

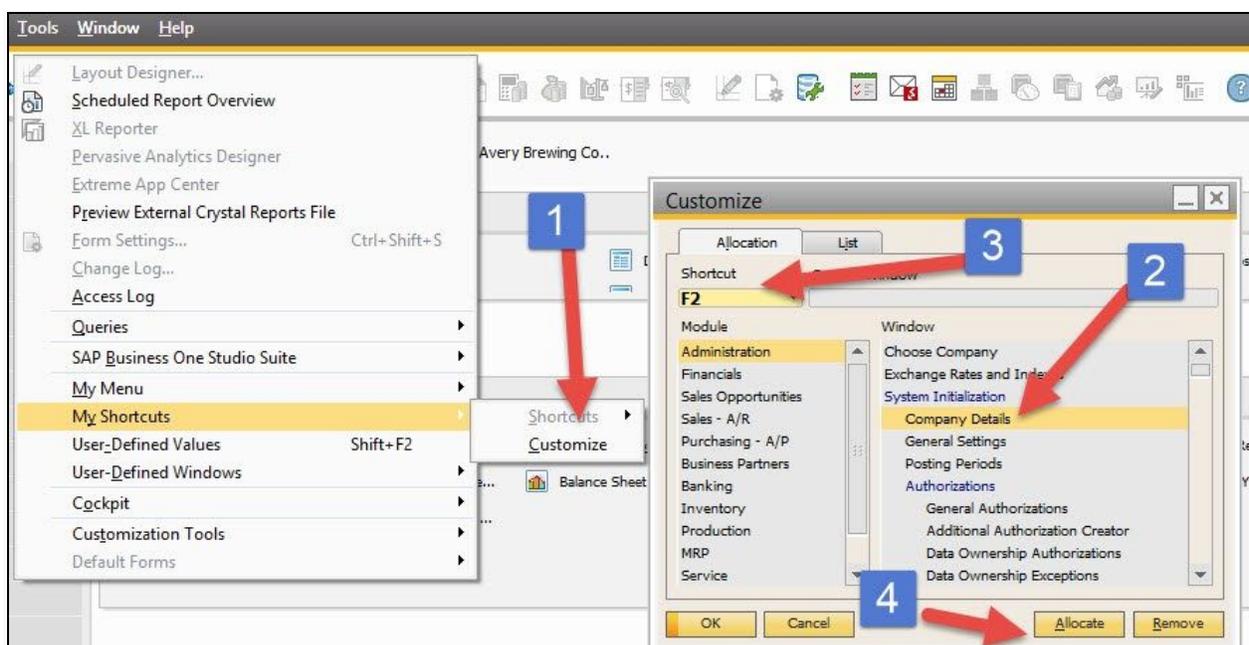


## Summary

A lot of the normal functions you use everyday has shortcut keys assign to them to allow you to easily and quickly perform the same functions that you would usually use your mouse for. Moreover, you can assign shortcut keys to windows without one.

### Assign a shortcut key:

1. Go to Tools->My Shortcuts->Customize
2. Select the module and window you wish to create a shortcut key for
3. Assign it a shortcut key in the Shortcut field
4. Click Allocate (or Remove if you wish to no longer have it assigned)



Now when you press that key, it will bring up the that window.

## General Shortcut Keys

Function	Shortcut Keys
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Change a field name in a window	Press and hold Ctrl + double-click the field name to open the Changing Description window.
Move to the next active field	Press Tab.
Move to the previous active field	Press and hold Shift + Tab.
Enter today's date	Enter any non-numeric character + Tab, for example, W +Tab.
Enter a date in the current month	Enter a digit for a date + Tab, for example, 12+Tab for March 12, where March is the current month.
Enter a date in the current year	Enter digits for a date and month + Tab, for example, 1212+Tab for December 12, 2006, where 2006 is the current year.
Enter any date	Enter digits for a day, month, and year + Tab, for example, 121205+Tab for December 12, 2005.
Select successive rows	Select the first row, press Shift and select the last row.
Select any displayed rows	Select the first row, press Ctrl and select the next relevant row.
Deselect a row	Press Ctrl + select the relevant row.



## Shortcut Keys in Sales and Purchasing

Function	Menu Command	Shortcut Key
Display a base document	▢ Goto ▢ Base Document ▢	Ctrl + N
Display a target document	▢ Goto ▢ Target Document ▢	Ctrl + T
Display detailed row information	▢ Goto ▢ Row Details ▢	Ctrl + L
Display the Payment Means window	▢ Goto ▢ Payment Means ▢	Ctrl + Y
Display the Gross Profit window	▢ Goto ▢ Gross Profit ▢	Ctrl + G
Display the Volume & Weight Calculation window of delivered items	▢ Goto ▢ Volume and Weight Calculation ▢	Ctrl + W
Generate the Transaction Journal report	▢ Goto ▢ Transaction Journal... ▢	Ctrl + J
Position the cursor in the Business Partner Code field	▢ Goto ▢ Business Partner Code ▢	Ctrl + U
Move to the first row in the table	▢ Goto ▢ First Row ▢	Ctrl + H



Move to the last row in the table	▾ Goto ▾ Last Row ▾	Ctrl + E
Proceed to the Remarks field	▾ Goto ▾ Remarks ▾	Ctrl + R
Display the serial/batch number-related information	▾ Goto ▾ Batch/Serial Numbers ▾	Ctrl + Tab in the Quantity field
Display a list of alternative items	▾ Goto ▾ Alternative Items ▾	Ctrl + Tab in the Item Number field
Display the item allocation in a warehouse	▾ Goto ▾ Warehouse Balance Report ▾	Ctrl + Tab in the Whse field

## Shortcut Keys in Payment Documents

Function	Menu Command	Shortcut Key
Display the Payment Means window	▾ Goto ▾ Payment Means... ▾	Ctrl + Y
Generate the Transaction Journal report	▾ Goto ▾ Transaction Journal... ▾	Ctrl + J
Position the cursor in the Business Partner Code field	▾ Goto ▾ Business Partner Code ▾	Ctrl + U



Move to the first row in the table	Goto  First Row	Ctrl + H
Move to the last row in the table	Goto  Last Row	Ctrl + E
Proceed to the Remarks field	Goto  Remarks	Ctrl + R
Copy the amount due to the Total or Amount fields in the Payment Means window	Right Click  Copy Balance Due	Ctrl + B in the Total or Amount field
Move to the next active field after you have changed the business partner name or a G/L account name in Checks for Payment		Ctrl + Shift + Tab

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