

Miscellaneous

- **Don't use your browser back arrow**, you will lose what you're working on. Always use the "breadcrumbs" at the top of the PeopleSoft screen to navigate. When lost, go "Home."
- Check system profile – **make sure your email is correct.**
- **Disable the default Autocomplete setting** by going "My Personalizations" under the Main Menu, then to "Personalize Navigation Personalizations" to override the default autocomplete option. There is a bug affecting the autocomplete function in this version of the system that may drive you crazy. Best to not autocomplete until the bug is fixed.
- SQL error.... Pop-Up – be sure to **allow pop-ups on your browser** when using eProcurement.
- **Capital Accounts** (673005 – 683020) CANNOT be paid on a Direct Voucher. All capital payments need to be made from a Purchase Order. If a Purchase Order is not used, PeopleSoft Asset Management system will not have record of the payment.
- Account codes 127000 through 139999 are the **capital account codes used by proprietary funds.**
- **Browsers and Pop-Ups:** PeopleSoft works like a charm on Mozilla Firefox and remember to turn off your pop-up blocker.
- **Budget Issues:** If you are experiencing budget-check errors on your requisitions or PO's, please consult your fiscal manager. If your fiscal manager cannot help you, then take your budget error questions to Mayor's Financial Administration.
- **P-Cards for Small Cost Supplier Contract Payments:** Mayor's Finance should only be sent invoices for payments on "not to exceed amount" contracts or for payments over the \$5,000 small cost/capitalization limit. Unless your small cost purchase (under \$5,000) from a contract is on a "not-to-exceed amount" contract, save yourself, Accounts Payable, and the vendor the trouble of paying small cost invoices by using your p-card. All our county Master Agreements based on state contracts are set up as unlimited contracts and invoices can be paid using a p-card if the invoice amount is under \$5,000. So next time you need to pay a \$200 invoice to Office Depot, save time and money by using your p-card.