| **Step** | **Action** |
| --- | --- |
|  | Begin by navigating to the **General Ledger WorkCenter**. |
|  | Click the **General Ledger** menu. |
|  | Click the **GL WorkCenter** menu. |
|  | Use the **General Ledger WorkCenter** page to access work items, links, queries, reports, and processes that are specific to your position. |
|  | We will use the **Reports/Queries** tab  to run reports/queries and personalize the **Queries** pagelet.  Click the **Reports/Queries** link. |
|  | Click the **Pagelet Settings** button |
|  | Click the **Personalize** link. |
|  | Use the **Queries Pagelet Personalization** page to structure your **Queries** pagelet as you want to see it.  If you share a **WorkCenter** with other users, you may want to consult those users to make sure they agree to the changes. |
|  | You would like to add your own group label for queries and pivot grids that you frequently use.  Click the **Add a new row** (+) button. |
|  | Enter the desired information into the **Group Label** field. Enter "**Personal Queries**". |
|  | Click in the **Display Order** field.  Enter the desired information into the **Display Order** field. Enter "1". |
|  | Use the **Owner** column to determine if the owner is Public or Private.  If adding a link to a public query, then select **Public Owner**.  If adding a link to a private query, then select **Private Owner**.  Click the **Owner list**. |
|  | Click the **Public Owner** list item. |
|  | Use the **Type** field to designate the link as a **Pivot Grid** or a **Query**.  You want to select a query. |
|  | Use the **Query Name** field to select the query |
|  | You must know the name of the query so you can type or paste it in the field directly.  Enter the desired information into the **Query Name** field. Enter "**KS\_KK\_BP15\_IBARS\_ACTUALS**". |
|  | Click the **Save** button. |
|  | A message will be displayed reminding you to refresh the pagelet to see your changes.  Click the **OK** button. |
|  | After you click the **Reload** button, the queries and pivot grids that you added appear on the **Queries** pagelet. |
|  | Under Personal Queries, click the **IBARS Actuals** link. |
|  | The system takes you directly to the query page where you can enter prompt criteria (if your query includes prompts) and click the **View Results** button.  If your query does not include prompts, the system loads the result set to the **WorkCenter** transaction pane using the existing query criteria. |
|  | You have successfully personalized the **Queries** pagelet.  **End of Procedure.** |