

PCard Approval - Reconciler

Updated July 1, 2026

Purpose

This document describes the Reconciler steps to complete PCARD transactions in SAP.

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.

Reconciler Procedure

In SAP, run transaction ZPCARD and click Execute.

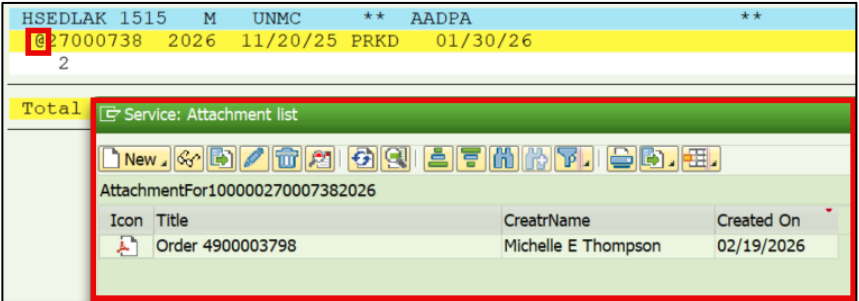
An example display of a transaction:

Reconciliation Report and Drilldown										
Refresh		Choose		Download						
ZFP ALLCARD VIEW				UNIVERSITY OF NEBRASKA				PAGE: 1		
USER: MITHOMPSON				Procurement Card Detail (Sort # 1)				DATE: 02/19/2026		
				Parked Types Only				TIME: 13:23:25		
All Dates Included								SYS/CL: UND 005		
RECONCILER-CARD		CAMPUS		VENDOR NAME			CARD HOLDER		TRANS LIMIT	
SAP #		FY		CHARGED	STATUS	ENTERED	POSTED	TRANSACTION ID		
Line		Item Description				Amount	Cost Object	Account	Account Description	
HSEDLAK 1515		M	UNMC	**	AADPA	**	DEBRA KEIM	\$4,999		
027000738		2026	11/20/25	PRKD	01/30/26	995.00-	3343634422	523699	24011345325100003584218	
2						995.00	3109300001	589999		
Total Transactions =		1		Total \$ Amt =		995.00				

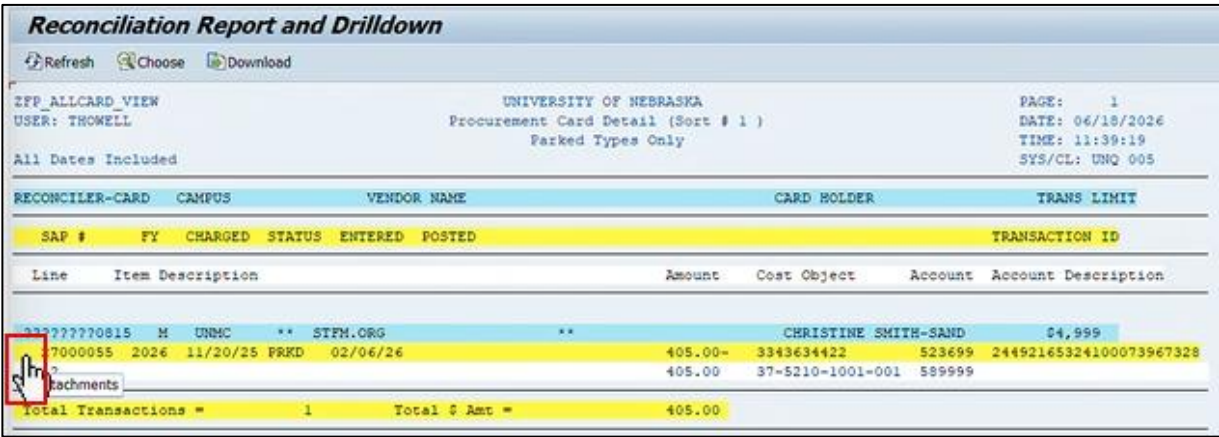
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To view the attachment, click on the “@” symbol next to the document number. Then, double click on the row.



To add an attachment, click in the blank yellow space before the SAP document number.



Click on New, Create Attachment.



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Locate your attachment and click Open.

The attachment will now be visible.

Reconciliation Report and Drilldown																							
Refresh		Choose		Download																			
ZFP_ALLCARD_VIEW				UNIVERSITY OF NEBRASKA				PAGE: 1															
USER: THOWELL				Procurement Card Detail (Sort # 1)				DATE: 06/18/2026															
				Parked Types Only				TIME: 11:39:19															
All Dates Included								SYS/CL: UNQ 005															
RECONCILER-CARD		CAMPUS		VENDOR NAME				CARD HOLDER		TRANS LIMIT													
SAP #		FY		CHARGED		STATUS		ENTERED		POSTED		TRANSACTION ID											
Line	Item											Account	Account Description										
Attachment list AttachmentFor100000270000552026 <table><thead><tr><th>Icon</th><th>Title</th><th>CreatrName</th><th>Created On</th></tr></thead><tbody><tr><td></td><td>205071846_20260618151935.287_X</td><td>Teresa Howell</td><td>06/18/2026</td></tr></tbody></table>														Icon	Title	CreatrName	Created On		205071846_20260618151935.287_X	Teresa Howell	06/18/2026		
Icon	Title	CreatrName	Created On																				
	205071846_20260618151935.287_X	Teresa Howell	06/18/2026																				
????????70815												NE SMITH-SAND	\$4,999										
27000055	2											523699	24492165324100073967328										
2												01-001	589999										
Total Transac																							

Reconciliation Report and Drilldown

Refresh

Choose

Download

ZFP_ALLCARD VIEW

UNIVERSITY OF NEBRASKA

USER: THOWELL

Procurement Card Detail (Sort # 1)

All Dates Included

Parked Types Only

PAGE: 1

DATE: 06/18/2026

TIME: 11:41:55

SYS/CL: UNQ 005

RECONCILER-CARD	CAMPUS	VENDOR NAME				CARD HOLDER	TRANS LIMIT			
SAP #	FY	CHARGED	STATUS	ENTERED	POSTED	TRANSACTION ID				
Line	Item Description					Amount	Cost Object	Account	Account Description	
*****77770815	M	UNMC	**	STFM.ORG	**	CHRISTINE SMITH-SAND			\$4,999	
82	000055	2026	11/20/25	PRKD	02/06/26	405.00-	3343634422	523699	24492165324100073967328	
						405.00	37-5210-1001-001	589999		
Total Transactions =						1	Total \$ Amt =			405.00

After viewing the attachment, double click on the document number to view the transaction.

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Pop-up For Pro-card Posting

???????	5971	M	CASEYS #6140
ON	11/19/2025	FOR	190.70
GL Account Code	531100	ON SAP Doc #	27000048 FY 2026
Item Description	Intensity Black Permanent Markers, Fine Point		
Cost Center	2262311021	OR WBS Element	
User Defined			
SAP Posting Date	06/11/2026	Period	12 ☐ Get Next Charge
Workflow			
Current Status	Card Holder submitted Receipts	Send Back To Cardholder	
Card Holder Comments	MITHOMPSON	Michelle E. Thompson	
Ordered markers for the office.			
Card Holder Business Purpose			
Office supplies			
FI Approver Comments	Approvers		

Workflow	
Current Status	Sent Back by FI Approver
Card Holder Comments	THOWELL Teresa Howell
ADDITIONAL NOTES	
Card Holder Business Purpose	
BUSINESS PURPOSE	
FI Approver Comments	THOWELL Teresa Howell

PCard Approvers			
DocumentNo	Year	Appr User ID	Name 1
27000017	2026	NLEWAND	
27000017	2026	TSULLIVAN	Tony Sullivan
27000017	2026	THOWELL	Teresa Howell
27000017	2026	VGLASER	Valerie Glaser

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After clicking save, the row will turn green and a check mark will appear to confirm the transaction has been reconciled.

Reconciliation Report and Drilldown									
Refresh Choose Download			UNIVERSITY OF NEBRASKA				PAGE: 1		
ZFP_ALLCARD_VIEW			Procurement Card Detail (Sort # 1)				DATE: 06/11/2026		
USER: THOWELL			Parked Types Only				TIME: 11:34:19		
All Dates Included							SYS/CL: UNQ 005		
RECONCILER-CARD		CAMPUS	VENDOR NAME				CARD HOLDER		TRANS LIMIT
SAP #	FY	CHARGED	STATUS	ENTERED	POSTED	TRANSACTION ID			
Line	Item Description				Amount	Cost Object	Account	Account Description	
1	827000048	2026	11/19/25	PRKD	02/06/26	190.70-	3343634422	523699	24445005324300575073429
2						190.70	4143150500	589999	
Total Transactions =		1		Total \$ Amt =		190.70			

If the Reconciler is also the FI Approver, click **Save** to Post the transaction.

To Split-Code A Charge

Click on the green checkmark.

Do not change anything on the first line.

Enter the GL, Cost object, Amount and Text.

Change Parked Document: G/L Account Items

 Acct model

Company Code

1000

University of Nebraska

☐ Calculate tax

G/L account items

PK	Account	Cost Ctr	WBS Element	Amount	Text
50	523699	3343634422		260.00	0000000001173732 000000000 2490.
40	531600		37-5241-2002-001	130.00	Office Supplies
40	531600	3151010542		130.00	Office Supplies

Click Overview to make sure the entry is balanced (Debits + Credits = Zero).

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Sent Back to the Reconciler

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

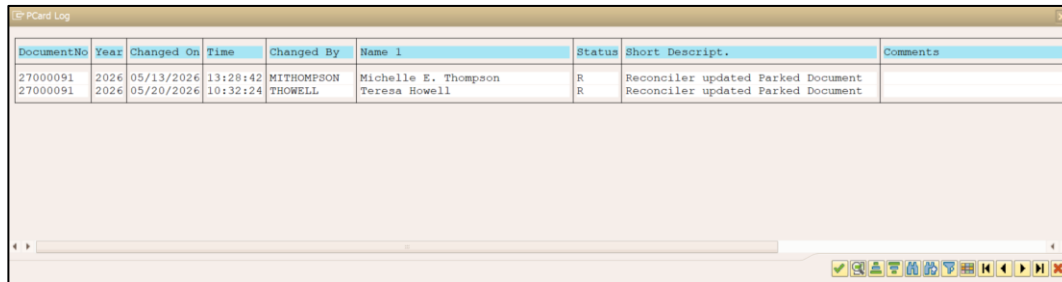
In the example below, the transaction was sent back to the Reconciler. To view the status log, click on the pull down to the right of the Current Status field.

The screenshot shows the SAP PCard Posting interface. The 'Workflow' section is expanded, showing the 'Current Status' field. The status is 'Reconciler updated Parked Document', and a dropdown arrow is visible next to it. A 'Send Back To Cardholder' button is also visible. The interface includes various input fields for transaction details such as date, amount, GL account code, and SAP document number.

PCard Approval - Reconciler

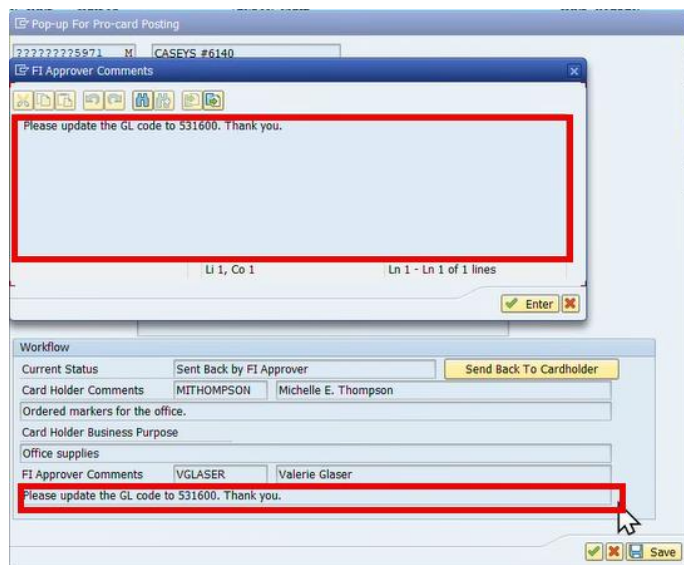
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The PCard Log will display.



DocumentNo	Year	Changed On	Time	Changed By	Name 1	Status	Short Descript.	Comments
27000091	2026	05/13/2026	13:28:42	MITHOMPSON	Michelle E. Thompson	R	Reconciler updated Parked Document	
27000091	2026	05/20/2026	10:32:24	THOWELL	Teresa Howell	R	Reconciler updated Parked Document	

If the FI Approver entered in more than the field contains, click on the pulldown to the right of the FI Approver Comments to view the entire comment.



Pop-up For Pro-card Posting

277222275971 M CASEYS #6140

FI Approver Comments

Please update the GL code to 531600. Thank you.

Ln 1, Co 1 Ln 1 - Ln 1 of 1 lines

Enter

Workflow

Current Status: Sent Back by FI Approver Send Back To Cardholder

Card Holder Comments: MITHOMPSON Michelle E. Thompson

Ordered markers for the office.

Card Holder Business Purpose

Office supplies

FI Approver Comments: VGLASER Valerie Glaser

Please update the GL code to 531600. Thank you.

Save

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After FI Approval – Reconciler View

In the SAP ZPCARD transaction, the transaction will be in the Posted status.

Reconciliation Report and Drilldown									
Refresh Choose Download			UNIVERSITY OF NEBRASKA				PAGE: 1		
ZFP ALLCARD VIEW			Procurement Card Detail (Sort # 1)				DATE: 02/19/2026		
USER: MITHOMPSON			Parked and Posted				TIME: 13:45:30		
All Dates Included							SYS/CL: UND 005		
RECONCILER-CARD		CAMPUS		VENDOR NAME		CARD HOLDER		TRANS LIMIT	
SAP # FY CHARGED STATUS ENTERED POSTED						TRANSACTION ID			
Line	Item Description				Amount	Cost Object	Account	Account Description	
ECARSON 8768 L UNL ** INTEGRATED DNA TECHNIGS **									
✓ 27000738	2011	07/02/10	POSTED	07/27/10	32.80-	2344970002	523699	243268401830140000008652	
2	NMOLE DNA RAPLA R2 & R2 PRIMER - LAB SUPPLIES				32.80	26-6221-0191-001	533100	RESEARCH AND LAB SUPPLIE	
HSEDLAK 1515 M UNMC ** AADPA **									
✓ 827000738	2026	11/20/25	POSTED	02/19/26	995.00-	3343634422	523699	24011345325100003584218	
2	AADPA				995.00	3151010142	533100	RESEARCH AND LAB SUPPLIE	
RWCOOK 2904 M UNMC ** AHA SESSIONS **									
✓ 27000738	2012	07/07/11	POSTED	07/08/11	495.00-	3343634422	523699	24210731188200851600086	
2	Registration AHA conf- Nov 2011- Sears				495.00	37-5224-1003-007	521900	CONFERENCE EXPENSE	
Total Transactions =		3		Total \$ Amt =		1,522.80			