



















Icon	Name	Description
	New Record	Create a new record in the active form.
	Find	Displays the Find window to retrieve records.
	Show Navigator	Displays the Navigator window.
	Save	Saves any pending changes in the active form.
	Next Step	Updates the Process workflow in the Navigator by advancing to the next step in the process.
	Print	Prints the current screen that the cursor is in. In some cases it may print a report associated with the current data.
	Close Form	Closes all windows of the current form.
	Cut	Cut the current selection to the clipboard.
	Copy	Copies current selection to the clipboard.
	Paste	Pastes from the clipboard into the current field.
	Clear Record	Erases the current record from the window.
	Delete Record	Deletes the current record from the database.
	Edit Field	Enter or change values for the current field.
	Zoom	Invoke a custom-defined Zoom.
	Translations	Opens the Translations window.
	Attachments	Open the Attachments window. If one or more attachments already exist, the icon changes to a paper clip on a piece of paper.
	Folder Tools	Opens the Folder tool palette.
	Window Help	Opens help for the current window.



Keyboard Shortcuts

Key	Description	Key	Description
F2	List Tab Pages	Shift + F6	Duplicate Record
F4	Exit	Shift + F8	Next Set of Records
F5	Clear Field	Shift Pg Up	Previous Block
F6	Clear Record	Shift Tab	Previous Field
F7	Clear Block	Down Arrow	Next Record
F8	Clear Form	Up Arrow	Previous Record
F11	Enter Query	PageDown	Scroll Down
F12	Count Query	PageUp	Scroll Up
Ctrl+ F11	Execute Query	Tab	Next Field
Ctrl + E	Edit	Alt F	File menu
Ctrl + H	Help	Alt E	Edit menu
Ctrl + K	Show Keyboard Shortcuts	Alt V	View menu
Ctrl + L	List of Values	Alt L	Folder menu
Ctrl + P	Print	Alt T	Tools menu
Ctrl + S	Save	Alt W	Window menu
Ctrl + Down	Insert Record	Alt + F + W	Switch Responsibility
Ctrl + Up	Delete Record	Alt + V + R	View Concurrent Requests
Shift + F5	Duplicate Field		



General Ledger Reference Card

Function	Task	Menu Path
Entering Journals	Entering Journals	Journals < Enter < (B) New Journal
	Entering Statistical Journals	Journals < Enter < (B) New Journal
	Defining Reversing Journal Entries	Journals < Generate < Reversal
Recurring Journals	Creating Recurring Journal Formula Batches	Journals < Define < Recurring < (B) Lines
	Creating Standard Recurring Journal Entries	Journals < Define < Recurring
	Copying Entries from an Existing Recurring Journal Batch	Journals < Define < Recurring < (B) AutoCopy
Mass Allocations	Create Mass Allocation Formulas	Journals < Define < Allocation < (B) Formulas
	Entering Mass Allocation Formula Lines	Journals < Define < Allocation < (B) Formulas
	Generating Mass Allocation Journals	Journals < Define < Allocation < (B) Generate
Importing Journals	Importing Journals	Journals < Import < Run
	Correcting Journal Import Data	Journals < Import < Correct
	Deleting Journal Import Data	Journals < Import < Delete
Posting Journals	Posting Journal Batches	Journals < Post
	Posting Journal Batches Automatically	Journals < Post
Reversing Journals	Defining/Generate Reverse Journal Entries	Journals < Generate < Reversal
Inquiry	Journal Inquiry	Inquiry < Journal
	Account Inquiry	Inquiry < Account
Reports	Run Standard Reports	Reports < Request < Standard
	Run Financial Statement Generator Reports	Reports < Request < Financial
Date Format	Setting Date Format	(From Personal Home Page) Preferences < General Preferences