



## Tips & Tricks #1 Graphical Interface

Little known features of the interface in general:

Not sure about using the mouse all the time or don't like moving your hands off the key board?

While in the graphical screens, many functions may be accessed using the Alt-first-letter keyboard combo. Many of these functions show themselves with the Alt-letter underlined. For example, for a new transaction: enter Alt-N; Save transaction or Save/New enter Alt-S or Alt-W.

In addition, the Windows style menu items at the top of the screen (File, View, Options etc.) are all accessible via the Alt-first-letter convention, e.g., File or View: Alt-F or Alt-V.

Some fields within the entry screen itself also have Alt-x functionality. For example, in the AP voucher entry screen, the 'Proximo terms' toggle, the 'Correcting Entry' toggle and the 'Assign **m**emo' toggle can be turned on/off with Alt-p, Alt-o, Alt-m.

Also keep in mind that for *any* of the drop down fields like:



You can cycle through the entries in the list simply by using the up and down arrow - no mouse required.

Also, any of the check-off fields may be toggled on/off from the keyboard by using the space bar. For example, in AP print checks, the field 'Include ACH vendors?'



Can be turned on



simply by touching the space bar.