PCard Approver – FI Approver

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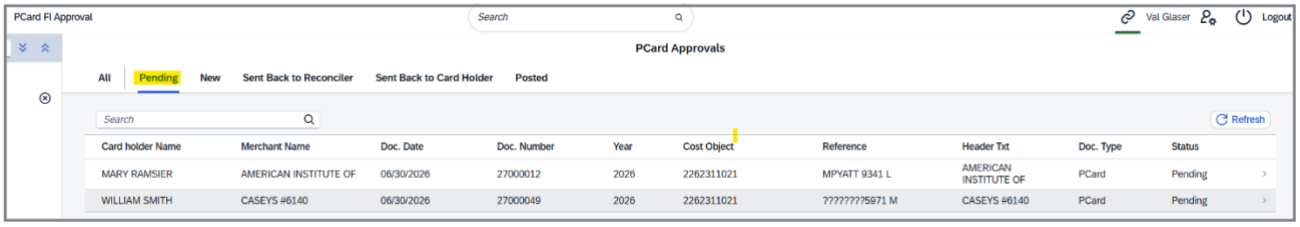
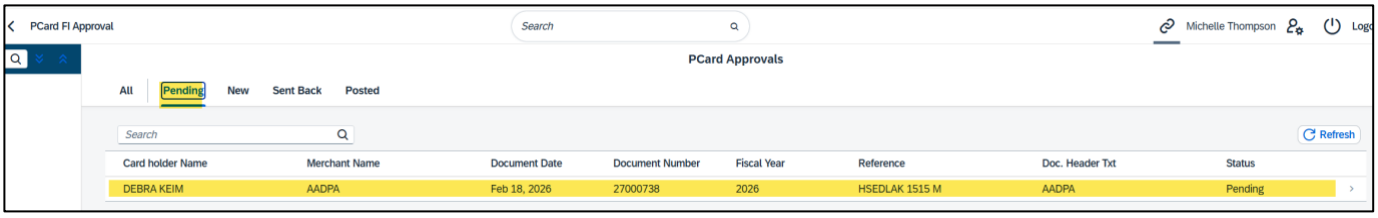
The application homepage will display a list of PCARD FI Approvals by status:

- **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.



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.



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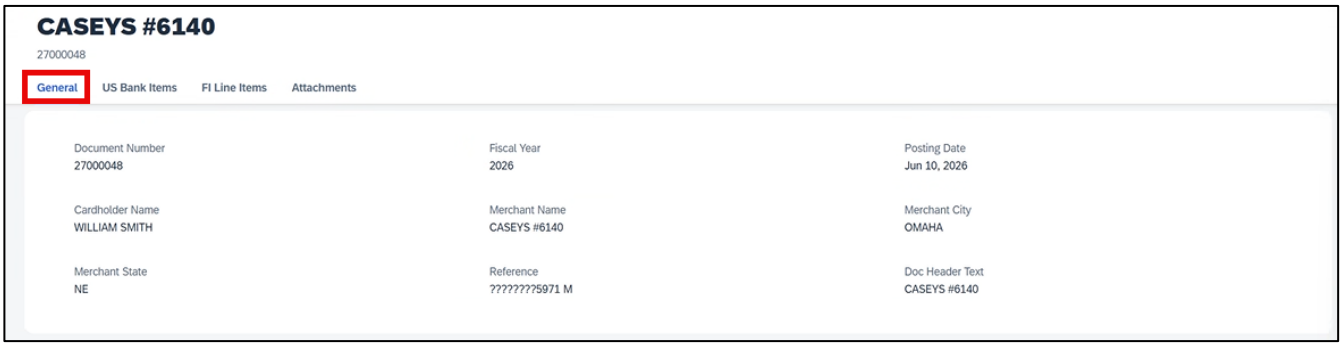
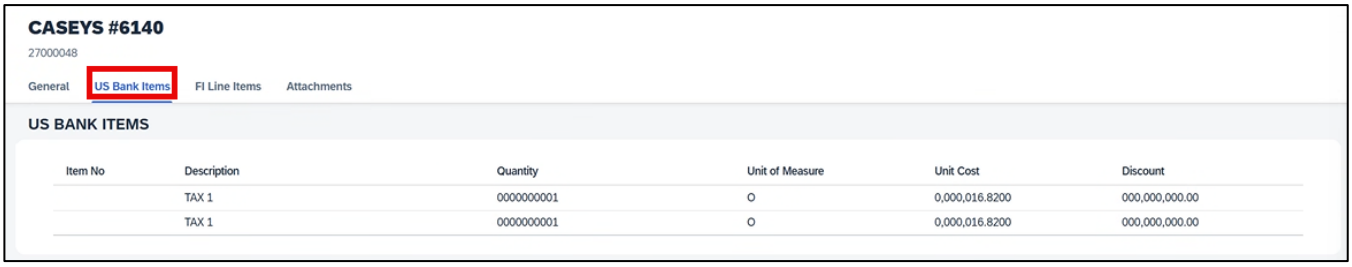
Each transaction contains four sections:

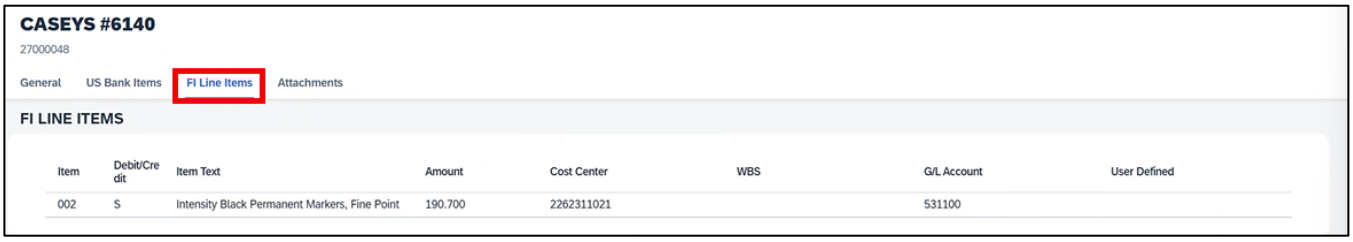
The **General** tab contains basic information from the transaction. No action required.



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.



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



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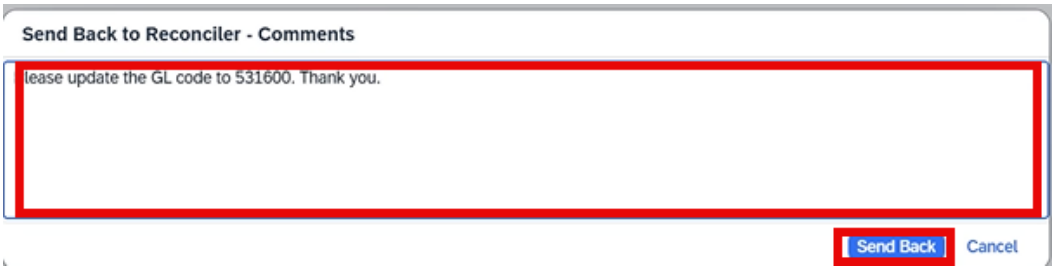
The **Attachments** tab will provide the documentation for the transaction. Click on the row to view the documentation.



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



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



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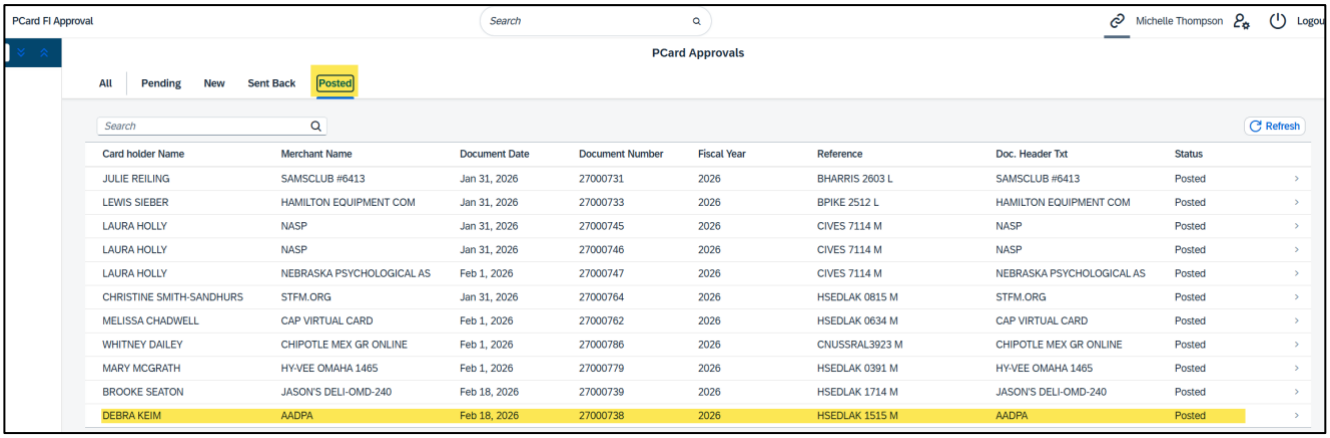
An e-mail notification will be sent detailing the transactional data and the comment entered by the FI Approver.

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



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



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