OVERVIEW

Use the Customization link to rearrange data entry fields on a page in myUFL to make entering and viewing information easier. You may move fields in a more convenient order to avoid tabbing over fields that you do not use. For approving and reconciling PCard charges, move the **Description** field, where you enter the list of item(s) purchased, from the Billing tab to the Transaction tab, the front page of the PCard Reconcile Statements, where it will be easy to find and use. It is strongly recommended that you use the Customization 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 > Click Purchasing > Click Procurement Cards > Click Reconcile > Click Reconcile Statement

Search for and retrieve statements for the PCard holder needed:
1. Click the **Look up Employee ID (Alt+5)** button.
2. Click the **Look Up button** to view the cardholders list and click on the link needed to select.
3. Click the **Search** button.

Move the description field to the front page permanently using these steps:
(By default, the **Description** field is under the Billing tab. This needs to be done only once.)

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

2. Click the **Description** list item to select it.
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.
The **Description** column should now be on the front page (Transaction tab) for easy viewing and entering of information. Do **not** add anything in the Sort Order field on the right.

For additional help, please contact the PCard Team at 392-1331 or go to http://purchasing.ufl.edu/departments/pcard/default.asp or e-mail pcard@ufl.edu