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 before February 21, 2012 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

STEP 1: Navigate to the PCard Reconcile Statement Search screen:

- Click Main Menu > Click Purchasing > Click Procurement Cards > Click Reconcile > Click Reconcile Statement

- Click on the “Customize Page” hyperlink, as shown above.
• On the Customization page, click the “Restore Default” button.

• Click the “OK” button, at either the top of bottom of the page:
STEP 2: Select an employee to view and click the “Search” button:

- Click the “Customize” hyperlink:
• On this customization page, click the “Delete Settings” hyperlink. If you do not have “Delete Settings” on this page, click OK and go to the next step.

![Bank Statement]

• Click the “Delete” button - Yes, you are sure you want to delete the settings:

![Delete Settings]
• Click the “OK” button

STEP 3: Now do the same for the Distribution. Click one of the “Distribution” icons:
Now click on the “Customize” hyperlink:

Scroll down to the bottom of the page, and click the “Delete Settings” hyperlink.
If you do not have “Delete Settings” on this page, click OK and go to the next step.

Click the “Delete” button - Yes, you are sure you want to delete the settings:
• Scroll down and click the “OK” button.

STEP 4: Clear your cookies and cache. In Internet Explorer, select Tools, then Internet Options.

• On the Internet Options pop-up page, under “Browsing History,” click the “Delete” button:
• On the Delete Browsing History pop-up, be sure the box for “Preserve Favorites website data” is unchecked, then click the “Delete” button.

• Click the “OK” button at the bottom.

STEP 5: Close all Internet Explorer sessions and restart your browser.
• Go back to reconcile some transactions and confirm the PCard module is behaving correctly.