

Shortcut Keys

Pre-Defined Shortcut Keys

Shortcut Key	Description	Shortcut Key	Description
F1	On Line Help	ALT/CTRL + T	Trial Balance (Grouped)
ALT/CTRL + F1	Add New Account	ALT/CTRL + U	Utilities
ALT/CTRL + F2	Add Item	ALT + CTRL + U	Switch User
F3	Add New Master	ALT + V	VAT Summary
ALT/CTRL + F3	Add Voucher	F2	Save Master / Voucher
ALT/CTRL + F5	Add Payment Voucher	F4	Std. Narration / BOM Help
ALT/CTRL + F6	Add Receipt Voucher	F5	List of Records
ALT/CTRL + F7	Add Journal Voucher	F6	Change Voucher Type
ALT/CTRL + F8	Add Sales Voucher	F7/ALT + R	Repeat Last Value
ALT/CTRL + F9	Add Purchase Voucher	F8	Delete Selected Master / Voucher
F10	Calculator	F9	Delete Selected Row in Grid
ALT/CTRL + A	Accounts Monthly Summary	F11	Pick Data from Orders/Challans
ALT/CTRL + B	Balance Sheet	ALT/CTRL + M	Modify Master
CTRL + D	Batch Deletion of Vouchers / Masters	ALT + P	Show MRP-wise Stock
ALT/CTRL + E	Data Export / Import	ALT + O	Show Pending Orders
ALT/CTRL + F	Configuration	ALT + C	Show Pending Challans
ALT/CTRL + G	Item Ledger	Page Up	Previous Record
ALT/CTRL + I	Item Monthly Summary	Page Down	Next Record
ALT/CTRL + L	Account Ledger	ALT/CTRL + P	Print Voucher/Document
ALT/CTRL + N	Notes Manager	F12	Copy Voucher/Master to Clip Board
ALT/CTRL + Q	Query on Transactions	ALT + F12	Copy Voucher/Master from Clip Board
ALT/CTRL + S	Stock Status (Grouped)		