

**Deleting Personalizations on
PCard Reconciliation**

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

The screenshot shows the 'Reconcile Statement Search' interface. At the top right, there are links for 'New Window', 'Help', and 'Personalize Page'. The 'Personalize Page' link is highlighted with a red rectangular box. Below these links, the form contains various search criteria fields: Role Name (dropdown), Employee ID (text with search icon), Name (text with search icon), Card Issuer (dropdown), Card Number (text), Transaction Number (text), Merchant (text), Sequence Number (text), Line Number (text), Billing Date (text with search icon), Statement Status (dropdown), Budget Status (dropdown), Chartfield Status (dropdown), Transaction Date (text with calendar icon), Charge Type (dropdown), and Posted Date (text with calendar icon). A 'Search' button is located at the bottom left of the form.

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8. On the Customization page, click the **Restore Default** button.

The screenshot shows a 'Page Personalization' dialog box. At the top are buttons for 'OK', 'Cancel', and 'Copy Settings'. Below the title 'Page Personalization', there is a checked checkbox 'Save tabbing order personalized below.' followed by instructions on how to define and rearrange tabbing order. Below this is an unchecked checkbox 'Disable Autocomplete for the entire page.' with instructions on how to use it. At the bottom of the dialog, there are two buttons: 'Clear Tabbing Order' and 'Restore Default', with the latter highlighted by a red rectangle. Below the buttons are radio buttons for 'Include In Tabbing Order', 'Remove From Order' (which is selected), 'Move Up In Order', and 'Move Down In Order'. The background of the application window shows the 'Reconcile Statement Search' form with various input fields like Role Name, Employee ID, Name, Card Issuer, Card Number, Transaction Number, Merchant, Sequence Number, Line Number, Billing Date, Statement Status, Budget Status, and Chartfield Status, each with a small tabbing icon next to it.

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9. Click the **OK** button, at either the top of bottom of the page.

Budget Status

Chartfield Status

Transaction Date

Charge Type

Posted Date

[Copy Settings](#)

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

Reconcile Statement Search

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

Posted Date

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11. Click the **Personalize** link.

Reconcile Statement

Procurement Card Transactions

Empl ID 98653214 Name Grimes, Rick
Card Number *****7970 Card Provider MBNA

Bank Statement **Personalize** Find View All First 1-9 of 15 Last

Transaction	Billing	Trans Date	Merchant	*Status	Transaction Amount	Currency	Chartfield Status	Redistrib	V
1 <input checked="" type="checkbox"/>		03/11/2015	DKC DIGI KEY CORP	Staged	143.22	USD	Valid	No	N
2 <input type="checkbox"/>		03/11/2015	CST THE COMPOSITE STORE	Staged	426.95	USD	Valid	No	N
3 <input type="checkbox"/>		03/11/2015	MCMaster-CARR	Staged	132.93	USD	Valid	No	N
4 <input type="checkbox"/>		03/12/2015	AMAZON MKTPLACE PMTS	Staged	222.20	USD	Valid	No	N

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.

Bank Statement

Personalize Column and Sort Order

To order columns or add fields to sort order, highlight column name, then press the appropriate button.
Frozen columns display under every tab.

Column Order

- Tab Transaction
- Select
- Trans Date
- Description
- Merchant
- *Status
- Transaction Amount
- Currency
- Comments
- Distribution
- Chartfield Status
- Redistrib
- Voucher Error
- Tab Billing
- Reference
- Billing Date
- Billing Amount
- Currency
- Prepaid Ref
- Dispute Amount
- Credit Collected

☐ Hidden
☐ Frozen

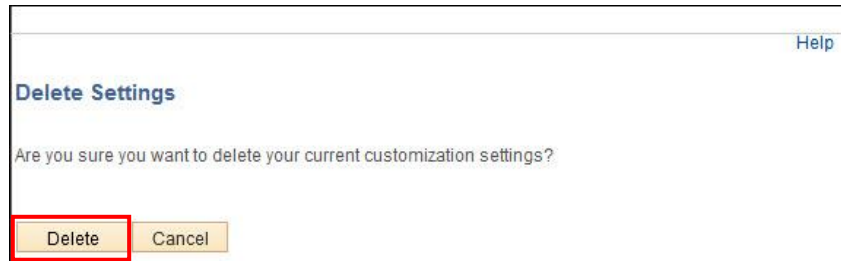
Sort Order

☐ Descending

OK Cancel Preview Copy Settings Share Settings **Delete Settings**

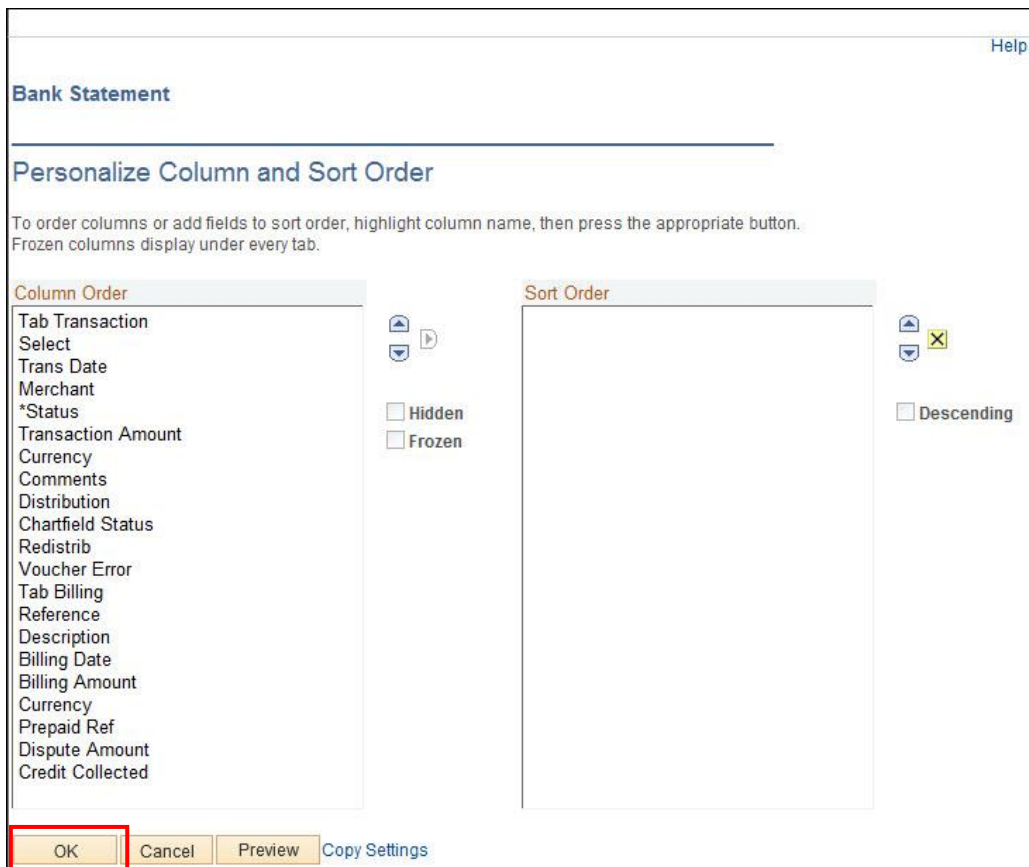
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13. Click the **Delete** button.



A dialog box titled "Delete Settings" with a "Help" link in the top right corner. The text inside asks, "Are you sure you want to delete your current customization settings?". At the bottom, there are two buttons: "Delete" and "Cancel". The "Delete" button is highlighted with a red rectangular border.

14. Click the **OK** button.



A dialog box titled "Bank Statement" with a "Help" link in the top right corner. Below the title is a section "Personalize Column and Sort Order" with instructions: "To order columns or add fields to sort order, highlight column name, then press the appropriate button. Frozen columns display under every tab." The dialog is divided into two main sections: "Column Order" and "Sort Order". The "Column Order" section has a list of fields: Tab Transaction, Select, Trans Date, Merchant, *Status, Transaction Amount, Currency, Comments, Distribution, Chartfield Status, Redistrib, Voucher Error, Tab Billing, Reference, Description, Billing Date, Billing Amount, Currency, Prepaid Ref, Dispute Amount, and Credit Collected. To the right of this list are icons for moving items up and down, and checkboxes for "Hidden" and "Frozen". The "Sort Order" section is empty, with icons for moving items up and down, and a checkbox for "Descending". At the bottom, there are four buttons: "OK", "Cancel", "Preview", and "Copy Settings". The "OK" button is highlighted with a red rectangular border.

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





Reconcile Statement

Procurement Card Transactions

Empl ID 98653214 Name Grimes, Rick
Card Number *****7970 Card Provider MBNA

Bank Statement Personalize Find View All First 1-9 of 15 Last

Transaction Billing

	Trans Date	Merchant	*Status	Transaction Amount	Currency		Chartfield Status	Redistrib	V
1	03/11/2015	DKC DIGI KEY CORP	Staged	143.22	USD		Valid	No	N
2	03/11/2015	CST THE COMPOSITE STORE	Staged	426.95	USD		Valid	No	N
3	03/11/2015	MCMaster-CARR	Staged	132.93	USD		Valid	No	N
4	03/12/2015	AMAZON MKTPLACE PMTS	Staged	222.20	USD		Valid	No	N

16. Click on the **Personalize** link.

Line 1 PO Qty 1.0000 UOM EA
Billing Date 03/12/2015 Billing Amount 143.22 USD Unit Price 143.22000
SpeedChart Transaction Unit Price 143.22000 *Distribute By Amount

Distributions Personalize Find View All First 1 of 1 Last

Chartfields Details/Tax Asset Information Statuses

Dist	Percent	Amount	Currency	*GL Unit	*Account	Source	Fund	Dept	Program	Bud Ref	CR
1	100.0000	143.22	USD	UFLO	799900		101	19020000	1100	CRRNT	

OK Cancel Refresh

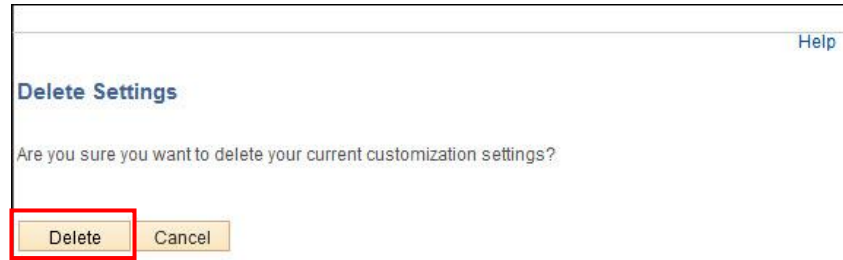
17. Scroll down to the bottom of the page, and click the **Delete Settings** link.
a. If you do not have "Delete Settings" on this page, click OK and move on to step 18.

Currency
Prepaid Ref
Dispute Amount
Credit Collected

OK Cancel Preview Copy Settings Share Settings **Delete Settings**

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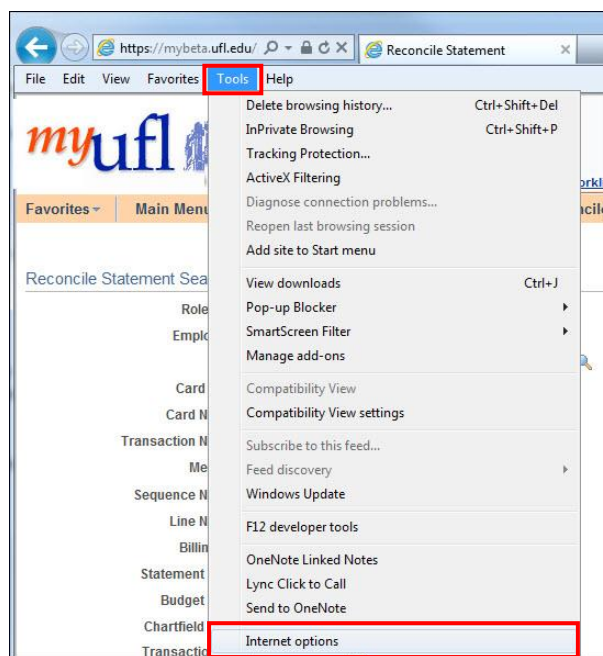
18. Click the **Delete** button.



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

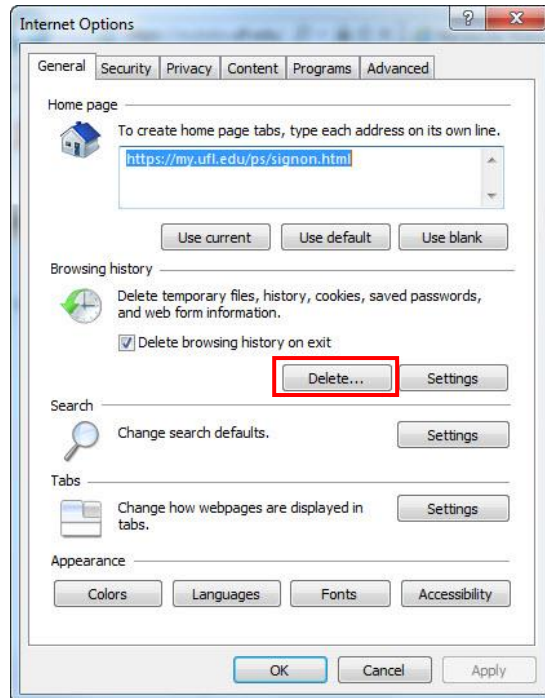


20. Clear your cookies and cache. In Internet Explorer, select **Tools**, then **Internet Options**.

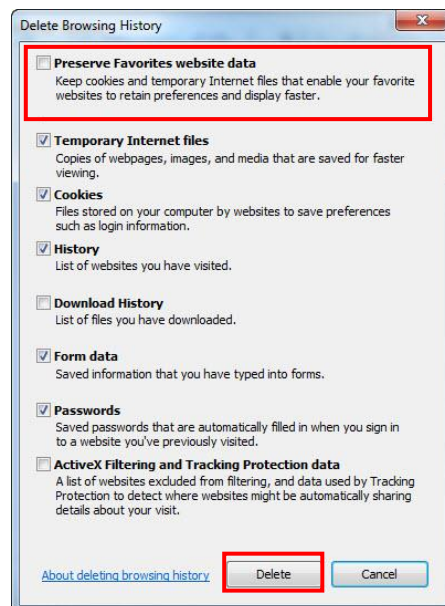


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21. On the Internet Options pop-up page, under **Browsing History**, click the **Delete** button:



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

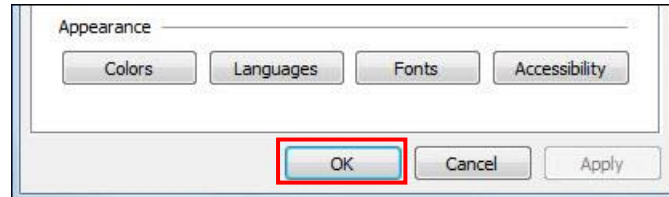


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23. Click the **OK** button at the bottom.



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