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Sage 100 Tip:

Sage 100 (MAS 90/200) Keyboard Shortcuts

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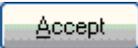
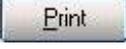
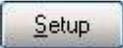
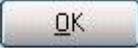
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Keyboard and Button Navigation

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The following is a list of buttons and keyboard shortcuts available in the software.

Key	Function
TAB	Moves to the next field. In a grid, pressing the TAB key moves focus from cell to cell. At the end of the row, pressing the TAB key moves to the next row.
ENTER	Moves to the next logical field. In a grid, pressing the ENTER key moves focus from cell to cell if the [ENTER] Key like [TAB] Key for Grid check box is selected in the User Maintenance window.
SPACEBAR	Clears or selects a check box or radio button.
BACKSPACE	Deletes the entry at a field
ESC	Closes the current window. In a grid, pressing the ESC key cancels a cell entry.
HOME	Moves to the first page in a list box. In a grid, pressing the HOME key moves focus to the first cell of a row.
END	Moves to the last page in a list box. In a grid, pressing the END key moves focus to the last cell of a row.
PAGE UP	Moves to the previous page in a list box or grid.
PAGE DOWN	Moves to the next page in a list box or grid.
CTRL+HOME	Moves focus to the first row in the same cell position in a grid.
CTRL+END	Moves focus to the last row in the same cell position in a grid.
CTRL+ENTER	Adds line feeds to comments in a grid.
CTRL+INSERT	Inserts a line.
CTRL+DELETE	Deletes the current line.
ARROW	Moves focus from cell to cell in a grid.
F1	Displays Help text for the current field.
 F2	Displays the Lookup window for the current field.
 F3 ALT+L	Displays an alternate Lookup window for the current field.
 F4	Prints the report or listing associated with the menu task.
 F5	Delays printing the document and allows you to save the document and place it in a queue. Toggles between the primary and secondary grids.

	CTRL+F5	Selects the first record.
	CTRL+F6	Selects the prior record.
	CTRL+F7	Selects the next record.
	CTRL+F8	Selects the last record.
	CTRL+F9	Launches the Customizer module.
	ALT+A	Saves the current record.
	ALT+C	Cancels entry of the current record.
	ALT+D	Deletes the current record.
	ALT+P	Prints the current report.
	ALT+V	Previews the current report.
	ALT+S	Displays printer settings.
	SHIFT+F1	Displays Help text for the window.
	ALT+O	OK button for dialog boxes and line entry.
	ALT+U	Undo line changes.
	ALT+N	Inserts a line.
	ALT+E	Deletes a line.
	ALT+1, 2, 3...	In a data entry window, selects the first tab, second tab, third tab.
	ALT+B	Opens a Batch window where you can start a multiple data entry session.
	ALT+E	Sends e-mail to the address entered at the E-mail Address field.
		Displays extended comments.
	ALT+M	Opens the Memo Maintenance window where you can write a memo.

	ALT+M	Opens the Memo Selection window (when memos have been created).
	ALT+Q	Opens the MapQuest Internet page with the address selected.
	ALT+S	Shows the image specified at the adjacent field.
	ALT+S ALT+X (where X is unique)	Activates the Search feature for records at a field and displays the search options for the document.
	ALT+R	Enters a tracking ID number for a shipment and accesses a Web service to check the status of the shipment.
	ALT+U	Launches a Web site based on the URL entered at the URL Address field.
	ALT+X	Selects the next number for the field.
		Changes the size of the window to the expanded view.
		Changes the size of the window to the standard view.
	ALT+I	Opens an Item Text Maintenance window where you can write an extended item description.
	ALT+Z ALT+X (where X is unique)	Drills down to detail information for the item selected.
	ALT+B	Calculates the net balance.
	F2	Opens the calculator.
	F2	Opens the calendar.
		Exports data in the lookup window to Excel.
		Displays options for changing budget amounts or calculations.
	ALT+W	Opens the Calculate Budgets Wizard.
	ALT+U	De-selects all rows in a grid.
	ALT+S	Selects all rows in a grid.
		Selects or clears a column in a grid.
		Selects or clears a row in a grid.

	ALT+N	Inserts a row in a grid.
	ALT+W	Moves a row down in a grid.
	ALT+U	Moves a row up in a grid.
	ALT+E	Deletes a row in a grid.
	ALT+R	Resets a row in a grid.
		Resets all rows in a grid to default value.
		Opens the Search Grid window or an alternate Lookup window for the current field.
		Save button
	ALT+S	Switches between displaying the Net Balance view and the Debits and Credits view.
		Preview button
		Lists files in a folder.
		Opens the Office Template Manager window.
	ALT+A	Adds a template to the Office Template Manager.
	ALT+T	Allows you to edit the template.
	ALT+R	Removes the template from the Office Template Manager.
		Opens the Text Maintenance window where you can write an extended description.
	ALT+I	Opens the Comment Text window or displays extended comments.
	ALT+N	Displays journal comments.
	ALT+C	Clears the user entered at the field.

	ALT+D	Resets value to original amount.
		Opens the Maintain window or Crystal Designer for the report or form selected.
	ALT+N	Adds a new report setting or form code.
	ALT+C	Copies report settings and form codes to other report settings and form codes.
	ALT+D	Deletes the selected report setting or form code.
	ALT+X	Exports report settings and form codes.
	ALT+K	Launches a Web site for credit checks.
		Prints the report or statement.
		Allows you to fix values.
	ALT+L	Recalculates aging.