

Applying customized view settings in the P-Card module

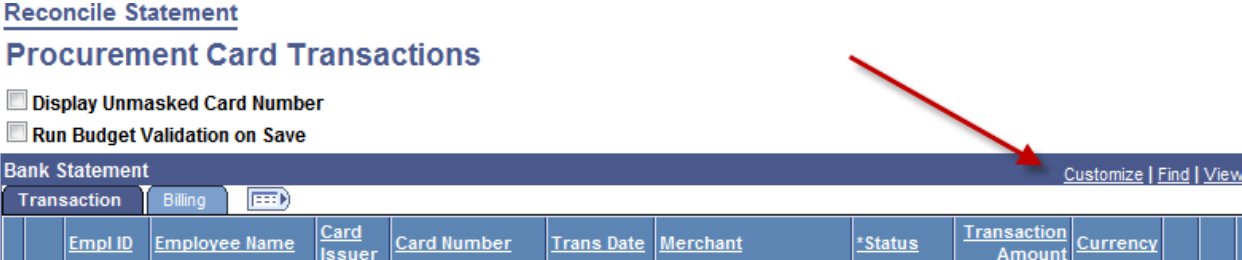
- 1. Click on the Customize hyperlink

Reconcile Statement
Procurement Card Transactions

Display Unmasked Card Number
 Run Budget Validation on Save

Bank Statement Customize | Find | View

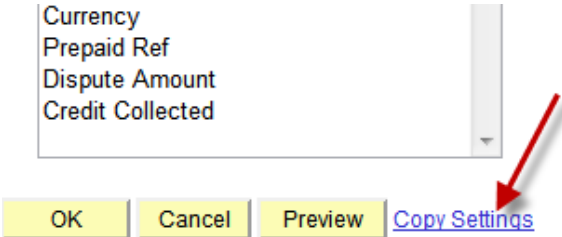
Transaction	Billing	EEB								
Empl ID	Employee Name	Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency		



- 2. Scroll down and click on the Copy Setting hyperlink

Currency
Prepaid Ref
Dispute Amount
Credit Collected

OK Cancel Preview [Copy Settings](#)

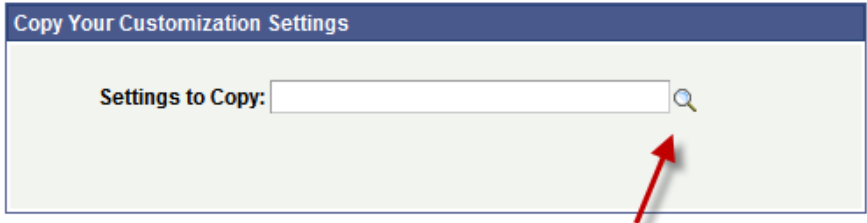


- 3. Click the search icon

Copy Settings

Copy Your Customization Settings

Settings to Copy: 



- 4. Choose the setting named KU CC TRANS

Look Up Settings to Copy

Setting Name: begins with

[Look Up](#) [Clear](#) [Cancel](#) [Basic Lookup](#)

Search Results

View 100 First 1 of 1 Last

Setting Name

[KU_CC_TRANS](#)

5. Click OK

Copy Settings

Copy Your Customization Settings

Settings to Copy:

[OK](#) [Cancel](#)

6. Click OK on the next page

Dispute Amount
Credit Collected

[OK](#) [Cancel](#) [Preview](#) [Copy Settings](#) [Share Settings](#) [Dele](#)

7. The new setting will take effect the next time you start a new P-Card transaction search.