**Tab Over Lookup Icons and other helpful tricks (DRAFT)**

To remove the tab stops for the lookup buttons, go to the three dots in the top right corner, open My Preferences, Under General Settings, open Navigation Personalization’s, select Yes for Tab over Lookup Button.

To keep it from messing up my entries if I don’t type fast enough! At the bottom of Navigation Personalizations, select Autocomplete No! I can still click the Look Up button if I want, but it won’t try to autocomplete and skip some of my entry!

HAPPINESS!

This next one is in Finance (I believe)

To change the order of your fill-in boxes in the Distribution Lines for some entries, click on the tiny spreadsheet-looking button on the left-top of the budget entry area (is not available for everything, unfortunately ☹)



Click on that and then personalize, and you can change the order that the fields will show up in! I put them in the order that we usually use for budget numbers and moved every field we don’t use to the end.