Keyboard Shortcuts for Acumatica

Form Toolbar Shortcuts

Execute commands in the form toolbar with these keyboard shortcuts:

Keystroke	Action
Esc	Cancels last action and retrieves the last saved version.
Ctrl+Insert	Create a new record.
Ctrl+Delete	Deletes the currently selected object or entity.
Ctrl+S	Saves the changes made to the object or entity.
Page Up	Go to previous record.
Page Down	Go to next record.

Summary Area Shortcuts

These keyboard shortcuts are available in the summary or selection area of any form.

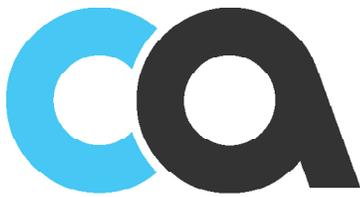| Keystroke	Action
Tab	Moves the cursor to the next element.
Shift+Tab	Moves the cursor to the previous element.
F3	Opens the lookup table so that you can search for a value.
Ctrl+Left Arrow	Moves the cursor to the beginning of the next segment of the element if the element has multiple segments (for example, when you enter a subaccount).
Ctrl+Right Arrow	Moves the cursor to the beginning of the previous segment of the element if the element has multiple segments (for example, when you enter a subaccount).
Ctrl+Shift+L	Invoke the **Translations** dialogue box for boxes with multi-language support if multilingual user input is enabled. For details, see Translations Dialog Box.

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Keyboard Shortcuts for Acumatica

Table Navigation Shortcuts

Here's a list of keyboard shortcuts you can use to navigate tables on any forms.

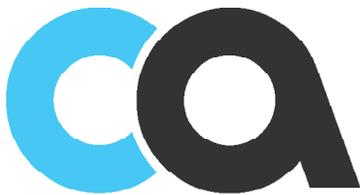| Keystroke	Action
Arrow Keys	Moves the cell up, down, left, or right in a table.
Tab	Moves the cursor to the next element in the current row.
Shift+Tab	Moves the cursor to the previous element in the current row.
Home	Go to the first column in the current row.
End	Go to the last column in the current row.
Ctrl+Home	Go to the first row in the same column.
Ctrl+End	Go to the last row in the same column.
Page Down	Go to the first row in the same column
Page Up	Go to the last row in the same column.
Shift+F	Filters the data in the table.
F5	Refreshes the data (if the cursor is set in a table cell).
F6	Sorts the lines by the values in the selected column.
Double-Click under the last row	Append a new row.
Enter or F2	Switch to editing mode.
Ctrl+Shift+L	In editing mode, invoke the **Translations** box for boxes with multi-language support if multilingual user input is enabled. For details, see Translations Dialog Box.
F4	Switch between grid and form modes.
F3	If the cursor is in a lookup box, opens the lookup table so that you can search for a value.
Ctrl+Left Arrow	Moves the cursor to the beginning of the next segment of the element if the element has multiple segments (for example, when you enter a subaccount).
Ctrl+Right Arrow	Moves the cursor to the beginning of the previous segment of the element if the element has multiple segments (for example, when you enter a subaccount).

Keyboard Shortcuts for Acumatica

Calendar Navigation Shortcuts

Click the arrow of a date box on an Acumatica ERP form to view the Calendar dialog box. You can then use the Calendar dialog box to select a new date, which will appear in the date box. The following keyboard strokes are used to navigate the Calendar dialog box on any form.

Keystroke	Action
Left Arrow	Move the cursor to the previous day.
Right Arrow	Move the cursor to the next day.
Up Arrow	Move the cursor one week earlier.
Down Arrow	Move the cursor one week later.
Enter	Fills the date box with the selected date and close the dialog box.

Main Menu Shortcuts

Here's a list of Acumatica keyboard shortcuts you can use to work with main menu items.

Keystroke	Action
Alt+G	Opens the current workspace (which is highlighted in the main menu when you have a form, dashboard, or report of that workspace open).
Esc	Close the opened workspace.

For more Acumatica tips visit www.crestwood.com
sales@crestwood.com or (847) 394-8820

sales@crestwood.com

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