

Summary

This document will explain how to arrange the fields in the proper order making it easier to reallocate.



You must have at least one transaction to reallocate

Procedure

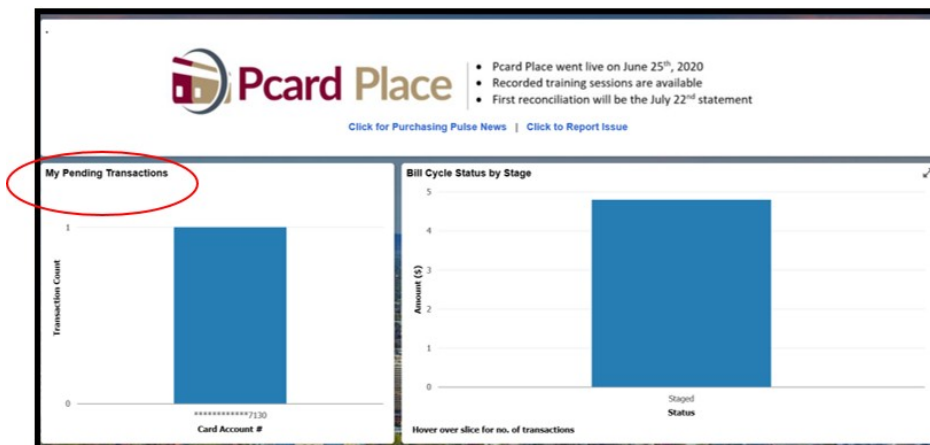
Step 1. Log into MyFin <https://psfin.slcounty.org/>



Enter **Username** - Same as PeopleSoft timesheet

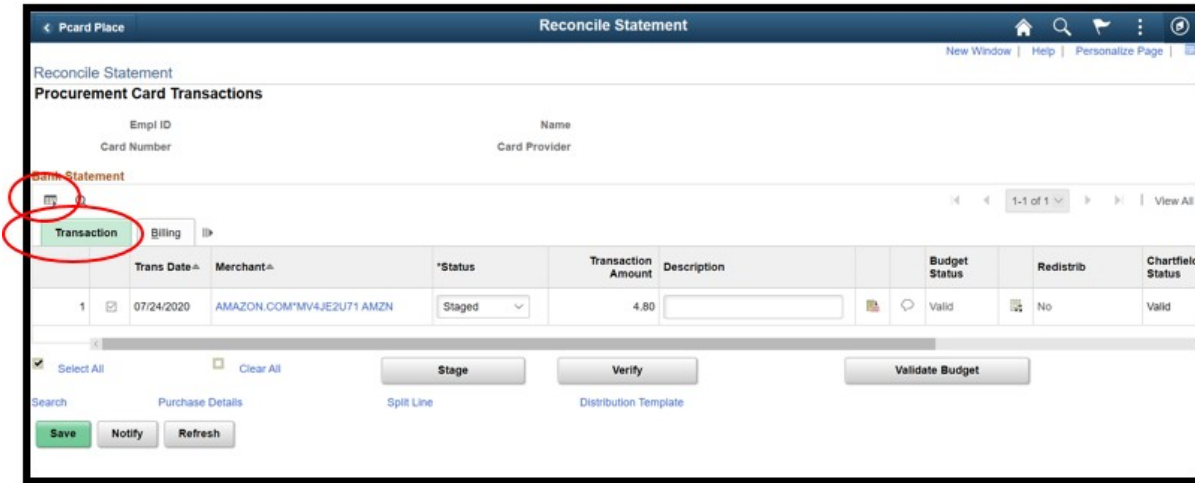
Enter **Password** - Same as PeopleSoft Timesheet

Step 2. Click on **My Pending Transactions** tile to view your transactions.

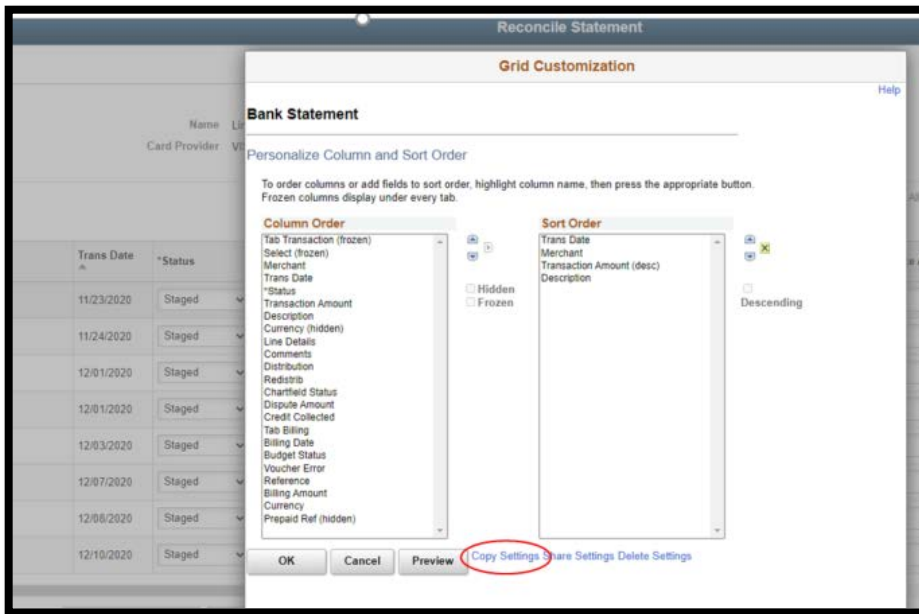


Step 3. Click on **Grid Action Menu**  icon.

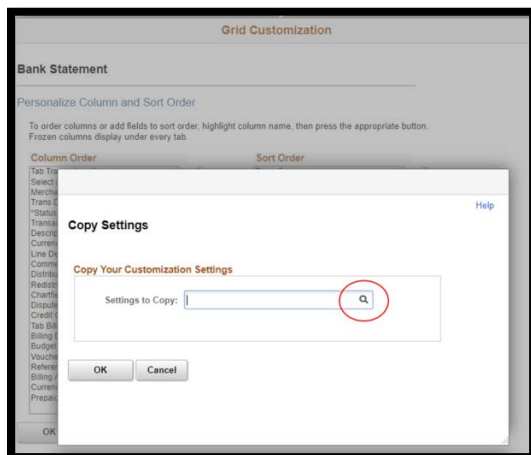
Step 3a. Select **Personalize**.



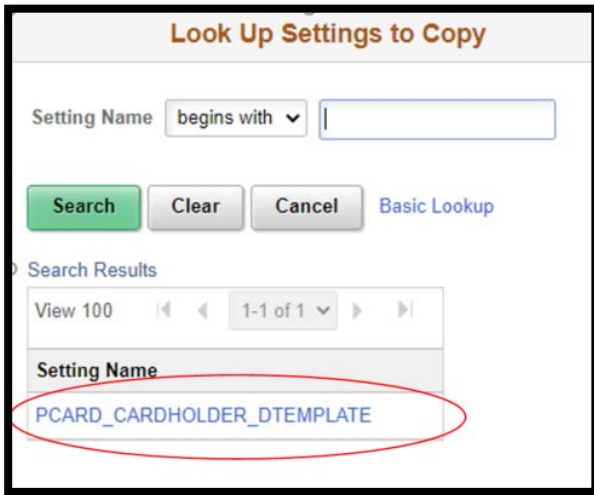
Step 4. Once in the Grid Customization, scroll down to where it says **Copy Settings** in blue at the very bottom.



Step 4a. Click on the magnifying glass of the **Settings to Copy**



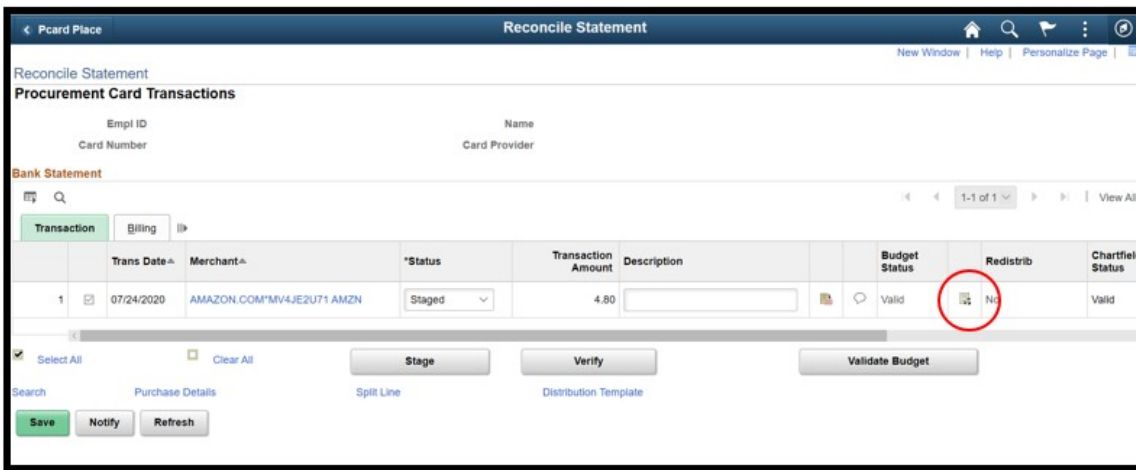
Step 4b. There will only be on Setting named **PCARD_CARDHOLDER_DTEMPLATE**. Click on the setting and click **OK** twice. Your columns will now be rearranged to reflect all the training instructions.



Step 5. You will repeat this same Personalization in the Distribution area of the Reconciliation screen.

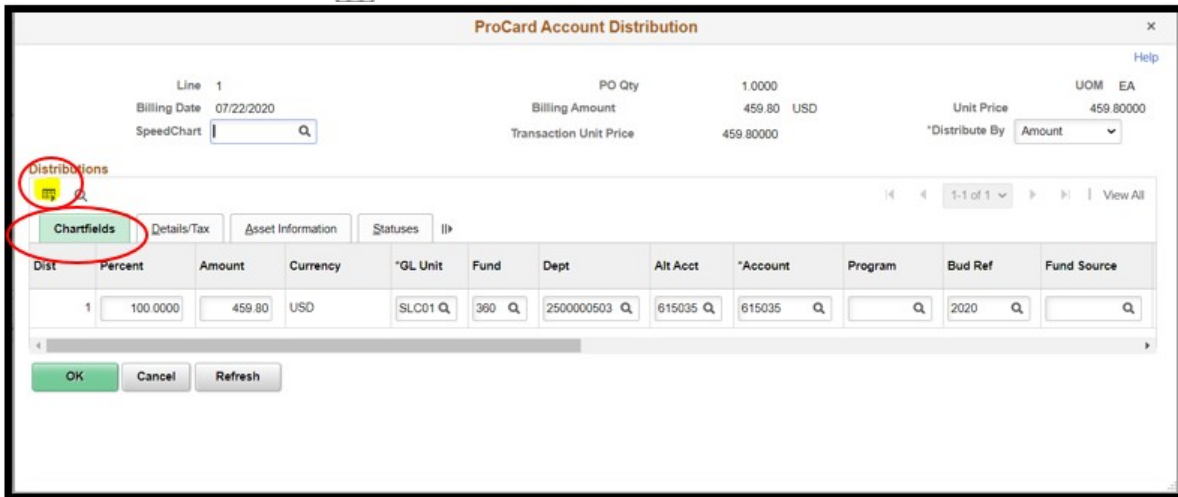


Step 5a. Click **Distribution icon** for the transaction you need to reallocate.



Step 6. Click on **Grid Action Menu** icon.

Step 6a. Select **Personalize**.



Step 6b. Once in the Grid Customization, scroll down to where it says **Copy Settings** in blue at the very bottom.

Distributions

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 Chartfields
- Dist
- Percent
- Amount
- Currency (hidden)
- GL Unit
- Fund
- Agency (hidden)
- Dept
- Alt Acct
- Account
- Program
- Bud Ref
- Fund Source
- PC Bus Unit
- Project
- Activity
- Source Type
- Category
- Subcategory
- Affiliate (hidden)
- Fund Affil (hidden)
- Location (hidden)
- Tab Details/Tax
- SUT Applicable
- Tax Code
- Sales/Use Tax %
- Sales Tax
- Use Tax
- Currency
- Tab Asset Information
- AM Unit
- Profile ID
- CAP #
- Sequence
- Capitalize
- Tab Statuses
- Chartfield Status
- Budget Status

Sort Order

Descending

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

Step 6c. Click on the magnifying glass of the **Settings to Copy**

Grid Customization

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 Title
- Serial
- Memo
- Trans
- Status
- Trans
- Descr
- Curr
- Line D
- Comm
- Dctn
- Redat
- Chart
- Dra
- Credit
- Tab Bill
- Billing
- Budget
- Vouch
- Refer
- Billing
- Curr
- Prepa

Sort Order

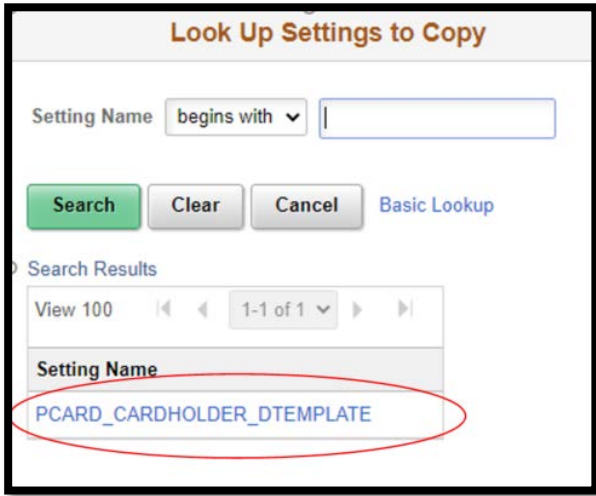
Copy Settings

Copy Your Customization Settings

Settings to Copy: []

OK Cancel

Step 6d. There will only be one Setting named **PCARD_CARDHOLDER_DTEMPLATE**. Click on the setting and click **OK** twice. Your columns will now be rearranged to reflect all the training instructions.



The fields are now arranged in the proper order and you are ready to begin reallocating. Refer to the [Pcard Place Reallocation](#)