

Records and transactions

ALT S Save this record or transaction

ALT Q Cancel

ALT W

- Save this record and start a new one
- Post this transaction and start a new one

ALT K Go back from an error page

Tab Move to the next field

Shift Tab Move to the previous field

Spacebar Select or clear a checkbox

Alt D Enter Open a new browser window so you can work in more than one page at a time

Line-item entry area in transactions

Ctrl ↓ Open a line-item detail area

Ctrl ↑ Close a line-item detail area

Alt ↓ Move to the next line item, or next detail area if open

Alt ↑ Move to the previous line item, or previous detail area if open

Calculations in amount fields

Enter operator in amount field to display calculator tape

+ - * /

 You can use the 10-key numeric pad.
The calculator tape is not saved.

= Display result in the tape

Enter Display result in the tape

Esc Clear the result and close the calculator

Drop-down fields



Display the drop-down list



Move down the drop-down list



Move up the drop-down list



Select an item and move to the next field



You can [customize your preferences](#) to use **Enter** instead of **Tab**, if preferable

[letter key]

Jump to the first list item starting with that letter

[sequence of letter keys]

Auto-fill the input box with things that start with that sequence. For example, if you type **san** in a location box, the system could display a list that includes **San Diego, San Francisco, San Jose, and Santa Monica**.

Date fields



Today's date



Increments the date by one day



Decrements the date by one day



First day of the current year



Last day of the current year



First day of the current month



Last day of the current month



First day of the current week



Last day of the current week

Date fields - based on date format

[n] 'n-th' month, current day and year

/ [n] 'n-th' day of the current month and year

/ / [n] 'n-th' year, current day and month
 > Example

Calendar tool in date field

Ctrl Home Open calendar

PgUp Previous month

PgDn Next month

Ctrl PgUp Previous year

Ctrl PgDn Next year

Ctrl Home Current month

Calendar tool in date field

Ctrl ← Previous day

Ctrl → Next day

Ctrl ↑ Previous week

Ctrl ↓ Next week

Enter Accept the selected date

Ctrl End Close the calendar and erase the date

Esc Close the calendar without selecting anything