

PCard Approver – FI Approver

Updated July 1, 2026

Purpose

This document describes the FI Approver steps to approve PCARD transactions in Firefly.

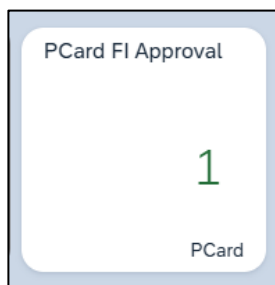
Process Description

- 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.

FI Approver Procedure

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

Click on the **PCard FI Approval** tile.

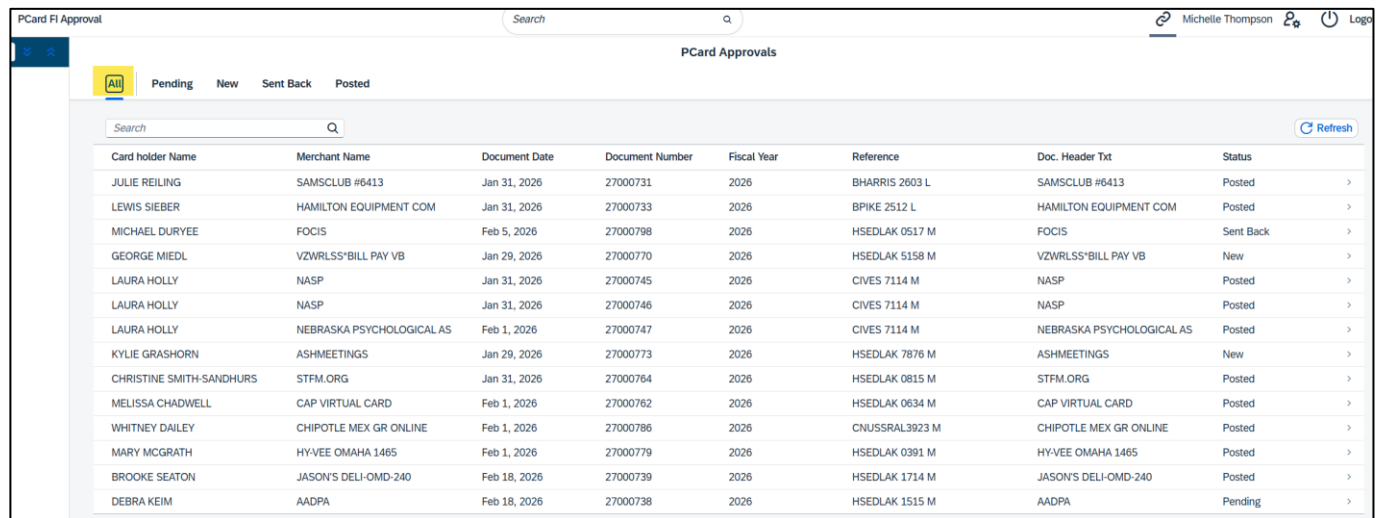


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The application homepage will display a list of PCARD FI Approvals by status:

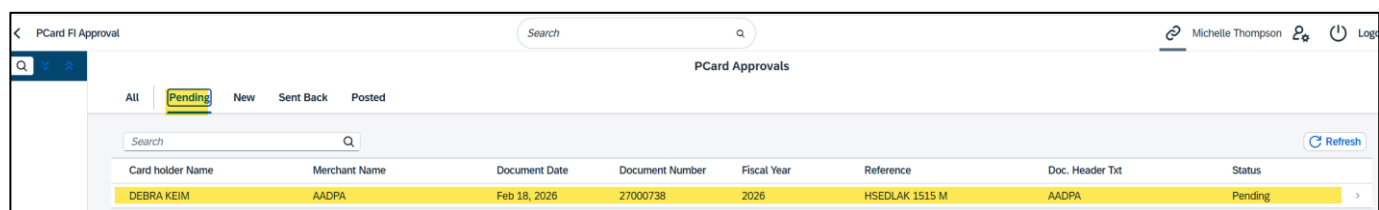
- **All** – A complete list of all transactions.
- **Pending** – Waiting for FI approval.
- **New** – Waiting to be processed by the Cardholder and the Reconciler.
- **Sent Back to Reconciler** – Transactions sent back to the Reconciler.
- **Send Back to Card Holder** – Transactions sent back to the Cardholder.
- **Posted** – Transactions approved and posted in SAP.



The screenshot shows the 'PCard FI Approval' application interface. At the top, there is a search bar and a user profile for Michelle Thompson. Below the header, there are tabs for 'All', 'Pending', 'New', 'Sent Back', and 'Posted'. The 'All' tab is currently selected. A table displays a list of transactions with the following columns: Card holder Name, Merchant Name, Document Date, Document Number, Fiscal Year, Reference, Doc. Header Txt, and Status. The table contains 18 rows of data, with the last row, 'DEBRA KEIM' with status 'Pending', highlighted in yellow.

Card holder Name	Merchant Name	Document Date	Document Number	Fiscal Year	Reference	Doc. Header Txt	Status
JULIE REILING	SAMSLUB #6413	Jan 31, 2026	27000731	2026	BHARRIS 2603 L	SAMSLUB #6413	Posted
LEWIS SIEBER	HAMILTON EQUIPMENT COM	Jan 31, 2026	27000733	2026	BPIKE 2512 L	HAMILTON EQUIPMENT COM	Posted
MICHAEL DURYEE	FOCIS	Feb 5, 2026	27000798	2026	HSEDLAK 0517 M	FOCIS	Sent Back
GEORGE MIEDL	VZWLSS*BILL PAY VB	Jan 29, 2026	27000770	2026	HSEDLAK 5158 M	VZWLSS*BILL PAY VB	New
LAURA HOLLY	NASP	Jan 31, 2026	27000745	2026	CIVES 7114 M	NASP	Posted
LAURA HOLLY	NASP	Jan 31, 2026	27000746	2026	CIVES 7114 M	NASP	Posted
LAURA HOLLY	NEBRASKA PSYCHOLOGICAL AS	Feb 1, 2026	27000747	2026	CIVES 7114 M	NEBRASKA PSYCHOLOGICAL AS	Posted
KYLIE GRASHORN	ASHMEETINGS	Jan 29, 2026	27000773	2026	HSEDLAK 7876 M	ASHMEETINGS	New
CHRISTINE SMITH-SANDHURS	STFM.ORG	Jan 31, 2026	27000764	2026	HSEDLAK 0815 M	STFM.ORG	Posted
MELISSA CHADWELL	CAP VIRTUAL CARD	Feb 1, 2026	27000762	2026	HSEDLAK 0634 M	CAP VIRTUAL CARD	Posted
WHITNEY DAILEY	CHIPOTLE MEX GR ONLINE	Feb 1, 2026	27000786	2026	CNUSSRAL3923 M	CHIPOTLE MEX GR ONLINE	Posted
MARY MCGRATH	HY-VEE OMAHA 1465	Feb 1, 2026	27000779	2026	HSEDLAK 0391 M	HY-VEE OMAHA 1465	Posted
BROOKE SEATON	JASON'S DELI-OMD-240	Feb 18, 2026	27000739	2026	HSEDLAK 1714 M	JASON'S DELI-OMD-240	Posted
DEBRA KEIM	AADPA	Feb 18, 2026	27000738	2026	HSEDLAK 1515 M	AADPA	Pending

To view pending transactions that have been reconciled and are awaiting approval, click on the Pending tab. Then, click the required transaction in the row.



The screenshot shows the 'PCard FI Approval' application interface with the 'Pending' tab selected. The table displays a single transaction, 'DEBRA KEIM' with status 'Pending', which is highlighted in yellow.

Card holder Name	Merchant Name	Document Date	Document Number	Fiscal Year	Reference	Doc. Header Txt	Status
DEBRA KEIM	AADPA	Feb 18, 2026	27000738	2026	HSEDLAK 1515 M	AADPA	Pending

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Each transaction contains four sections:

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

CASEYS #6140
27000048

General US Bank Items FI Line Items Attachments

Document Number 27000048	Fiscal Year 2026	Posting Date Jun 10, 2026
Cardholder Name WILLIAM SMITH	Merchant Name CASEYS #6140	Merchant City OMAHA
Merchant State NE	Reference ????????75971 M	Doc Header Text CASEYS #6140

The **US Bank Items** tab contains information provided by the bank. Not all transactions will have information under the US Bank Items section. If this section is blank, no information was available. No action is required.

CASEYS #6140
27000048

General **US Bank Items** FI Line Items Attachments

US BANK ITEMS

Item No	Description	Quantity	Unit of Measure	Unit Cost	Discount
	TAX 1	0000000001	O	0,000,016.8200	000,000,000.00
	TAX 1	0000000001	O	0,000,016.8200	000,000,000.00

The **FI Line Items** tab displays the data fields entered by the Cardholder and/or the Reconciler.

CASEYS #6140
27000048

General US Bank Items **FI Line Items** Attachments

FI LINE ITEMS

Item	Debit/Credit	Item Text	Amount	Cost Center	WBS	GL Account	User Defined
002	S	Intensity Black Permanent Markers, Fine Point	190.700	2262311021		531100	

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The **Attachments** tab will provide the documentation for the transaction. Click on the row to view the documentation.

CASEYS #6140
27000048

[General](#) [US Bank Items](#) [FI Line Items](#) [Attachments](#)

ATTACHMENTS

Title	File Type	File Size	Created By	Created Date
Order 4900003798	pdf	0.18	MITHOMPSON	Jun 10, 2026

After reviewing, click on either “Approve” to post the transaction, “Send Back to Reconciler” or “Send Back to Card Holder”.

[Approve](#) [Send Back to Reconciler](#) [Send Back to Card Holder](#)

If Send Back to Reconciler or Send Back to Cardholder is selected, a comment box will appear. Enter a comment, then click on “Send Back”.

Send Back to Reconciler - Comments

lease update the GL code to 531600. Thank you.

[Send Back](#) [Cancel](#)

Note: If “Sent Back” to either the Reconciler or the Cardholder, the transaction will appear in the respective tab on the Main page.

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An e-mail notification will be sent to the either the Reconciler or the Cardholder detailing the transactional data and the comment entered by the FI Approver.

After the changes have been made, the transaction will appear in the **Pending** tab on the Main page.

PCard Approvals									
All	Pending	New	Sent Back to Reconciler	Sent Back to Card Holder	Posted				
Search Refresh									
Card holder Name	Merchant Name	Doc. Date	Doc. Number	Year	Cost Object	Reference	Header Txt	Doc. Type	Status
MARY SOPER	WOLTERSKLWR-LIPPINCOTT	May 3, 2026	27000044	2026	2262311021	TDSAFFOR1693 M	WOLTERSKLWR-LIPPINCOTT	PCard	Pending
WILLIAM SMITH	CASEYS #6140	Jun 10, 2026	27000048	2026	2262311021	????????5971 M	CASEYS #6140	PCard	Pending

When a transaction is approved, it will display in the **Posted** tab.

PCard FI Approval									
Search									
Refresh									
PCard Approvals									
All	Pending	New	Sent Back	Posted					
Card holder Name	Merchant Name	Document Date	Document Number	Fiscal Year	Reference	Doc. Header Txt	Status		
JULIE REILING	SAMSClub #6413	Jan 31, 2026	27000731	2026	BHARRIS 2603 L	SAMSClub #6413	Posted		
LEWIS SIEBER	HAMILTON EQUIPMENT COM	Jan 31, 2026	27000733	2026	BPIKE 2512 L	HAMILTON EQUIPMENT COM	Posted		
LAURA HOLLY	NASP	Jan 31, 2026	27000745	2026	CIVES 7114 M	NASP	Posted		
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