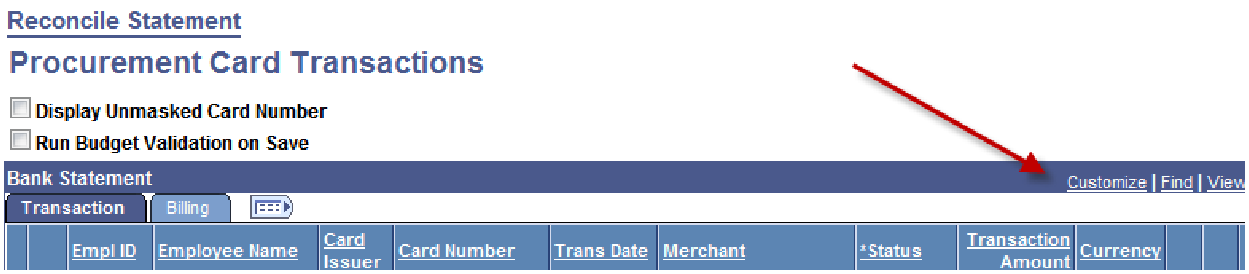
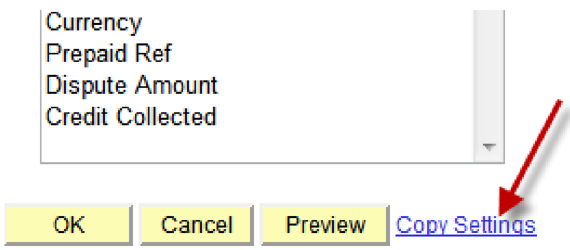
Applying customized view settings in the P-Card module

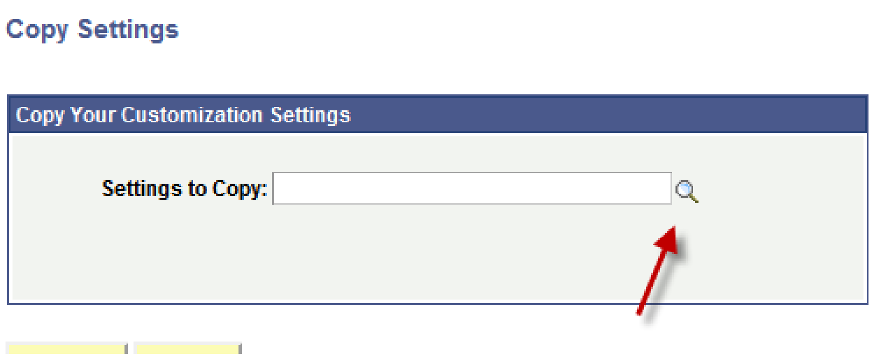
1. Click on the Customize hyperlink



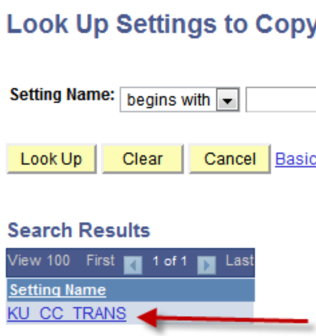
2. Scroll down and click on the Copy Setting hyperlink



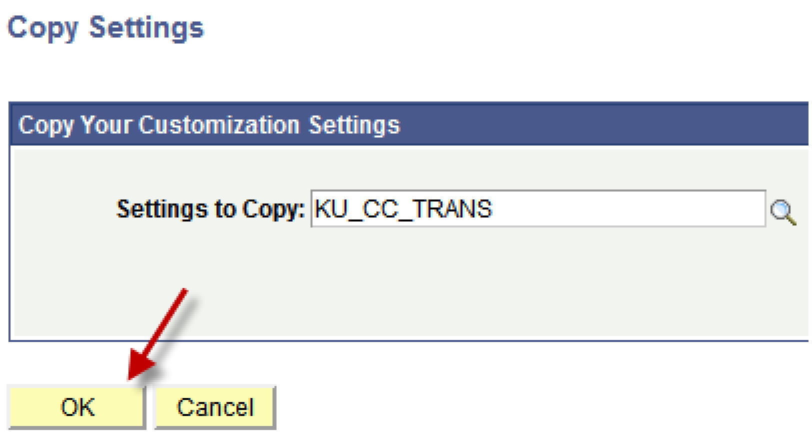
3. Click the search icon



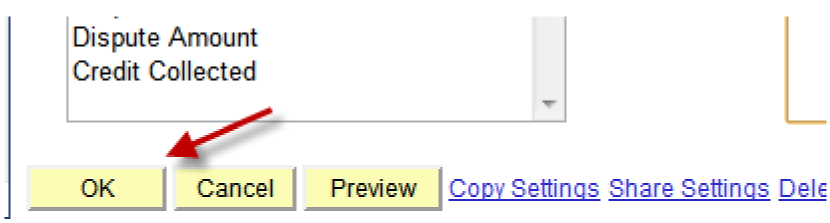
4. Choose the setting named KU CC TRANS



5. Click OK



6. Click OK on the next page



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