BUSY SHORTCUT KEY COMBINATIONS

Global Keys

Key	Action
F1	Global Help Screen
Ctrl+F1	Add Account
Ctrl+F2	Add Item
F3	Add Master
Ctrl+F3	Add Voucher
Ctrl+F5	Add Payment
Ctrl+F6	Add Receipt
Ctrl+F7	Add Journal
Ctrl+F8	Add Sales
Ctrl+F9	Add Purchase
Ctrl+B	Balance Sheet
Ctrl+T	Trial Balance
Ctrl+S	Stock Status
Ctrl+A	Account Summary
Ctrl+L	Account Ledger
Ctrl+I	Item Summary
Ctrl+D	Item Ledger
Ctrl+G	GST Summary
Ctrl+U	Switch User
Ctrl+F	Configuration
Ctrl+K	Lock Program
F10	Calculator

Local Keys

Key	Action
F1	Help on current Page / Topic
F2	Save Master / Voucher
F3	Add Master
F4	Standard Narration
F5	List of Records
F6	Change Voucher Type
F7	Repeat Last Value
F8	Delete Selected Masters / Vouchers
F9	Delete Selected Row in Grid
F10	Calculator
F11	Pick Items from Orders or Challan
F12	Copy or Duplicate Record
Alt +M	Modify Master
Alt + P	Print Record
Alt+X	Cancel / Activate Voucher
Page Up	Previous Record
Page Down	Next Record

Master Keys

Ctrl+Alt+M	Main Menu
Ctrl+Alt+A	Administration Menu
Ctrl+Alt+T	Transaction Menu
Ctrl+Alt+D	Display Menu
Ctrl+Alt+P	Printing Menu
Ctrl+Alt+H	Help Menu
Ctrl+Alt+F	Favourites Menu