How Do I Access P-Card Reconciliation

1. Login to EagleLINKS

2.	Click the NavBa	Icon in the upper right-hand	corner
	S COPPIN	Menu - Search in Menu Q	🟠 🕹 😥
	Employee 🔻		< 1 of 6 >

3. Click on Menu

	COPPIN		Menu 👻	Search in Menu		Q	<u>م</u> ۵	:	Ø
	Employ	ee 🔻						NavB	ar 💮
0	<	Welcome To access your Favorites and the Main Menu:	>		Campus Systems		Campus Dashboard (Campus	Recent	y Visited
		Change Password		Emergency Notification Sign Up	People Finder			Me	enu

4. Click Financials

NavBar: Me	nu	505
Recently Visited	Curriculum Management	>
Favorites	F Financial Aid	>
	Financials	>
Menu	н	

5. Continue with the process as usual by clicking **Purchasing > Procurement Cards > Reconcile > Reconcile Statement**

						\Diamond	:	\oslash
Reconcile Statement Search			NavBar: Mer	าน				102
Role Name	P-Card Reconcilers ~			Menu > Financials	> Pur	chasing	>	
Employee ID	Q.		U	Procurement Cards				
Name		٩	Recently Visited	Reconcile				
Card Issuer	US BANK PCARD ~		0		01-1		1	
Card Number	•••••			Reconcile	Statem	ient		
Transaction Number			Favorites	Review Dis	sputes			

- 6. Adding this to your favorites will provide easy access in the future. To Add to Your Favorites, follow the additional steps below.
- 7. Click Actions

Reconcile Statement			🟠 🗘 🚺
			New Window Help Perronalize Page
Reconcile Statement Search			
Role Name	P-Card Reconcilers	~	
Employee ID	٩		-
Namo		٥	1

8. Click Add to Favorites

Reconcile Statement			Ω Δ E	\otimes
			Nami Mindan I. Hala I. Danaan	Page 🗠
Reconcile Statement Search			Add To Favorites	
Role Name	P-Card Reconcilers	~	My Preferences	
Employee ID	Q		Sign Out	
Name		Q,		

9. Enter the following text – FIN Reconcile Statement and then click Add

Keconcile Statement			
Reconcile Statement Search			
Role Name	P-Card Reconcilers	· · · · ·	
Employee ID	۹		
Name		Q	
Card Issuer	US BANK PCARE	Add To Favorites	×
Card Number	*****	*Favorite Label	
Transaction Number		FIN Reconcile Statement	Add
Merchant			_
Coguanaa Numbar		N	

10. To verify the page has been added to your Favorites, click NavBar > Favorites

Keconcile Statement					🟠 🗘 🕄 ⊘
Reconcile Statement Search			NavBar: Favo	orites	0
Role Name	P-Card Reconcilers			ß	Edit Favorites
Employee ID	Q		U	/	Eur Favories
Name		Q	Recently Visited	\heartsuit	Application Transactions
Card Issuer	US BANK PCARD ~		0		
Card Number			Favorites	\heartsuit	Constituent Staging
Transaction Number				\heartsuit	FIN Reconcile Statement
Merchant		Exact Match	=		
Sequence Number			Menu	\heartsuit	HighPoint - Installed Products
Line Number			u,_®	\bigcirc	Query Manager