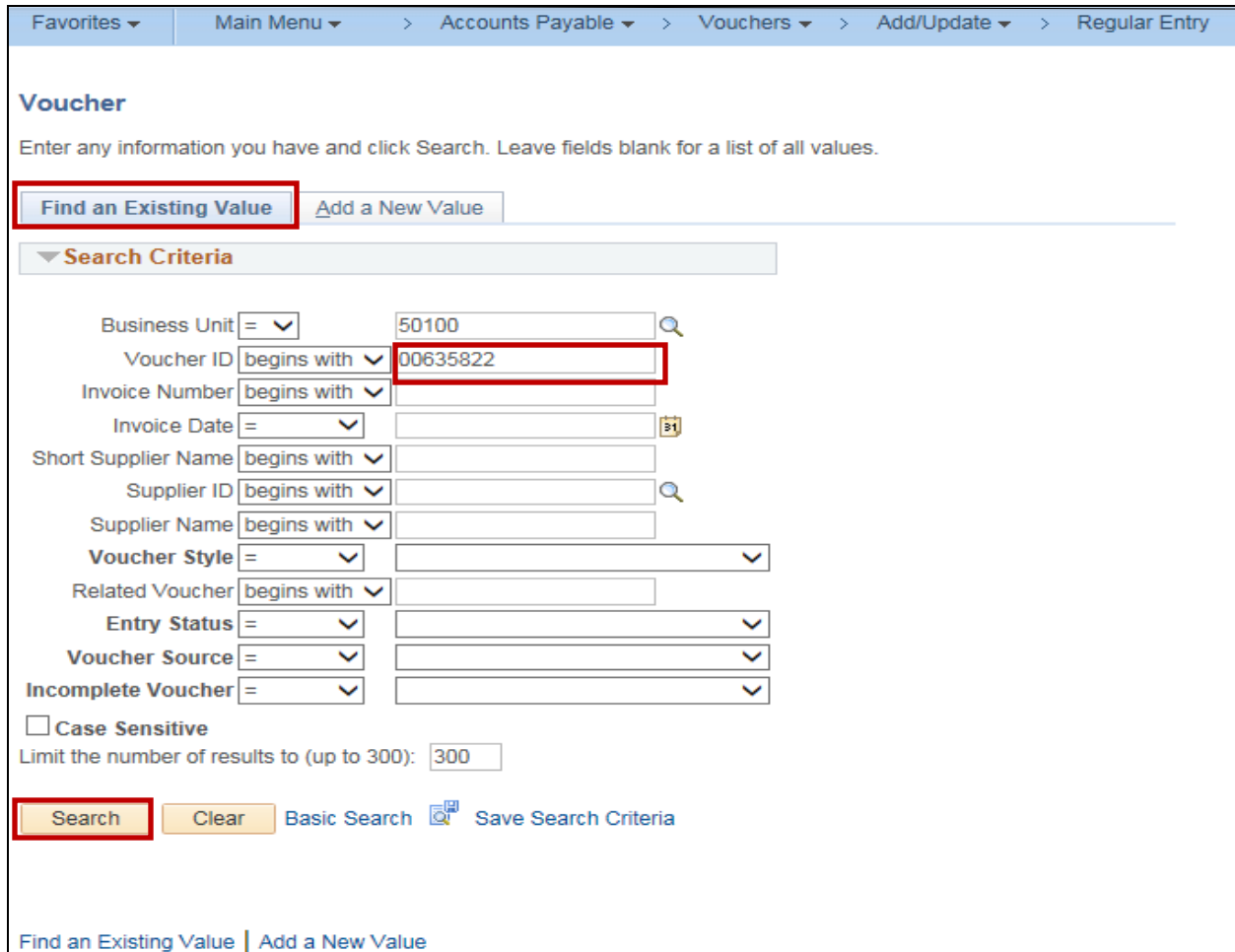
From	Date From	Work Item	Worked By Activity	Priority	Link		
Voucher Processor	03/30/2011	Approval Routing	Approval Workflow	3-Low	<a href="#">VoucherApproval_1172_50100_2010-10-05_N_0_BUSINESS_UNIT_50100_VOUCHER_ID:00000186_RDC:RA:0.A</a>	Mark Worked	Reassign
Accounts Payable Batch Process	03/30/2011	Approval Routing	Approval Workflow	3-Low	<a href="#">VoucherApproval_1176_50100_2010-10-05_N_0_BUSINESS_UNIT_50100_VOUCHER_ID:00000206_RDC:RA:0.A</a>	Mark Worked	Reassign
Voucher Processor	04/06/2011	Approval Routing	Approval Workflow	3-Low	<a href="#">VoucherApproval_1322_50100_2010-10-05_N_0_BUSINESS_UNIT_50100_VOUCHER_ID:00000209_RDC:RA:0.A</a>	Mark Worked	Reassign
Accounts Payable Batch Process	04/28/2011	Approval Routing	Approval Workflow	3-Low	<a href="#">VoucherApproval_1694_50100_2010-10-07_N_0_BUSINESS_UNIT_50100_VOUCHER_ID:00000277_RDC:RA:0.A</a>	Mark Worked	Reassign
Accounts Payable Batch Process	04/28/2011	Approval Routing	Approval Workflow	3-Low	<a href="#">VoucherApproval_1703_50100_2010-10-07_N_0_BUSINESS_UNIT_50100_VOUCHER_ID:00000280_RDC:RA:0.A</a>	Mark Worked	Reassign
Accounts Payable Batch Process	08/22/2011	Approval Routing	Approval Workflow	3-Low	<a href="#">VoucherApproval_4647_50100_2010-10-07_N_0_BUSINESS_UNIT_50100_VOUCHER_ID:00004385_RDC:RA:0.A</a>	Mark Worked	Reassign
Accounts Payable Batch Process	09/20/2011	Approval Routing	Approval Workflow	3-Low	<a href="#">VoucherApproval_4762_50100_2010-10-07_N_0_BUSINESS_UNIT_50100_VOUCHER_ID:00004410_RDC:RA:0.A</a>	Mark Worked	Reassign
Accounts Payable Batch Process	09/20/2011	Approval Routing	Approval Workflow	3-Low	<a href="#">VoucherApproval_4763_50100_2010-10-07_N_0_BUSINESS_UNIT_50100_VOUCHER_ID:00004411_RDC:RA:0.A</a>	Mark Worked	Reassign

- Navigate to the **Worklist**. Click on the **Worklist** to view Cardinal items pending action.
- The PCard Voucher Approver would need to be aware of his or her District and Customer Account Number. The Approver would not likely know what Voucher IDs apply to their District, and would need to review each of the Vouchers on the Worklist to determine which vouchers are applicable to their District. At this point, the Approver would need to make note of each Voucher ID on the Worklist for future reference.

- 9 Access the voucher and make any necessary adjustments to ensure the amount paid is the total amount billed (which should match the total from the Transactions by Transaction Date query).

Navigate to the **Voucher** page using the following path:

**Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry**



The screenshot shows the 'Voucher' search page. At the top, there is a breadcrumb trail: Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry. Below this, the page title is 'Voucher' with a sub-instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two tabs: 'Find an Existing Value' (highlighted with a red box) and 'Add a New Value'. A 'Search Criteria' section contains several fields: Business Unit (dropdown, value: 50100), Voucher ID (dropdown, value: 00635822, highlighted with a red box), Invoice Number (dropdown), Invoice Date (dropdown), Short Supplier Name (dropdown), Supplier ID (dropdown), Supplier Name (dropdown), Voucher Style (dropdown), Related Voucher (dropdown), Entry Status (dropdown), Voucher Source (dropdown), and Incomplete Voucher (dropdown). There is a 'Case Sensitive' checkbox and a text input for 'Limit the number of results to (up to 300):' with the value '300'. At the bottom, there are buttons for 'Search' (highlighted with a red box), 'Clear', 'Basic Search', and 'Save Search Criteria'. At the very bottom, there are links for 'Find an Existing Value' and 'Add a New Value'.

- 10 On the **Find an Existing Value** tab, enter the **Voucher ID** for your District, in this example, **00635822**. This voucher number is the one from the Transactions by Transaction Date query.
- 11 Click the **Search** button.

[Favorites](#) > [Main Menu](#) > [Accounts Payable](#) > [Vouchers](#) > [Add/Update](#) > [Regular Entry](#)

[Summary](#) | [Related Documents](#) | [Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | [Error Summary](#)

<b>Business Unit</b> 50100	<b>Invoice Date</b> 08/15/2016
<b>Voucher ID</b> 00635822	<b>Invoice No</b> 1_08152016_BILL_000000001
<b>Voucher Style</b> Regular	<b>Invoice Total</b> 322,499.14 USD
<b>Supplier Name</b> Bank of America 1 Commercial Place VA6-100-03-01 VA10023369 EVAAD44069 Norfolk, VA 23510	<b>Pay Terms</b> Due Now
<b>Entry Status</b> Postable	<b>Voucher Source</b> Procurement Cards
<b>Match Status</b> No Match	<b>Origin</b> ONL
<b>Approval Status</b> Pending	<b>Created On</b> 01/30/2017 11:28AM
<b>Post Status</b> Unposted	<b>Created By</b> PPS1_ANGELA.GRAY
	<b>Last Update</b> 01/30/2017 11:30AM
	<b>Modified By</b> PPS1_ANGELA.GRAY
	<b>ERS Type</b> Not Applicable
	<b>Close Status</b> Open
<b>Budget Status</b> Not Chk'd	
<b>Budget Misc Status</b> Valid	
*View Related <input type="text" value="Payment Inquiry"/> <input type="button" value="Go"/>	

[Summary](#) | [Related Documents](#) | [Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | [Error Summary](#)

**12** The **Voucher Summary** page displays for voucher **00635822**. Note the **Voucher Source** and **Invoice No.**



# Accounts Payable Job Aid

## 501 AP312 Processing PCard Vouchers

Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Summary | Related Documents | **Invoice Information** | Payments | Voucher Attributes | Error Summary

Business Unit 50100 Invoice No TEST\_00000000000000000001  
Voucher ID 00635822 Accounting Date 01/30/2017  
Voucher Style Regular Voucher \*Pay Terms 00 Due Now  
Invoice Date 08/15/2016 Basis Date Type Inv Date  
Invoice Receipt Date Goods & Services Receipt Date  Final Voucher

Bank of America  
Supplier ID 0000042877  
ShortName BANK OF AM-001  
Location MAIN  
\*Address  
**Responsible Org 10081**  
**Customer Account # 00471529007**  
ROW Acquisition ID

Invoice Total  
Line Total 322,499.14  
\*Currency USD  
Miscellaneous  
Freight  
Total 322,499.14  
Difference 0.00

Non Merchandise Summary  
Session Defaults  
Comments(0)  
Attachments(0)  
Template List  
Advanced Supplier Search  
Supplier Hierarchy  
Supplier 360

Save Calculate Print

Copy From Source Document

Invoice Lines  
Line 1  Copy Down  
\*Distribute by Amount  
Item 0608700000  
Quantity 1.0000  
UOM EA  
Unit Price 293.00000  
Line Amount 293.00  
Multi-SpeedCharts  
Calculate

SpeedChart  
Ship To FREMNT AHQ  
Description KINGS TIRE SERVICE  
Packing Slip

One Asset

Distribution Lines  
Personalize | Find | View All | First | 1 of 1 | Last

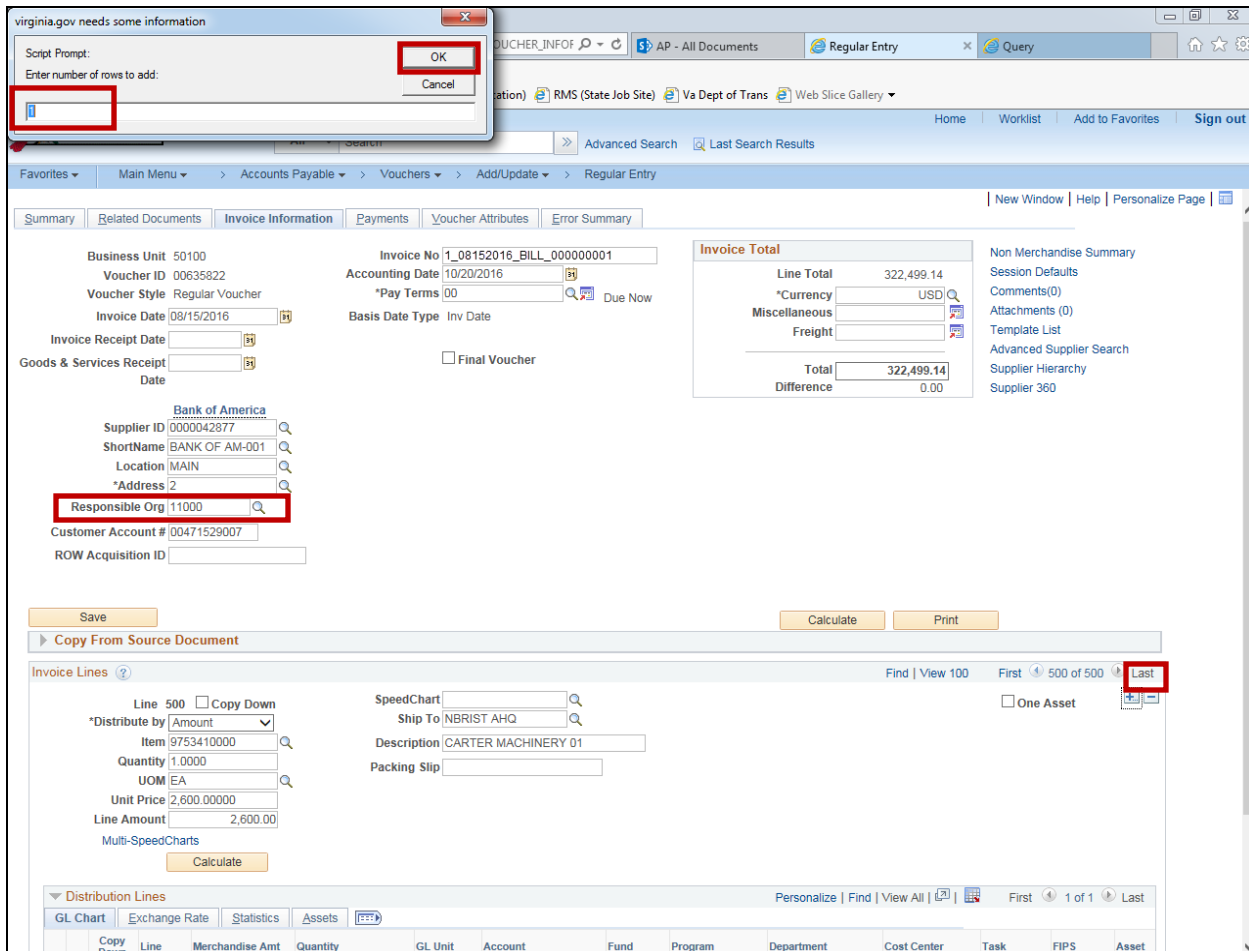
Copy Down	Line	Merchandise Amt	Quantity	GL Unit	Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset
<input type="checkbox"/>	1	293.00	1.0000	50100	5013540	04100	604003	11085	11160000	70006	051	

Save

- 13 Click on the **Invoice Information** tab to display the invoice information for voucher **00635822**. Note the **Customer Account #**. For this voucher, the **Customer Account #** is **00471529007**. The PCard Approver notes that this is his or her District's Customer Account # and is responsible for updating this voucher to properly reflect the recent billing statement.

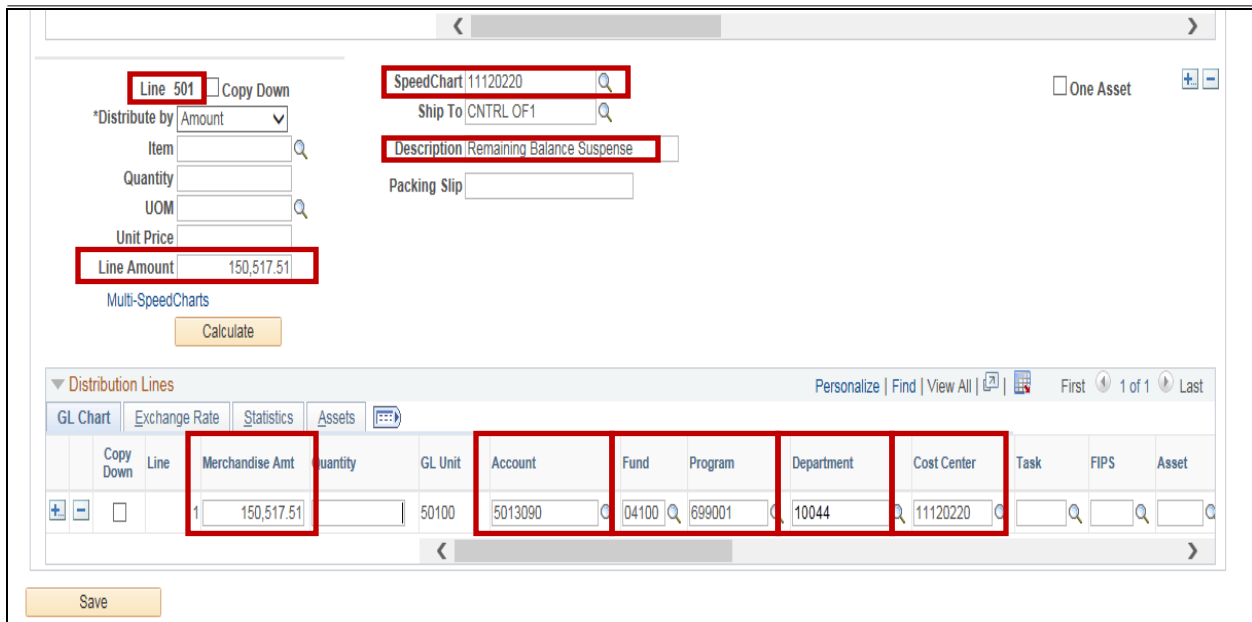
- 14** To update the PCard vouchers, the PCard Approver will need to complete two actions for each applicable voucher:
1. Update the **Responsible Org** field on the **Invoice Information** tab.
  2. Insert Voucher **Line** information.
    - a. This step is dependent on the Invoice Number. The naming standard for PCard Voucher Invoice Numbers follows this format: [district] + [bill date] + [desc].
    - b. The [desc] field will be one of either two values: **BILL** or **ADJUST**.
      - i. **BILL** – represents a current billing cycle voucher.
        1. The voucher must be updated by inserting an additional Voucher Line for unreconciled transactions included on the Billing Statement.
          - a. Speedtype / Cost Center 1112022
          - b. Account 5013090
          - c. Department ID XXXXX (District or Central Office)
          - d. Merchandise Amount \$\$\$.
        2. **Voucher Invoice Total amount must agree with BOA Billing Statement total.**
      - ii. **ADJUST** – represents a previous billing cycle voucher.
        1. The voucher must be updated by inserting an additional Voucher Line to clear the amount previously recorded to “Suspense”.
          - a. Speedtype / Cost Center 1112022
          - b. Account 5013090
          - c. Department ID XXXXX (District or Central Office)
          - d. Merchandise Amount -\$\$\$.
        2. **Voucher Invoice Total amount must be \$0.00.**
- 15** For this example, the **Invoice No. 1\_08152016\_BILL\_0000000001** reveals the District as District 1, the billing date as 08/15/2016, and the description BILL indicates that this is the first voucher in the billing statement.
- Updates 1 and 2.b.i from above will need to be made.





The screenshot shows the 'Accounts Payable' system interface. A pop-up window titled 'viriinia.gov needs some information' is open, asking for the number of rows to add, with '1' entered and 'OK' highlighted. The 'Responsible Org' field is set to '11000'. The 'Invoice Lines' section shows a single line with a '+ Last' hyperlink highlighted in the top right corner.

- 16 In the **Responsible Org** field on the **Invoice Information** tab, enter **11000** for the Bristol District Office.
- 17 Scroll to the bottom of the page.
- 18 Click the **Last** hyperlink in the upper-right of the **Invoice Lines** section to show the last invoice line.
- 19 In the right-hand corner of the **Invoice Lines** section, click the **+** icon to add a new invoice line.
- 20 A pop-up window opens requesting the number of rows to add.
- 21 Click **OK** to add 1 new voucher line.



The screenshot shows the Accounts Payable system interface. The top section contains fields for Line 501, SpeedChart (11120220), Ship To (CNTRL OF1), Description (Remaining Balance Suspense), and Line Amount (150,517.51). Below this is a table titled 'Distribution Lines' with columns for Line, Merchandise Amt, Quantity, GL Unit, Account, Fund, Program, Department, and Cost Center. The table contains one row with the following values: Line 1, Merchandise Amt 150,517.51, Quantity, GL Unit 50100, Account 5013090, Fund 04100, Program 699001, Department 10044, and Cost Center 11120220. Red boxes highlight the Line 501 field, SpeedChart field, Description field, Line Amount field, and the Merchandise Amt, Account, Fund, Program, Department, and Cost Center columns in the table.

- 22 A new Voucher Line **501** is added.
- 23 Enter a value into the **Description** field to indicate this distribution represents the remaining billing statement balance.
- 24 In the **SpeedChart** field, enter **1112022**.
- 25 This **SpeedChart** populates the **Fund**, **Program**, and **Cost Center** fields.
- 26 The total billing statement was \$473,016.65– the existing invoice amount on this voucher was **\$322,499.14**. Thus, a total of **\$150,517.51** (\$473,016.65 - \$322,499.14) needs to be added via invoice line 501 to make the total voucher amount equal to the billing statement. In this example, the remaining balance for the Bristol District (**BAVIO**) from the 08/15/2016 billing statement is **\$150,517.51**. Add this to the **Merchandise Amt** field in the distribution for Invoice Line 501 as well as the **Line Amount** field.
- 27 In the **Account** field, enter **5013090**.
- 28 In the **Department** field, enter the appropriate **Department**.



# Accounts Payable Job Aid

## 501 AP312 Processing PCard Vouchers

The screenshot shows the 'Invoice Information' tab in the Accounts Payable software. The 'Invoice Total' section is highlighted with a red box, showing a Total of 473,016.65 and a Difference of 0.00. The 'Save' button is also highlighted with a red box. The 'Invoice Lines' section shows a single line with a Line Amount of 2,600.00.

Line	Line Total
	473,016.65

Field	Value
Total	473,016.65
Difference	0.00

**29** Scroll to the top of the page. In the **Invoice Lines Total** field, enter the total amount of the billing statement. This should equal the sum of the existing invoice lines and the newly added line.

**30** Click the **Calculate** button.

**31** The **Difference** field should show **0.00**.

**32** Click the **Save** button.

The screenshot shows the same software interface as above, but with a 'Message' dialog box open. The dialog box contains the following text: 'Difference between voucher and total payment amounts is 150517.51 -- apply to existing scheduled payment? (7030,379). The sum of all scheduled and/or recorded payments' Gross Payment Amount differs from the voucher's Gross Amount by the indicated amount. Press 'OK' if you wish to apply this difference to the existing scheduled payment (refer to the Payments tab to examine currently scheduled and/or recorded payment amounts). Press 'Cancel' if you wish to make some other manual change to bring the voucher and total payment amounts into balance.' The 'OK' button is highlighted with a red box.



# Accounts Payable Job Aid

## 501 AP312 Processing PCard Vouchers

33 Click **OK** on the resulting pop-up.

Business Unit 50100  
Voucher ID 00635822  
Voucher Style Regular Voucher  
Invoice Date 08/15/2016  
Invoice Receipt Date  
Goods & Services Receipt Date  
Supplier Bank of America  
Supplier ID 0000042877  
ShortName BANK OF AM-001  
Location MAIN  
\*Address 2  
Responsible Org 10081  
Customer Account #  
ROW Acquisition ID

Invoice No 1\_08152016\_BILL\_000000001  
Accounting Date 10/20/2016  
\*Pay Terms 00 Due Now  
Basis Date Type Inv Date  
 Final Voucher

Invoice Total	
Line Total	473,016.65
*Currency	USD
Miscellaneous	
Freight	
Total	473,016.65
Difference	0.00

Non Merchandise Summary  
Session Defaults  
Comments(0)  
Attachments(0)  
Template List  
Advanced Supplier Search  
Supplier Hierarchy  
Supplier 360

Save Calculate Print

Copy From Source Document

Invoice Lines Find | View 100 First 501 of 501 Last  
Line\_501 Copy Down SpeedChart:11120220 One Asset

34 The voucher is now **Saved**.

35 From here, the voucher is re-processed through batch Budget Check. After passing Budget Check, the voucher is re-routed to the PCard Voucher Approver, who can then review and approve. The voucher is now ready for payment.

### To Process ISSP Transactions

#### Purchasing – Review / Verify / Reconcile ISSP Transactions:

- 1 ISSP transactions from supplier are loaded daily (1 file) into Cardinal – **Batch Processor**
- 2 Correct Load errors – **Procurement System Administrator**
- 3 Review and verify / reconcile (or dispute) ISSP transactions, apply distributions (if necessary), and budget check – **ISSP Reconciler**
- 4 Approve verified / reconciled PCard (ISSP) transactions – **Supervisor assigned to the PCard (ISSP) (Location)**. See the courses entitled 501 PR349 PCard and ISSP Transactions and 501 PR343 Procurement Approvals for more details.
- 5 Load approved PCard (ISSP) transactions to voucher staging tables (daily)

### Accounts Payable – Review /Update / Approve ISSP Vouchers

- 1 Voucher Build Processes – **Batch Processor**
- 2 Run the query **V\_PR\_PCARD\_TRANS\_BY\_TRANS\_DT** to review transactions, by district, included on the voucher - **PCard Voucher Accountant**
- 3 Update voucher with **Responsible Org (10015 – Fiscal Division)** and approve voucher – **PCard Voucher Accountant**