PCard Approval - Reconciler

Updated July 1, 2026

Purpose

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

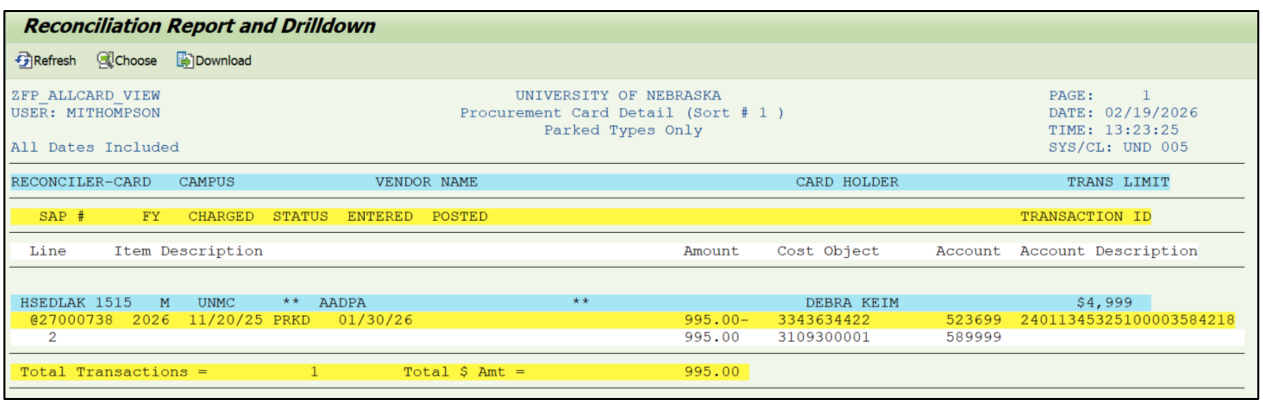
Process Description

- 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.

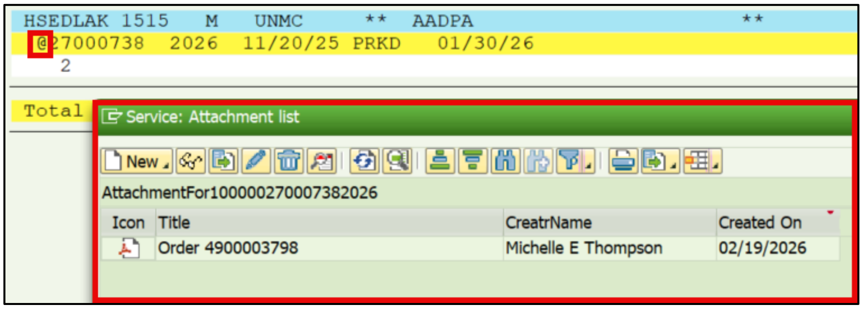
An example display of a transaction:



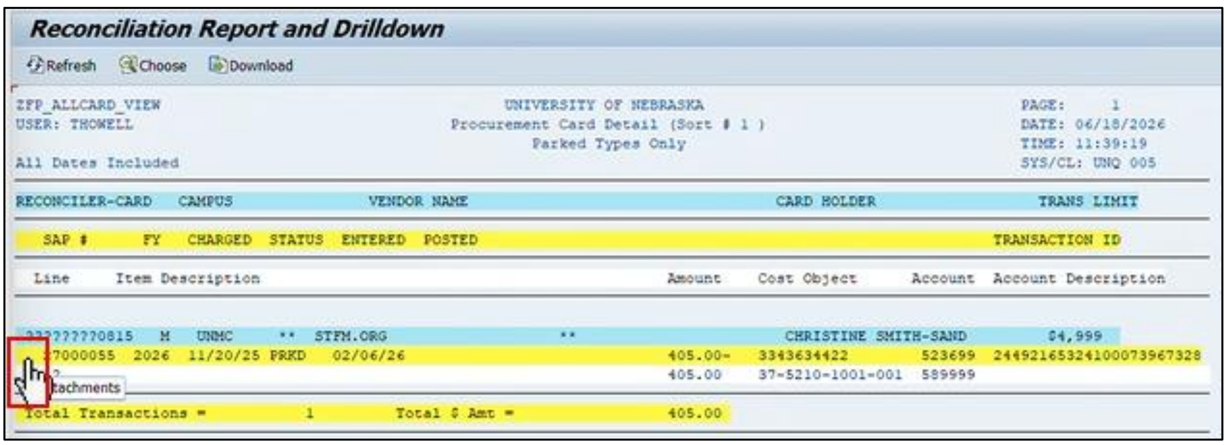
PCard Approval - Reconciler

Updated July 1, 2026

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



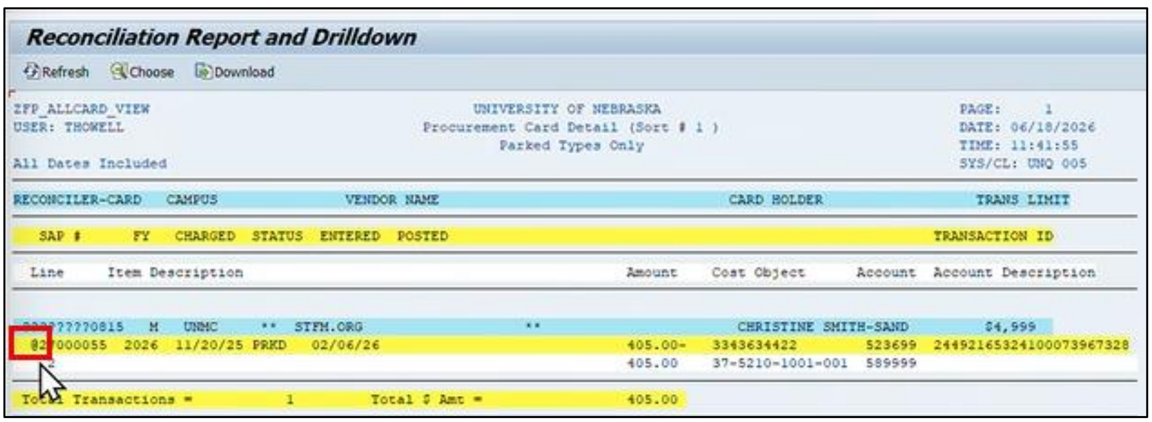
To add an attachment, click in the blank yellow space before the SAP document number.



Click on New, Create Attachment.

Locate your attachment and click Open.

The attachment will now be visible.

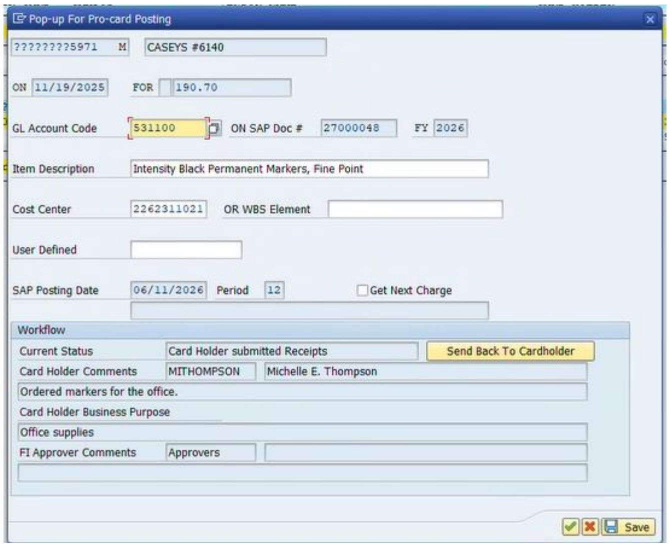


After viewing the attachment, double click on the document number to view the transaction.

PCard Approval - Reconciler

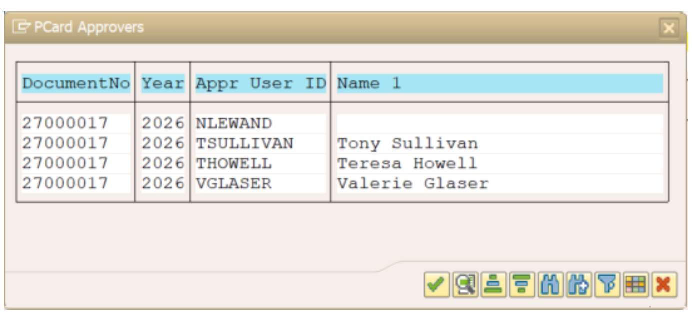
Updated July 1, 2026

The fields the cardholder entered will be visible for the Reconciler. All fields in white can be edited. If the information is correct, click **Save**.



Note: To view the FI Approvers, click on the pull down.

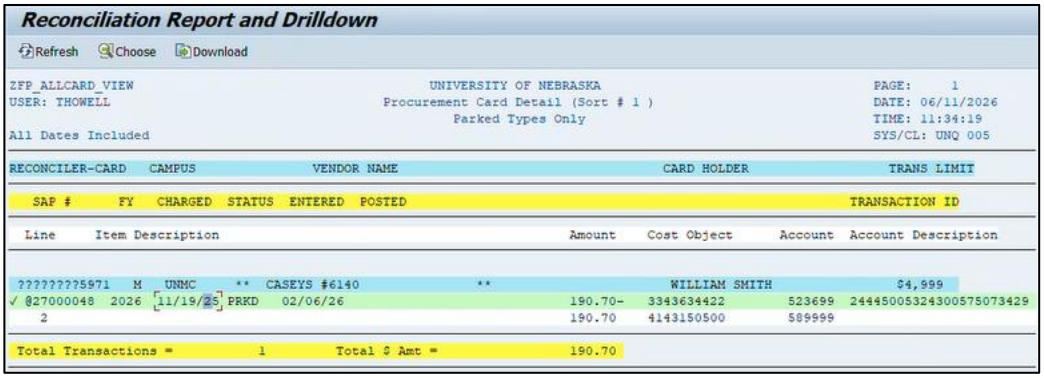
A pop-up will appear with the FI Approvers.



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

PCard Approval - Reconciler

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

ZFP_ALLCARD_VIEW UNIVERSITY OF NEBRASKA PAGE: 1
USER: THOWELL Procurement Card Detail (Sort # 1) DATE: 06/11/2026
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

?????????5971 M UNMC ** CASEYS #6140 ** WILLIAM SMITH $4,999
✓ @27000048 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

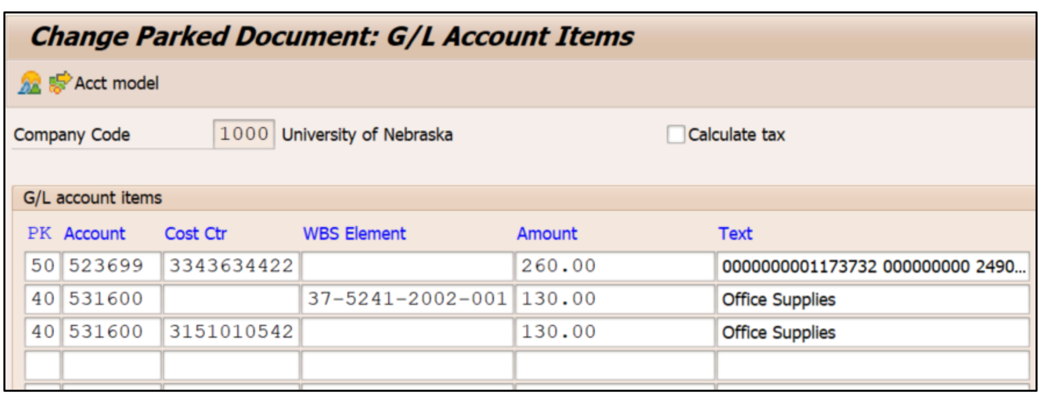
If the Reconciler is also the FI Approver, click **Save** to Post the transaction.

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

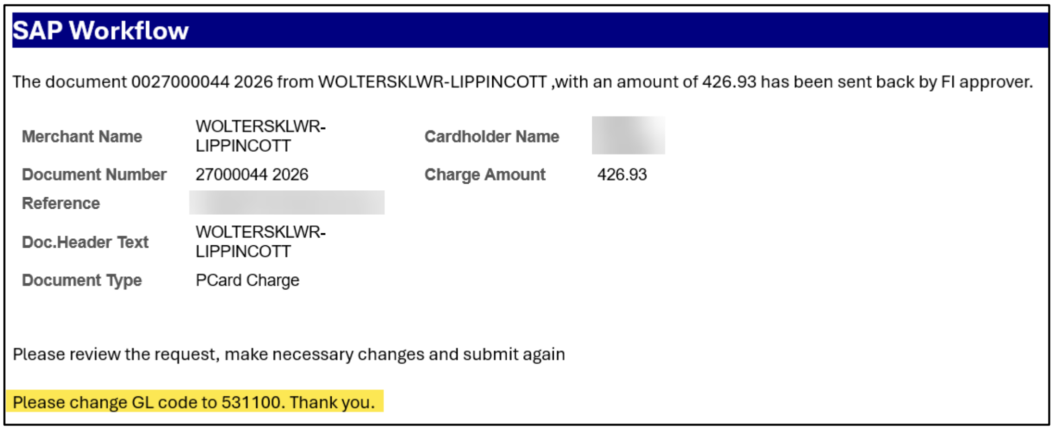
G/L account items

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).

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

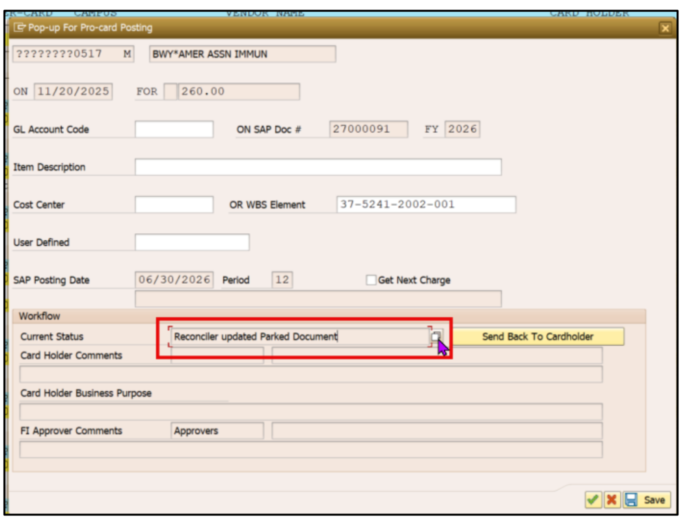
The document 0027000044 2026 from WOLTERSKLWR-LIPPINCOTT ,with an amount of 426.93 has been sent back by FI approver.

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

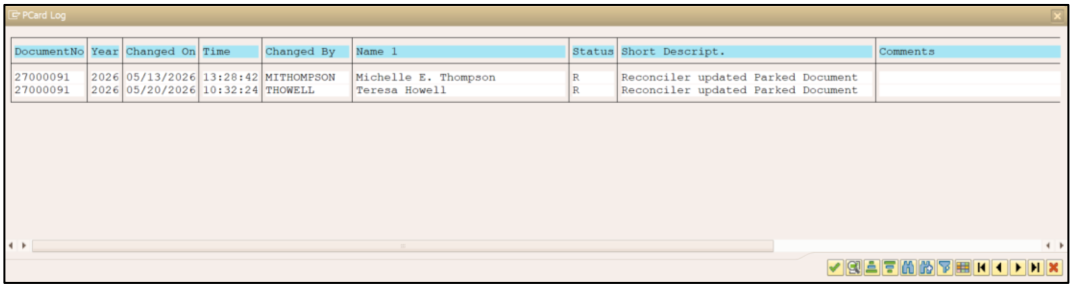
Please review the request, make necessary changes and submit again

Please change GL code to 531100. Thank you.

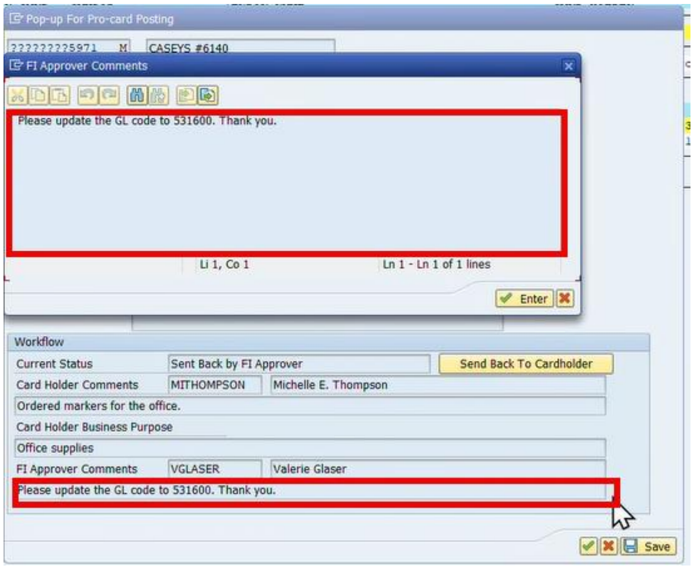
In the example below, the transaction was sent back to the Reconciler. To view the status log, click on the pull down to the right of the Current Status field.



The PCard Log will display.

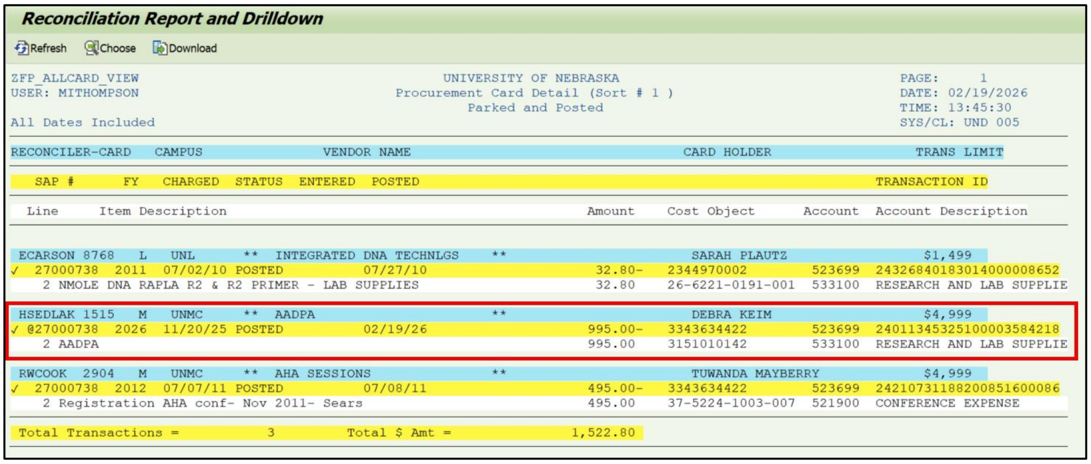


If the FI Approver entered in more than the field contains, click on the pulldown to the right of the FI Approver Comments to view the entire comment.



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

```
ZFP_ALLCARD_VIEW                    UNIVERSITY OF NEBRASKA                       PAGE:      1
USER: MITHOMPSON              Procurement Card Detail (Sort # 1 )                DATE: 02/19/2026
                                      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 TECHNLGS    **          SARAH PLAUTZ                $1,499
✓ 27000738  2011  07/02/10 POSTED          07/27/10             32.80-    2344970002          523699  2432684018301400008652
    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                      **          DEBRA KEIM                  $4,999
✓ @27000738 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               **          TUWANDA MAYBERRY            $4,999
✓ 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
```