







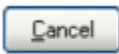




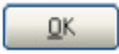
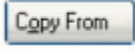



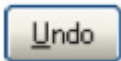


















When entering a large volume of transactions in **Sage 100 ERP** (formerly known as "MAS 90"), switching between your keyboard and mouse can slow you down and potentially cause errors.


















All maintenance and data entry windows in Sage 100 ERP share the same set of buttons and keystrokes to help you easily navigate through data and perform tasks quickly.

Here's a complete guide to the Sage 100 ERP "**hotkeys**", along with other useful shortcuts.

Navigating with Common Buttons & Icons

| | Button | Keystrokes | Function |
|---|------------|------------|--|
|  | Lookup | F2 | Displays the Lookup window for the current field. |
|  | Print | F4 | Prints the report or listing associated with the task. |
|  | Flashlight | F3 / ALT+L | Displays an alternate lookup window for current field. |
|  | Browse | CTRL+F5 | Selects the first record. |
|  | Browse | CTRL+F6 | Selects the prior record |
|  | Browse | CTRL+F7 | Selects the next record. |
|  | Browse | CTRL+F8 | Selects the last record. |
|  | Accept | ALT+A | Saves the current record. |
|  | Cancel | ALT+C | Cancels entry of the current record. |
|  | Delete | ALT+D | Deletes the current record. |
|  | Print | ALT+P | Prints the current report. |
|  | Preview | ALT+V | Previews the current report. |
|  | Setup | ALT+S | Displays printer settings. |
|  | OK | ALT+O | OK button for dialog boxes and line entry. |
|  | Copy From | ALT+O | Opens the Copy From window. |

| | Button | Keystrokes | Function |
|---|------------------|-------------------------------|---|
|  | Help | SHIFT+F1 | Displays Help text for the window. |
|  | Undo | ALT+U | Undo line changes. |
|  | Insert Line | ALT+N | Inserts a line. |
|  | Delete Line | ALT+E | Deletes a line. |
|  | Batch | ALT+B | Opens a Batch window |
|  | E-mail | ALT+E | Sends e-mail to the entered email address |
|  | Comment | ALT+O | Displays extended comments. |
|  | Credit Checking | ALT+K | Displays credit card information using the Internet. |
|  | Package Tracking | ALT+T | Enters a tracking ID number for shipment and checks the status of the shipment. |
|  | Web | ALT+U | Launches a Website based on the URL in field. |
|  | Next Number | ALT+X | Selects the next number for the field. |
|  | Show Image | ALT+S | Shows the image specified in field. |
|  | Paperless PDF | ALT+F | Opens the PDF for the selected record. |
|  | Map | ALT+Q | Displays Web-based maps |
|  | Net Balance | ALT+B | Calculates the net balance. |
|  | Memo | ALT+M | Opens the Memo Maintenance window |
|  | Search | ALT+S / ALT+X (X = unique) | Activates the Search feature for records and displays the search options |
|  | Zoom | ALT+Z / ALT+X (X = unique) | Drills down to detail information for the item selected. |
|  | Calculator | F2 | Opens the calculator. |
|  | Calendar | F2 | Opens the calendar. |

| | Button | Keystrokes | Function |
|---|-------------------------|-------------------|--|
|  | Export to Excel | ALT+M | Exports data in the lookup window to Excel. |
|  | Add Items | ALT+I | Opens the Add Items to Physical Inventory window. |
|  | Add Lot/Serial | ALT+L | Opens the Add New Lot/Serial Number. |
|  | Change Budget | ALT+B | Displays options for changing budget amounts. |
|  | Unselect All | ALT+U | Deselects all rows in grid. |
|  | Select All | ALT+S | Selects all rows in a grid. |
|  | Total Row | | Selects the total row in a grid. |
|  | Insert Row | ALT+N | Inserts a row in a grid. |
|  | Move Up | ALT+U | Moves a row up in a grid. |
|  | Move Down | ALT+W | Moves a row down in a grid. |
|  | Preview | | Preview button. |
|  | Delete Row | ALT+E | Deletes a row in a grid. |
|  | Reset Row | ALT+E | Resets a row in a grid. |
|  | Save | ALT+S | Saves the current entry. |
|  | Switch View | | Switches between Net Balance view and Debits and Credits view. |
|  | Folder | | Lists files in a directory. |
|  | MS Office Link | | |
|  | Office Template Manager | | Accesses MS Office Link or Office Template Manager templates and attachments associated with the option. |
|  | Text | ALT+I | Opens a Text Maintenance window where you can write an extended description. |

Navigating with Keystrokes

| Keystroke(s) | Function |
|----------------|---|
| TAB | Moves to the next field. |
| ENTER | Moves to the next logical field. |
| SPACEBAR | Selects or clears a check box or radio button. |
| BACKSPACE | Deletes your entry at a field. |
| ESC | Closes the current window. |
| HOME | Moves to the first page in a list box. |
| END | Moves to the last page in a list box. |
| 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 |
| CTRL+END | Moves focus to the last row in the same cell. |
| CTRL+ENTER | In a grid, adds line feeds to comments. |
| CTRL+INSERT | Inserts a line. |
| CTRL+DELETE | Deletes the current line. |
| ARROW | Moves focus from cell to cell. |
| F1 | Displays Help text for the current field. |
| F5 | Toggles between the Primary & Secondary grids. |
| ALT+1, 2, 3... | In a data entry window, selects the first tab, second tab, third tab, and so forth. |