

Common Keys :

F2	To modify old entries
F12	To save entry
Ctrl + X	To Exit
Ctrl + W	New Entry
F11	To Minimize

Purchase

F7	Open Purchase windows from main screen
Ctrl + Alt + G	Regular Purchase Entry Receipt Note(D.c) Opening Stock Entry Transfer In
Shift + F2	For Viewing Selected Supplier bills
F3	To modify batch number in already saved Purchase Entry
F10	New item entry
PgUp/PgDwn	Switch among unit price, Sale Price, Product Code In purchase rates window
F4	Search for desired product in the added list
Ctrl + K	Calculator
Ctrl + C	Coinage
Ctrl + R	Formulas
Ctrl + D	Bill Discounts/Misc
Ctrl + N	Narration/Comments
Ctrl + L	Schemes List
Ctrl + M	Supplier Memory Basket

To access Profiles/Masters From Purchase

Ctrl + Y	Company
Ctrl + P	Product
Ctrl + S	Supplier

Sale

F6	To open Sale window from main screen
F7	Spy Reports (Place cursor in TO/Rep and then press F7)
F4	Searching for Particular Company Products (Place cursor in product Code then press F4)
F3	Rep wise Customers List (Place cursor in TO then press F3)
F4	Area wise Customers list (Place cursor in TO then press F4)
Ctrl + F4	Choose the Formula of A Product To Get the Substitute Products (Place cursor in Product code then press Ctrl+F4)
Ctrl + F5	Choose A Product To Get the Substitute Products (Select a desired product again Place cursor in Product code then press Ctrl+F5)
F9	To get the Batches Window (Item Entry row)
SpaceBar	To get Batch Purchase and rates Details (Select the desired batch in the batch window then press spacebar)
PgUp	Go to added list if positioned at item entry row
PgDn	Go to Product code
F9(Press Two Times)	To get old Batches of Empty Qty for G.R.B's
F7	Product In-Flow & Out-Flow (Select a desired product again Place cursor in product code then press F7.)
F4	Search for desired product in the added list (Place cursor in items list)
F3	Type a Letter in Prod.Code and press F3 to get the List of Products with that Letter
F7	Price Changing
F8	Net Rate Calculation window
Ctrl + K	Calculator
Ctrl + J	Rep. Product Sale information (Select a desired product then press Ctrl+J)

Ctrl + I	Customer Product Sale Info. (Sel. in Prod Code) (Select a desired product then press Ctrl+I)
Ctrl + T	Rep.Sales Register
Ctrl + Z	Customer Sales Register
Ctrl + N	Narration

To access Profiles/Masters From Sale

Ctrl + C	Customer
Ctrl + R	Representatives
Ctrl + P	Product
Ctrl + Y	Company

Hot keys in MainScreen

F6	To open Sale window
F7	To open Purchase window
Ctrl+B	To open bill Receipts window
Ctrl+T	To open bill Payments window
Ctrl+C	To open Customer/supplier profile window
Ctrl+P	To open Product profile window
Ctrl+R	To open Representative profile window
Ctrl+Y	To open Company profile window
Ctrl+Q	Cheques management
Ctrl+A	Stock adjustment