OVERVIEW

Use this instruction guide to completely delete any customizations in the PCard Approval screens and restore them to default settings. Clear your cache and cookies before continuing. This will ensure any customizations set prior to the upgrade will not cause problems when approving PCard transactions. These instructions are for Internet Explorer. If you use a different browser, please check with your IT department.

STEPS

Navigate to the PCard Reconcile Statement Search screen:

1. Click **Main Menu**
2. Click **Financials**
3. Click **Purchasing**
4. Click **Procurement Cards**
5. Click **Reconcile**
6. Click **Reconcile Statement**
7. Click the **Personalize Page** link
8. On the Customization page, click the **Restore Default** button.
9. Click the **OK** button, at either the top of bottom of the page.

![Image of a form with fields for Budget Status, Chartfield Status, Transaction Date, Charge Type, and Posted Date with search and OK buttons]

10. Select an employee to view and click the **Search** button.

![Image of a search form with fields for Role Name, Employee ID, Name, Card Issuer, Card Number, Transaction Number, Merchant, Sequence Number, Line Number, Billing Date, Statement Status, Budget Status, Chartfield Status, Transaction Date, Charge Type, and Posted Date with search button]
11. Click the **Personalize** link.

12. On this customization page, click the **Delete Settings** link. If you do not have Delete Settings on this page, click OK and go to the next step.
13. Click the **Delete** button.

14. Click the **OK** button.
15. Now do the same for the Distribution. Click one of the Distribution icon.

16. Click on the Personalize link.

17. Scroll down to the bottom of the page, and click the Delete Settings link.
   a. If you do not have “Delete Settings” on this page, click OK and move on to step 18.
18. Click the **Delete** button.

![Delete button image]

19. Scroll down and click the **OK** button.

![OK button image]

20. Clear your cookies and cache. In Internet Explorer, select **Tools**, then **Internet Options**.

![Internet options image]
21. On the Internet Options pop-up page, under Browsing History, click the Delete button:

![Internet Options screen]

22. On the Delete Browsing History pop-up, be sure the box for Preserve Favorites website data is unchecked, then click the Delete button.
23. Click the **OK** button at the bottom.

![Image of OK button]

24. Close all Internet Explorer sessions and restart your browser.
25. Go back to reconcile some transactions and confirm the PCard module is working correctly.

For additional PCard help...

- Contact University PCard Services at 392-1331
- Visit the [PCard website](#)
- E-mail pcard@ufl.edu

For technical issues...

- Contact the UF HelpDesk at 392-HELP