

Accpac Advantage Series Short-Cut Keys

You can use the following shortcut keys and buttons when you work with Accpac data entry forms. Note that each key or button described does not appear on every data entry form.

Several kinds of data entry forms exist in Accpac. Some forms have columns of data for viewing, such as A/P Batch List and the Finder window. Other forms can be edited, such as O/E Order/Invoice Entry or P/O Purchase Order Entry. Depending on the form, you use some keys for viewing data, others for moving around, and others to enter and delete data.

Displaying Data

Function Keys	Description
F1	Displays Online Help
F2	To turn on the Edit mode in a list or grid. Press it again to turn off Edit mode.
F5	Displays the Finder, showing records you can select. (Finder Button)
Esc	Closes the Finder window
F7	To refresh information in the grid (Go Button)
F9	To zoom into the selected record displaying all of the fields on one screen (Zoom Button)
Shift + F9	While in the Comment/Instruction field, zooms into the selected records Comment or Instruction entry window.

Moving Around

Key	Description
Tab	Go to next field or column
Shift + Tab	Go to previous field or column
Delete	Remove the select row
Insert	Insert a blank row to add a new record (row) in a grid. Move cursor to the next line in a grid Begin a new entry when the cursor is in a field that has a New button.
Alt+S	Save changes made to the displayed record
Alt+D	Delete the displayed record
Alt+E	Open the Set Criteria dialog box to specify records that will be displayed in the Finder
Page Up	Go to the top record visible in the list
Page Down	Go to the bottom record visible in the list
Home	Go to the first entry in a list
End	Go to the last entry in a list
Ctrl + Tab	Move out of a grid or list to the first button or field following
Ctrl + Shift + Tab	Move out of a grid or list to the first button or field directly before or above
Alt + Down Arrow	Open up the drop down selection list or fiscal calendar. Once the cursor is in the drop down list, use the Up and Down arrow keys to move the cursor up and down. Use the Left and Right arrow keys in the Fiscal Calendar to change the selected Year.
Space Bar	Toggles the selection in fields when there is a check box or there is a Yes/No switch (For example - the Ready to Post field in a batch list).
Alt + a letter	Depending on the window currently active, there are short-cuts to tabs and buttons. There is a letter that is underlined designating that letter as the short-cut letter. (For example, in the AP Invoice Entry window, the letter "o" is the short-cut to the Totals tab).

Additional Windows Shortcuts

Key	Description
Ctrl + C	Copy
Ctrl + X	Cut
Ctrl + V	Paste
Ctrl + Z	Undo
Ctrl + Right Arrow	Move the cursor to the beginning of the next word
Ctrl + Left Arrow	Move the cursor to the beginning of the previous word
Ctrl + Shift + Right Arrow	Highlight the word to the right
Ctrl + Shift + Left Arrow	Highlight the word to the left
Shift + Right Arrow	Highlight the letter to the right
Shift + Left Arrow	Highlight the letter to the left
Ctrl + Shift + End	Highlight the entire line to the right
Ctrl + Shift + Home	Highlight the entire line to the left
Ctrl + Alt + Del	A method for temporarily locking the workstation.