PCard Approval - Cardholder

Updated October 1, 2026

Purpose

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

Process Description

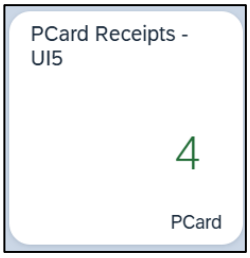
- Cardholders locate PCARD transaction in Firefly and have the option of entering data and attachment. The Cardholder cannot reconcile or approve their own transactions.
- Reconciler processes transaction in SAP through tcode ZPCARD. If the Reconciler is the FI Approver, the transaction will be posted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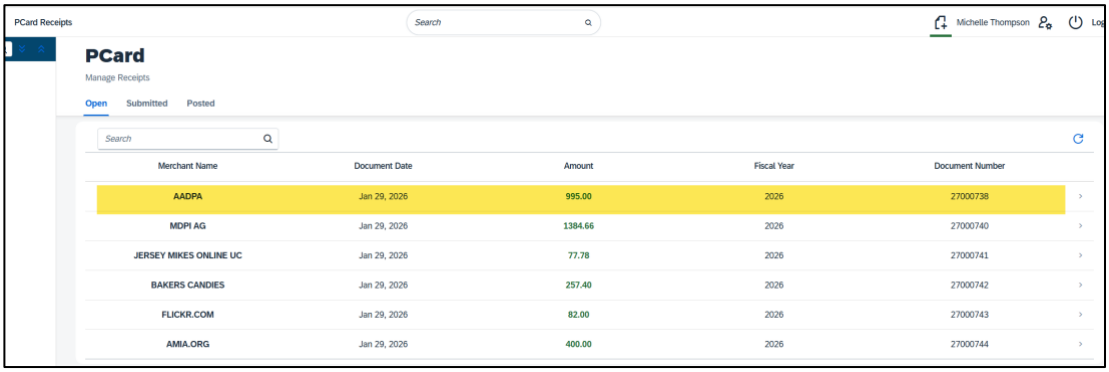
PCard Approval - Cardholder

Updated July 1, 2026

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

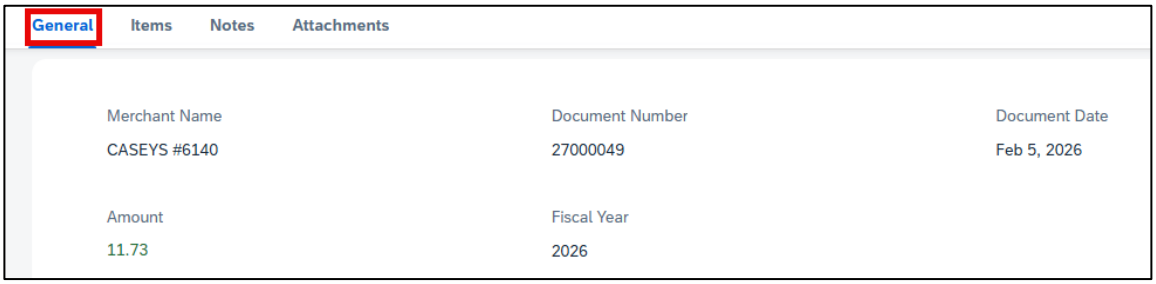
- **Open** – need to be processed by the Cardholder.
- **Submitted** – submitted by the Cardholder pending Reconciler and FI Approver.
- **Posted** – completed the approval process and have posted in SAP.

Click on the transaction.



Each transaction contains four sections:

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



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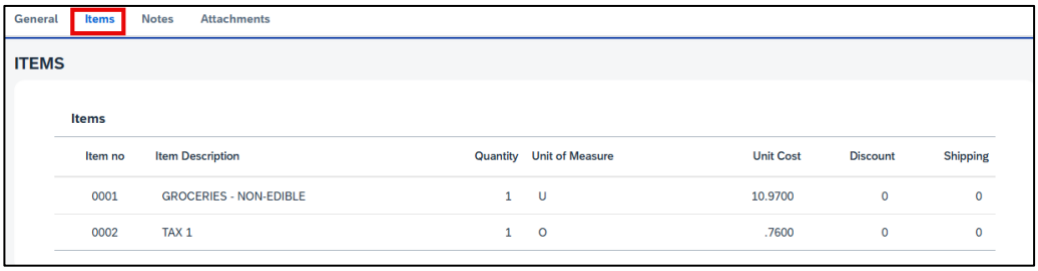
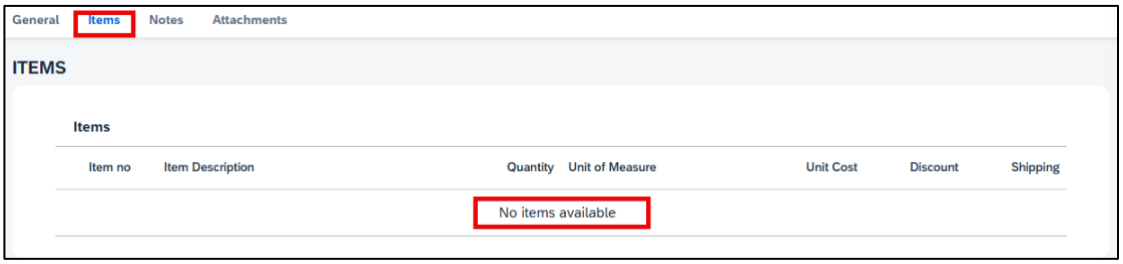
PCard Approval - Cardholder

Updated July 1, 2026

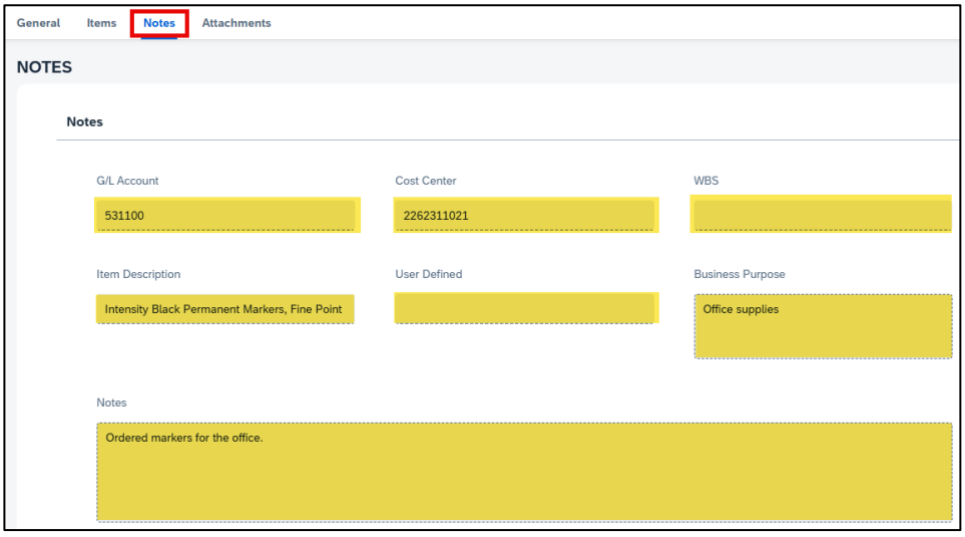
The **Items** tab contains information provided by the bank. No action is required.



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



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.



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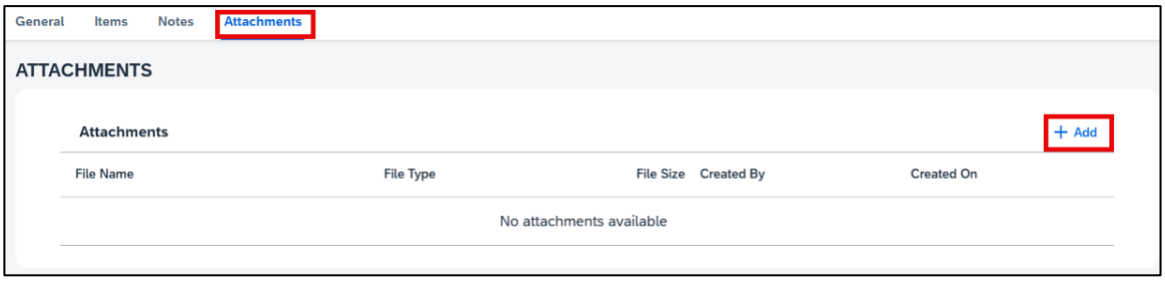
PCard Approval - Cardholder

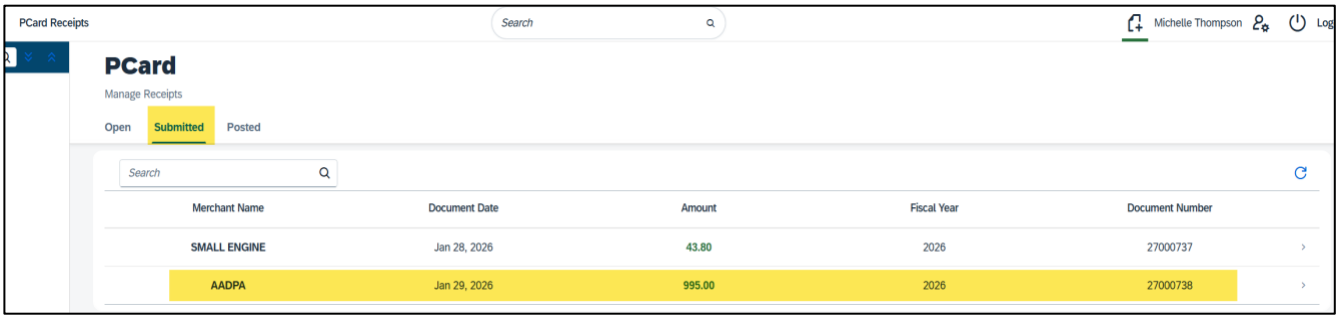
Updated July 1, 2026

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



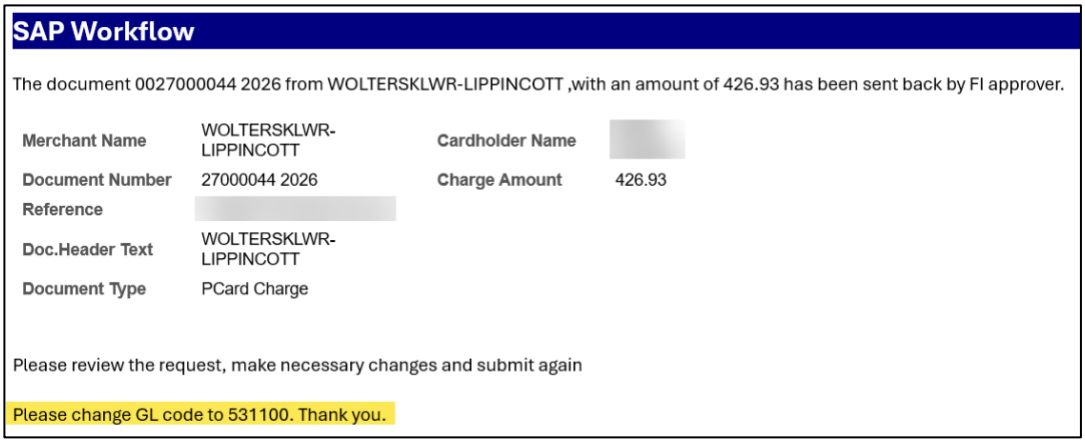
After the form is complete, click Submit on the bottom right-hand corner of the screen.

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



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.



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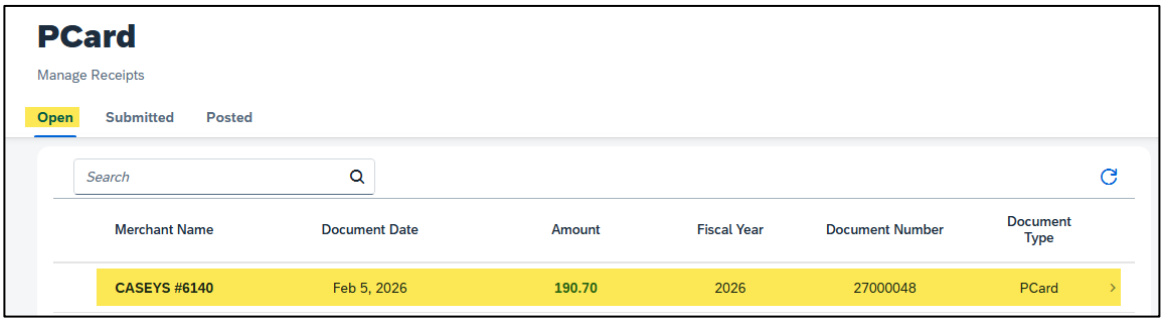
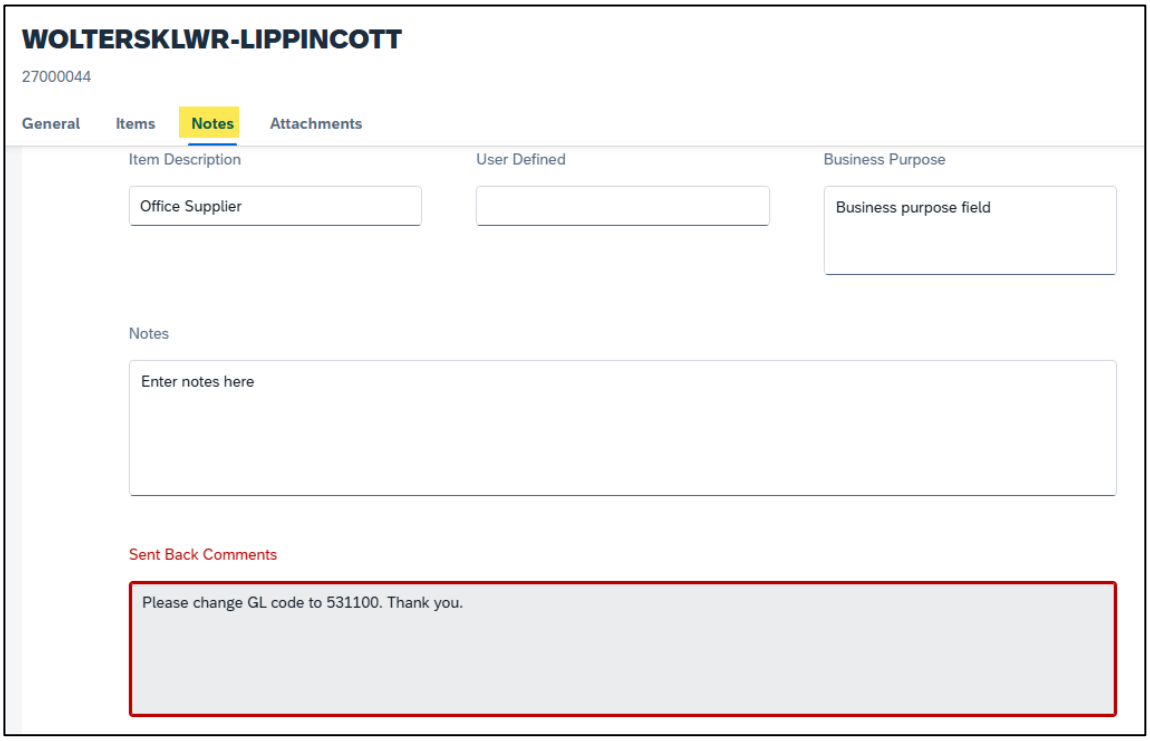
PCard Approval - Cardholder

Updated July 1, 2026

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



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



Make the changes and click **Submit**.

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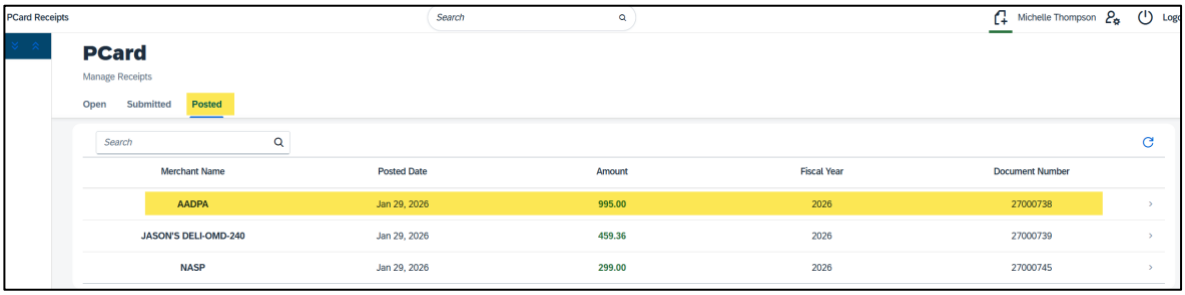
PCard Approval - Cardholder

Updated July 1, 2026

Posted Transactions – Cardholder View

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



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