

## *Cof* **FLORIDA** How to Personalize the Reconcile Statements Page

## **OVERVIEW**

Use the **Personalize** link to rearrange data entry fields on a page in myUFL to make entering and viewing information easier. You may move fields where they will be easy to find and use. Place them in a convenient order to avoid tabbing over fields that you do not use.

It is strongly recommended you use the **Personalize** link on the **Accounts Distribution** page to move ChartFields you regularly use to the left side of the page to avoid tabbing over fields each time.

## **STEPS**

Navigate to the Reconcile Statements page in myUFL:

- 1. Click Main Menu
- 2. Click Financials
- 3. Click Purchasing
- 4. Click Procurement Cards
- 5. Click **Reconcile**
- 6. Click Reconcile Statement

Search for and retrieve statements for the PCard holder needed:

- 1. Click the Look up Employee ID (Alt+5) button.
- Click the Look Up button to view the cardholders list and click on the link needed to select.
- 3. Click the **Search** button.

You can move a field to the front page permanently using the steps below. This needs to be done only once. Let's use the **Description** field as an example. By default, the **Description** field is under the Billing tab.

1. Click the **Personalize link** to change the positions of the columns and to move this field to the front page under the **Transactions** tab.

Reconcile Statement						
Procurement Card Transactions						
Empl ID 98653214		Name Grimes, Rick				
Card Number *********7970	Card	Provider MBNA				
Bank Statement		Personalize Find   Vie	w All	쥐 🔝 🛛 First	🕚 1-9 of 15 🕑	Last
Transaction Billing						
Trans Date Merchant	*Status	Transaction Amount Currency		Chartfield Status	Redistrib	v
1 3/11/2015 DKC DIGI KEY CORP	Staged -	143.22 USD	ø	Valid	No	N
2 🔲 03/11/2015 CST THE COMPOSITE STORE	Staged -	426.95 USD	P	民 Valid	No	N
3 🔲 03/11/2015 MCMASTER-CARR	Staged 👻	132.93 USD	P	Valid	No	N
4 🔲 03/12/2015 AMAZON MKTPLACE PMTS	Staged -	222.20 USD	P	Valid	No	N

2. Click the **Description** list item to select it.

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3. Click the **Move Up button** repeatedly until the Description item is in the fourth position from the top on this list.

4. Click the **OK** button.

Personalize Column and	I Sort Order		
To order columns or add fields to so Frozen columns display under every		n press the appropriate button.	
Column Order	Sort (	Order	
Tab Transaction Select Trans Date Merchant *Status Transaction Amount Currency Comments Distribution Chartfield Status Redistrib Voucher Error Tab Billing Reference Description	Hidden Frozen		Descending
Billing Date Billing Amount Currency Prepaid Ref Dispute Amount Credit Collected			
OK Cancel Preview	Copy Settings		

The **Description** column should now be on the front page (Transaction tab) for easy viewing and entering of information. It is **very important** that there is no information in the Sort Order field on the right.

Reconcile Statement							
Procurement Card Transactions							
Empl ID 98653214 Card Number *********7970	Ca	Name Grimes, Rick non Card Provider MBNA					
Bank Statement Transaction Billing		Personalize   Fir	nd   View All   🗇   🗐	First 🕚 1-9 of	15 🕑 Last		
Trans Date Merchant	Transaction Amoun	Description	*Status	Currency	0		
1 03/11/2015 DKC DIGI KEY CORP	143.2	2	Staged	- USD			
2 🔲 03/11/2015 CST THE COMPOSITE STORE	426.9	3/17 Invoice Req	Staged	- USD	© 🛃 ۱		

For additional help, please contact the PCard Team at 392-1331 or visit the <u>PCard</u> <u>website</u> or e-mail <u>pcard@ufl.edu</u>.

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