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.

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

![Delete Settings](image)

14. Click the **OK** button.

![Bank Statement](image)
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 Settings dialog box]

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

![Currency Prepaid Ref Dispute Amount Credit Collected]

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

![Internet Explorer Internet Options dialog box]
21. On the Internet Options pop-up page, under **Browsing History**, click the **Delete** button:

![Internet Options window](image)

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

![Delete Browsing History window](image)
23. Click the **OK** button at the bottom.

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