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FIN How-to: Disabling Autocomplete [1]

As you enter information in fields in the Finance System, FIN provides a drop-down list of items that match your criteria -- this is known as Autocomplete.

If you want, you can update your FIN preferences to disable autocomplete.

Read the procedures

1. Log into the Finance System.
2. Use the Search bar at the top of your screen to search “Personalizations”
3. From the search results, select *My Personalizations.*
4. On the General Settings page, click **Navigation Personalizations** to expand that section.
5. Click the checkbox for **Autocomplete** to disable this option.
6. In the top right corner of the page, click **Save**.

Have a question or feedback?

For questions or feedback contact

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