

Short Cut Keys

Last Modified on 05/10/2023 5:31 pm EDT

Short Cut Keys available in SGA Accounting (alphabetical within menu)

Records

- Accounts F9
- Objects Ctrl+F9
- Payers Ctrl+F7
- Vendors F7

Budgets

- Actuals/Budget Entry F6
- Actuals/Budget Multi-Account Entry Ctrl+F6

Daily - Accounts Payable

- A/P Invoice Batch List F11
- Payment Batches Shift+F11

Daily - General Ledger

- A/R Transactions Ctrl+F12
- Account Transactions F8
- Journal Entry Shift+F8
- Journal Entry Batches Shift+F7

Daily - Purchasing

- Purchase Order Entry F10
- Purchase Order List Ctrl+F10

Reporting

- Detail Reports F3
- Financial Statements F2
- Generic Reports Ctrl+F3
- Report Lists Shift+F3
- Report Folders Shift+F2
- Search All Reports Ctrl+F2

Setup

- Settings Shift+F12

- Transaction Codes Shift+F9
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