PCard Approval - Reconciler

Updated October 1, 2026

Purpose

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

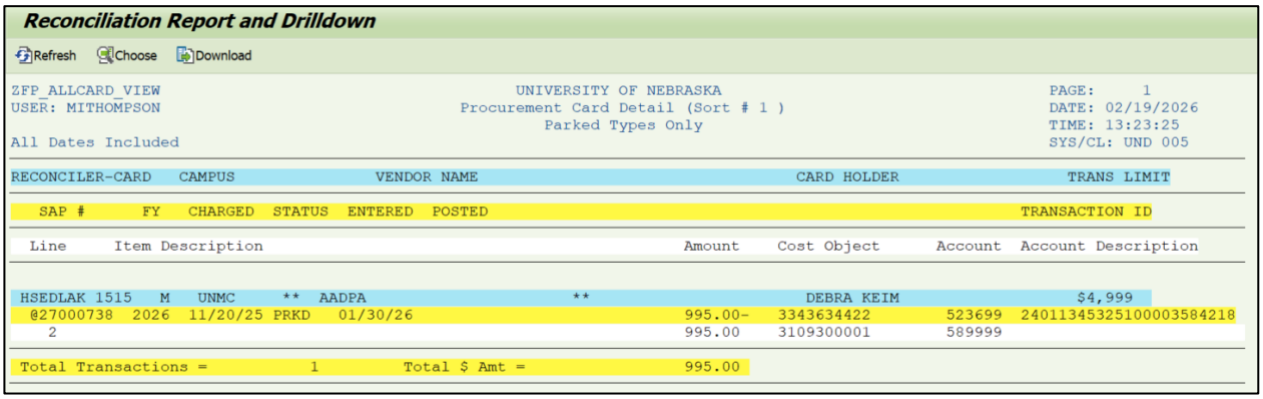
Process Description

- 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
USER: MITHOMPSON

UNIVERSITY OF NEBRASKA
Procurement Card Detail (Sort # 1)
Parked Types Only

PAGE: 1
DATE: 02/19/2026
TIME: 13:23:25
SYS/CL: UND 005

All Dates Included

RECONCILER-CARD	CAMPUS	VENDOR NAME	CARD HOLDER	TRANS LIMIT
HSEDLAK 1515	M UNMC	** AADPA **	DEBRA KEIM	$4,999

SAP #	FY	CHARGED	STATUS	ENTERED	POSTED	TRANSACTION ID
@27000738	2026	11/20/25	PRKD	01/30/26		2401134532510000358421 8

Line	Item Description	Amount	Cost Object	Account	Account Description
		995.00-	3343634422	523699	
2		995.00	3109300001	589999	

Total Transactions = 1 Total $ Amt = 995.00

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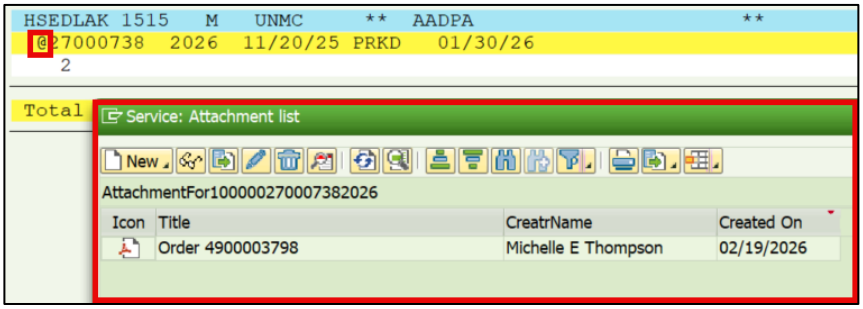
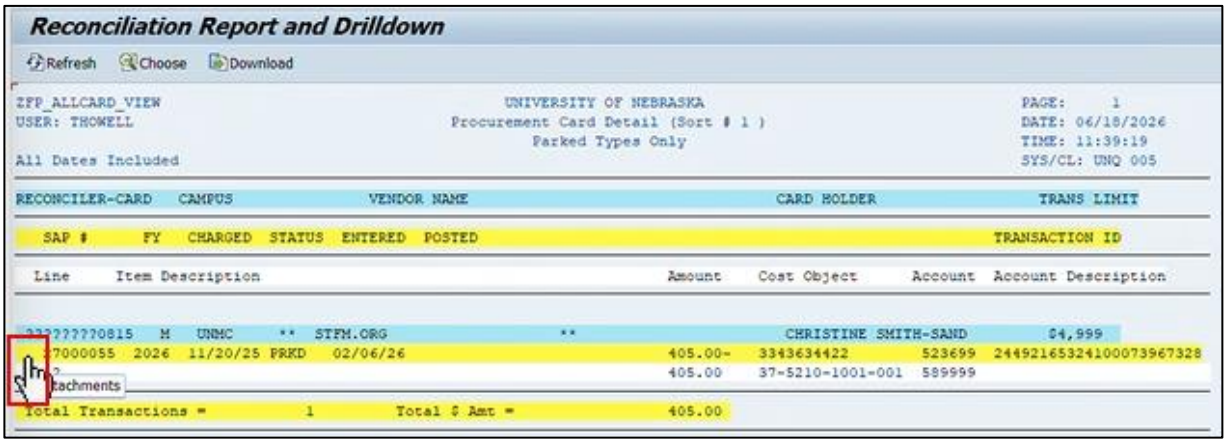
To view the attachment, click on the **"@"** symbol next to the document number. Then, double click on the row.



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



Click on New, Create Attachment.



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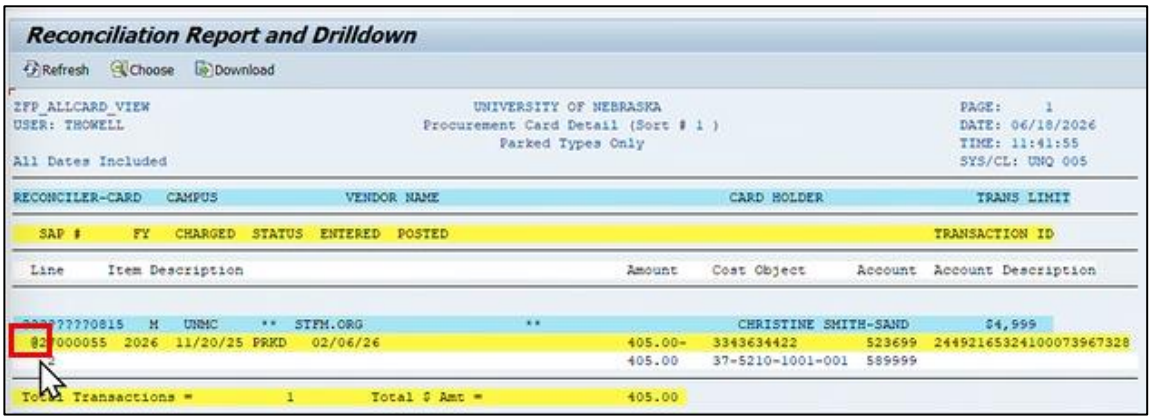
Locate your attachment and click Open.

The attachment will now be visible.





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

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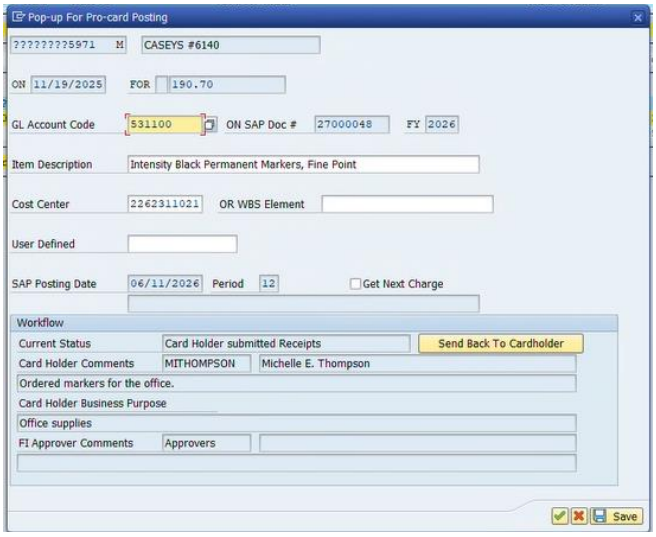
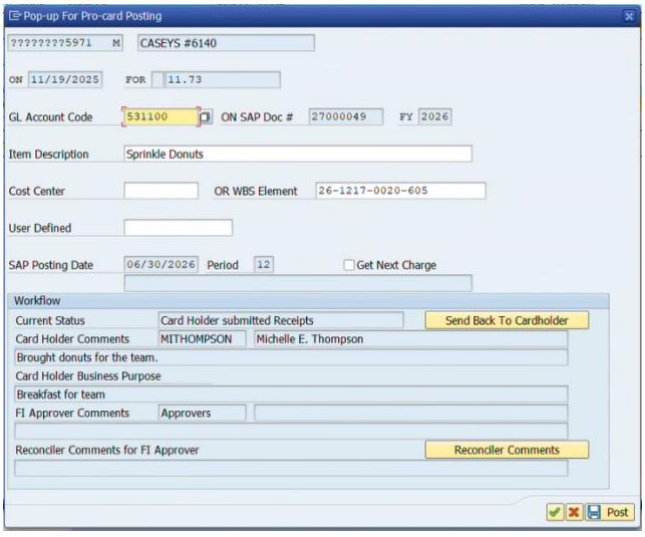
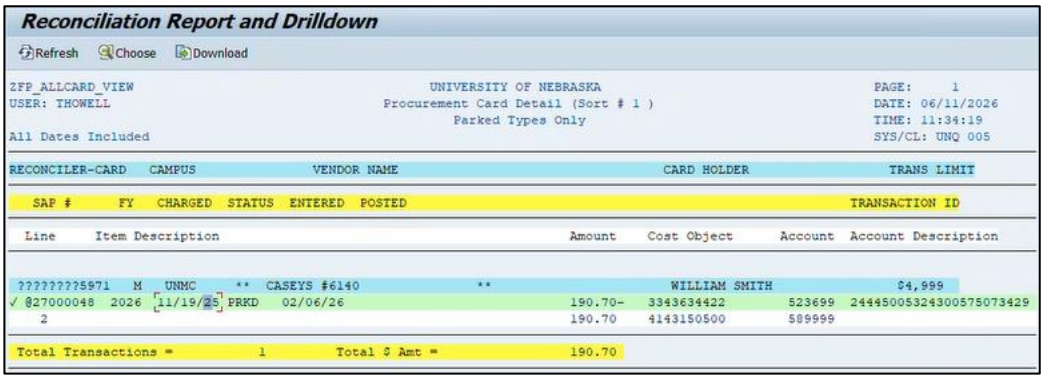
The fields the cardholder entered will be visible for the Reconciler. All fields in white can be edited. The reconciler will see a **Save** or **Post** button. If the reconciler is not an approver on the default cost object, they will see **Save**. If the reconciler is an approver on the default cost object for the card, they will see **Post**.

When the information is correct, click **Save/Post**.





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



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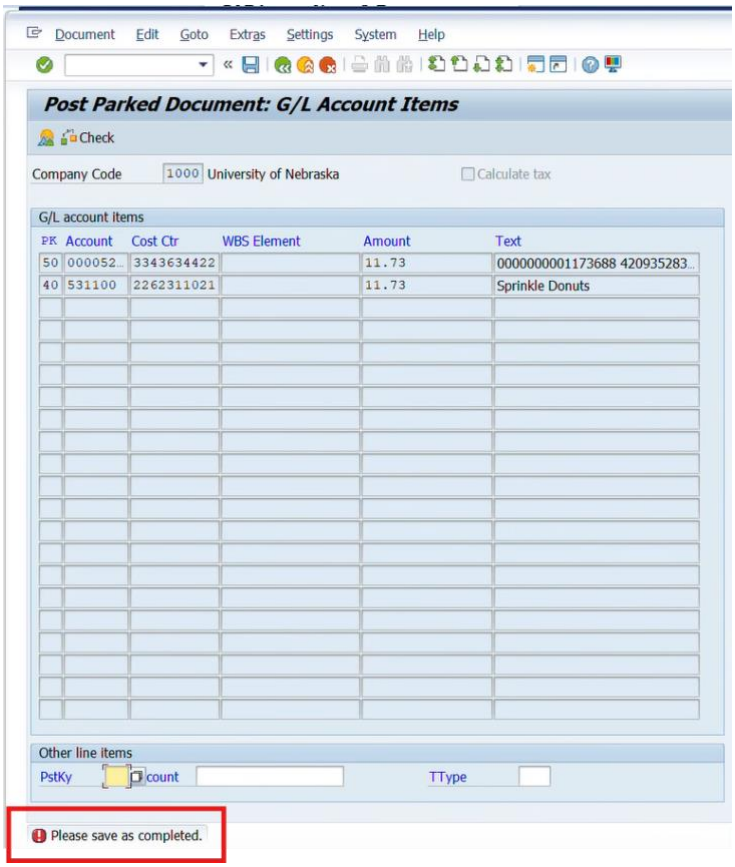
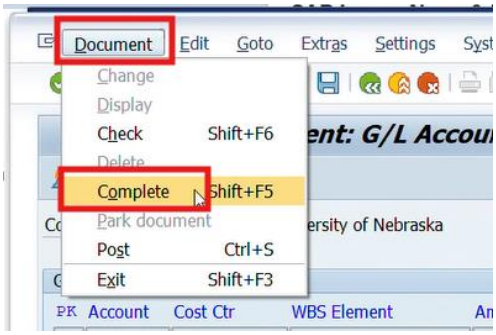
If a non-approver on the cost object used for the transaction clicks **Post,** the Post Parked Document GL Account Items screen will appear. The message **Please save as completed** will be visible at the bottom of the screen.



At the top of the screen, click **Document** then click **Complete**.



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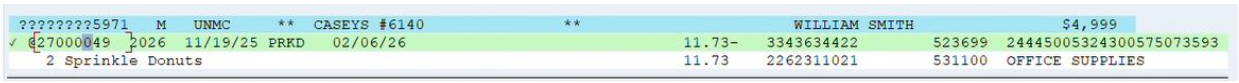
This action marks the transaction as reconciled.

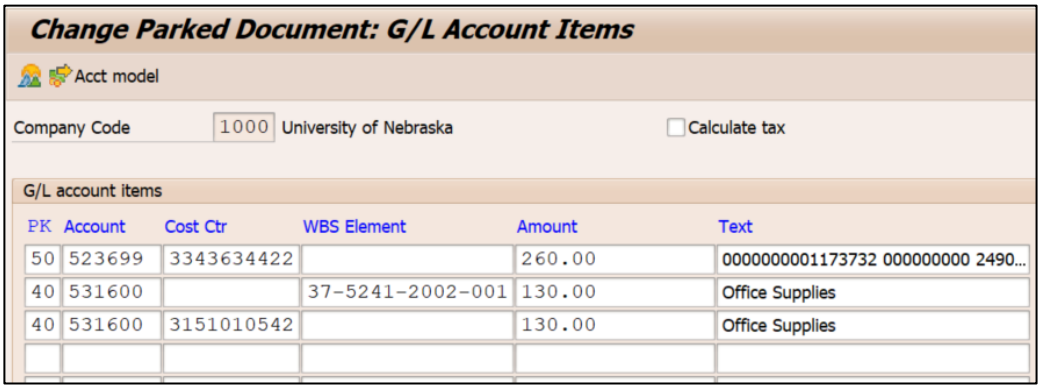


To Split-Code A Charge

Click on the green checkmark.

Do not change anything on the first line.

Enter the GL, Cost object, Amount and Text.



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

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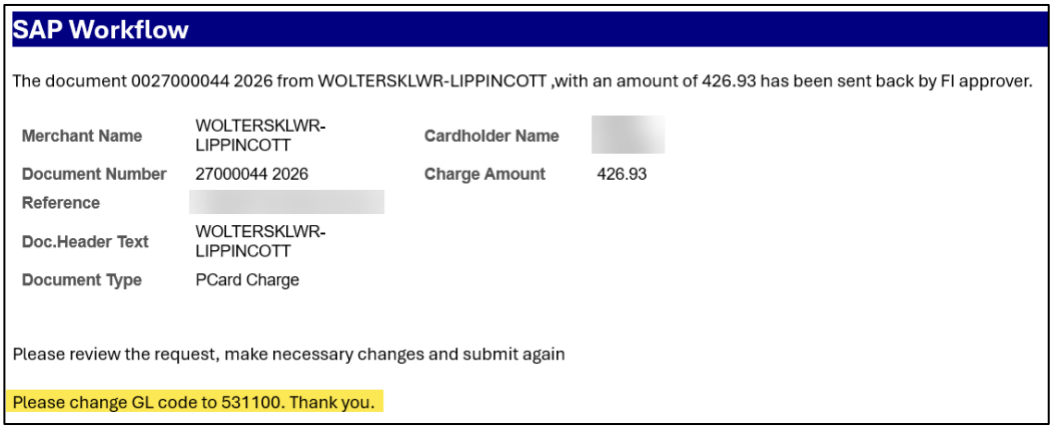
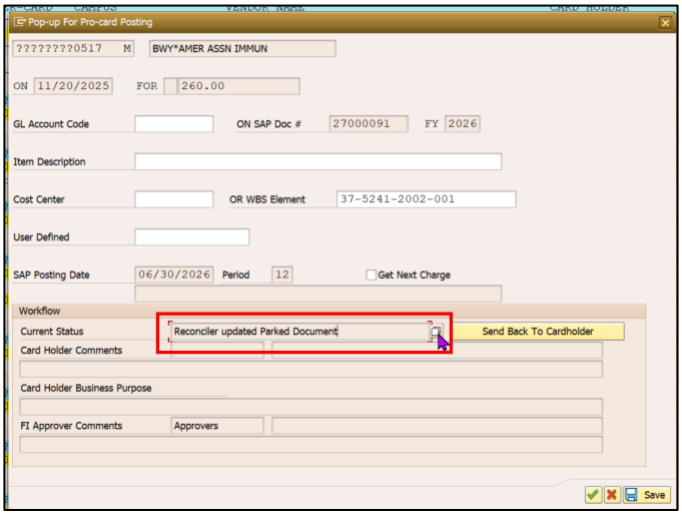
Transaction Sent Back

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. If the transaction is sent back to the Cardholder by the FI Approver, the Reconciler will be CC'd on the email.



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.



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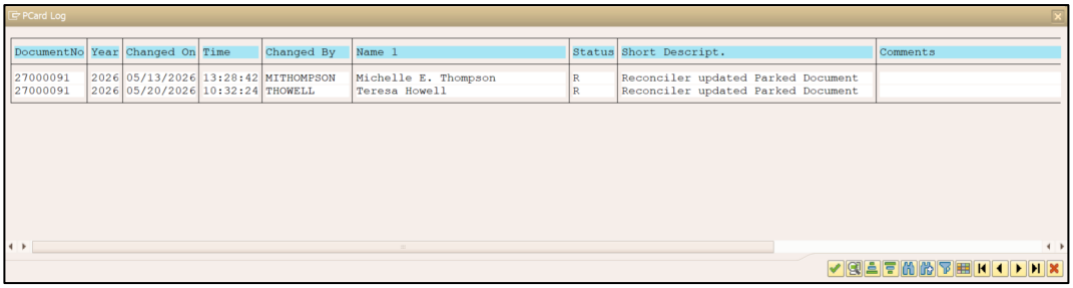
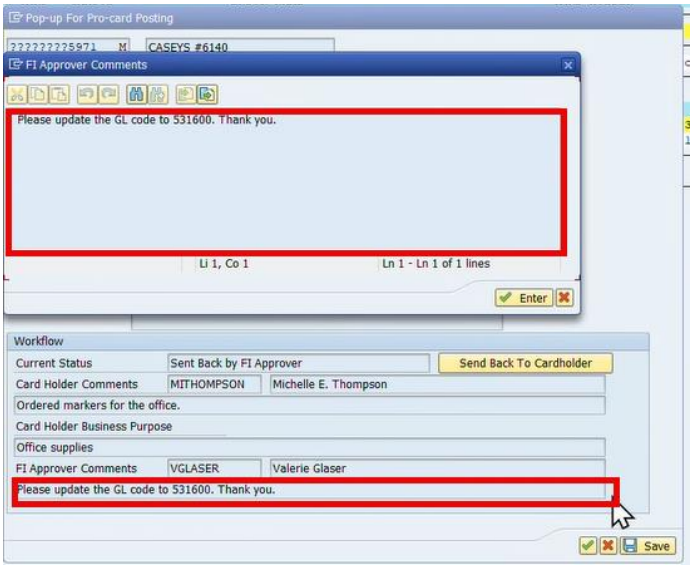
The PCard Log will display.



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.



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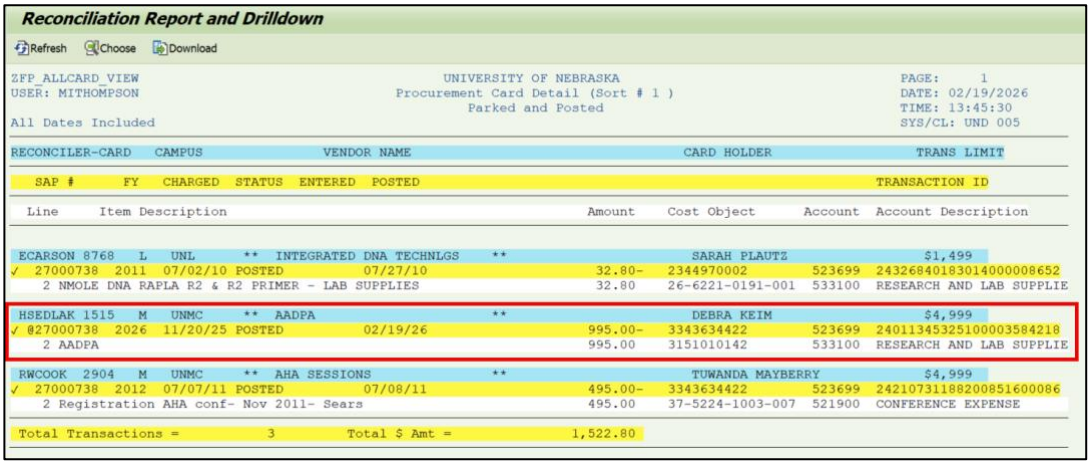
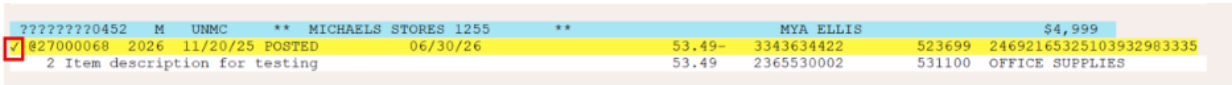
After FI Approval – Reconciler View

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

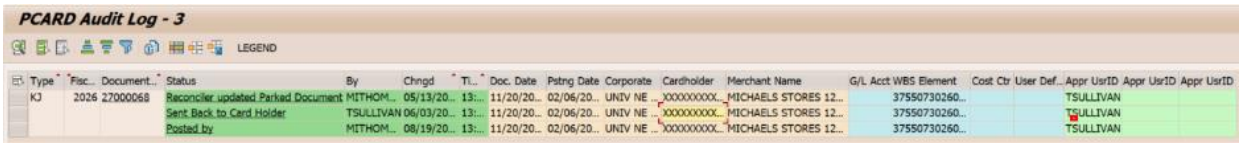


PCARD Audit Log View

To view the PCARD Audit Log at any stage of the process, click on the green checkmark.



Example of a PCARD Audit Log:



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