

PCard Approval - Cardholder

Updated July 1, 2026

Purpose

This document describes the Cardholder steps to complete PCARD transactions in Firefly.

Process Description

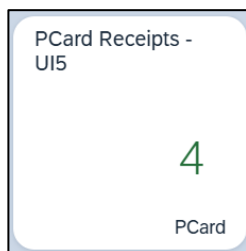
- Cardholders locate PCARD transaction in Firefly and have the option of entering data and attachment. The Cardholder cannot reconcile or approve their own transactions.
- Reconciler processes transaction in SAP through tcode ZPCARD. If the Reconciler is the FI Approver, the transaction will be posted in SAP. If Reconciler is not the FI Approver, the transaction will be parked.
- FI Approver will approve the transaction through the PCard FI Approval Firefly tile.

Cardholder Procedure

Note: Have the required PCARD documentation ready to attach.

Log in to **Firefly** at firefly.nebraska.edu.

Click on the PCard Receipts tile:



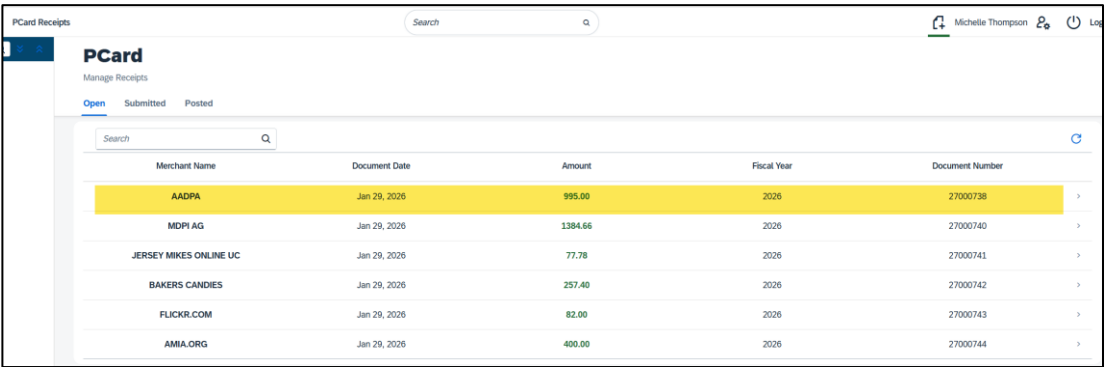
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The application homepage will display a list of PCARD/TCARD transactions by status.

- **Open** – need to be processed by the Cardholder.
- **Submitted** – submitted by the Cardholder pending Reconciler and FI Approver.
- **Posted** – completed the approval process and have posted in SAP.

Click on the transaction.



PCard Receipts

Search

Michelle Thompson

Log

PCard

Manage Receipts

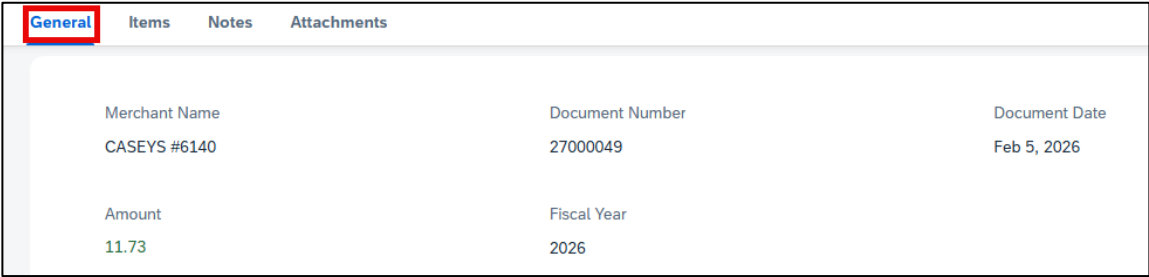
Open Submitted Posted

Search

Merchant Name	Document Date	Amount	Fiscal Year	Document Number
AADPA	Jan 29, 2026	995.00	2026	27000738
MDPI AG	Jan 29, 2026	1384.66	2026	27000740
JERSEY MIKES ONLINE UC	Jan 29, 2026	77.78	2026	27000741
BAKERS CANDIES	Jan 29, 2026	257.40	2026	27000742
FLICKR.COM	Jan 29, 2026	82.00	2026	27000743
AMIA.ORG	Jan 29, 2026	400.00	2026	27000744

Each transaction contains four sections:

The **General** tab contains basic information about the transaction. No action required.



General Items Notes Attachments

Merchant Name	Document Number	Document Date
CASEYS #6140	27000049	Feb 5, 2026
Amount	Fiscal Year	
11.73	2026	

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The **Items** tab contains information provided by the bank. No action is required.

General Items Notes Attachments						
ITEMS						
Items						
Item no	Item Description	Quantity	Unit of Measure	Unit Cost	Discount	Shipping
0001	GROCERIES - NON-EDIBLE	1	U	10.9700	0	0
0002	TAX 1	1	O	.7600	0	0

Note: Not all transactions will have information under the Items section. This information is provided by the merchant to the credit card processor. If this section is blank, no information was available. No action is required.

General Items Notes Attachments						
ITEMS						
Items						
Item no	Item Description	Quantity	Unit of Measure	Unit Cost	Discount	Shipping
No items available						

In the **Notes** section, the cardholder may enter the applicable data in the highlighted fields. The Cost Object will default from the user profile. If the Cost Object needs to be changed, enter either a Cost Center or a WBS. If the transaction is split funded, enter the applicable information in the Notes field. All the data below will appear on the transaction for the Reconciler and FI Approver to review.

General Notes Attachments					
NOTES					
Notes					
G/L Account	Cost Center	WBS			
531100	2262311021				
Item Description	User Defined	Business Purpose			
Intensity Black Permanent Markers, Fine Point		Office supplies			
Notes					
Ordered markers for the office.					

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In the **Attachments** section, include the documentation for the transaction by clicking on “Add”. Then, locate your attachment and click Open.

General Items Notes **Attachments**

ATTACHMENTS

Attachments + Add

File Name	File Type	File Size	Created By	Created On
No attachments available				

After the form is complete, click Submit on the bottom right-hand corner of the screen.

On the main page, click on the **Submitted** tab to view the transaction.

PCard Receipts Search Michelle Thompson Log

PCard
Manage Receipts

Open **Submitted** Posted

Search

Merchant Name	Document Date	Amount	Fiscal Year	Document Number
SMALL ENGINE	Jan 28, 2026	43.80	2026	27000737
AADPA	Jan 29, 2026	995.00	2026	27000738

Sent Back to the Cardholder

If the transaction is sent back to the Cardholder, an e-mail notification will be sent detailing the transactional data and the comments from the Reconciler or the FI Approver.

SAP Workflow

The document 0027000044 2026 from WOLTERSKLWR-LIPPINCOTT ,with an amount of 426.93 has been sent back by FI approver.

Merchant Name	WOLTERSKLWR-LIPPINCOTT	Cardholder Name	
Document Number	27000044 2026	Charge Amount	426.93
Reference			
Doc.Header Text	WOLTERSKLWR-LIPPINCOTT		
Document Type	PCard Charge		

Please review the request, make necessary changes and submit again

Please change GL code to 531100. Thank you.

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The transaction is visible in the **Open** tab on the Main screen. Click on the transaction.

PCard
Manage Receipts

Open

Submitted

Posted

Search

Merchant Name	Document Date	Amount	Fiscal Year	Document Number	Document Type
CASEYS #6140	Feb 5, 2026	190.70	2026	27000048	PCard

Scroll down to the **Notes** section to view the comments.

WOLTERSKLWR-LIPPINCOTT
27000044

General

Items

Notes

Attachments

Item Description

User Defined

Business Purpose

Office Supplier

Business purpose field

Notes

Enter notes here

Sent Back Comments

Please change GL code to 531100. Thank you.

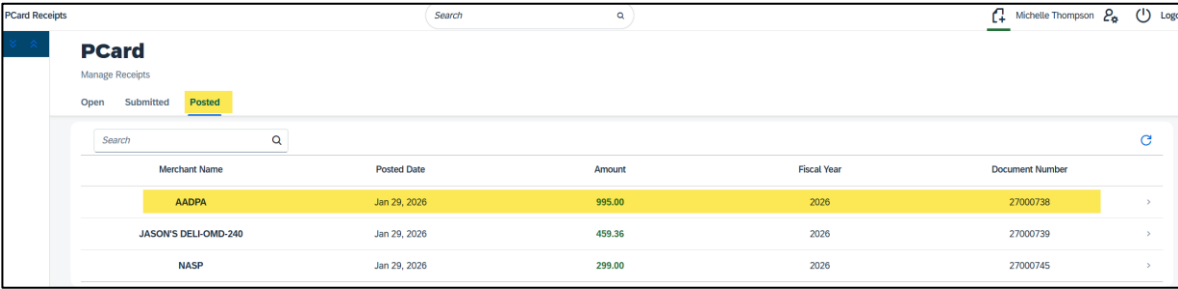
Make the changes and click **Submit**.

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Posted Transactions – Cardholder View

After the transaction is posted, it is visible on the **Posted** tab.



The screenshot shows the 'PCard Receipts' interface with the 'Posted' tab selected. It displays a table of transactions with columns for Merchant Name, Posted Date, Amount, Fiscal Year, and Document Number. The first row is highlighted in yellow.

Merchant Name	Posted Date	Amount	Fiscal Year	Document Number
AADPA	Jan 29, 2026	995.00	2026	27000738
JASON'S DELI-OMD-240	Jan 29, 2026	459.36	2026	27000739
NASP	Jan 29, 2026	299.00	2026	27000745