

# PayBiz – Reset Preferences

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## Reset Preferences

### File > Reset Preferences

There are many customisable settings within PayBiz that are saved automatically for each user. These include:

- Custom Searches
- Lookup table fields and column widths
- Lookup table filters
- Detail table fields and column widths
- Line table fields and column widths
- Report table fields and column widths
- Report filter searches
- Label table fields and column widths

This **Reset Preferences** function will clear all of the user defined custom searches, lookup filters and customised table column settings, restoring these to the system defaults.

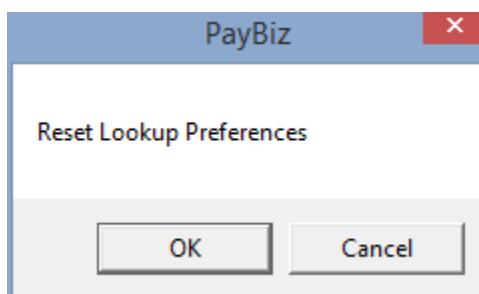


Figure 1: Reset Preferences

Click **OK** to reset the preferences.