



WHAT ARE THE KEYBOARD SHORTCUTS IN BILLING REGISTER?

## WHERE TO FIND THE KEYBOARD SHORTCUTS IN BILLING REGISTER?

Press F1 key on the keyboard to open the list of shortcut keys in Billing Register.

## TYPES OF KEYBOARD SHORTCUTS IN BILLING REGISTER

There are 2 types of keyboard shortcut keys in Billing Register:

- Universal Shortcut Keys – these are available/applicable throughout the Billing Register application.
- Form-specific Shortcut Keys – these are available on the particular form where F1 key is pressed to view the list of shortcut keys.

**BILLING REGISTER**

Financial Year 2022-2023

01-04-2022 To 31-03-2023

Change Financial  
Year

About



Sales

Customers

Purchases

Suppliers

Inventory

Production

Labels/Stickers

Accounting

Statutory Reports

Marketing

Administrative Tasks

Statutory Master Data

General Settings

General Master Data

Organization

Holidays :

Holiday Name

Date

Refresh

Now, let's see it in action.

We are currently on the Dashboard form.  
Let's press F1 key to open the list of shortcut keys.

Check Invalid Records

Events/Reminders

### SHORTCUT KEYS

| UNIVERSAL    |   |
|--------------|---|
| Shortcut Key | Description                                       |
| Ctrl+S       | Save Record                                       |
| Ctrl+X       | Cut the selected text to put it on the clipboard. |
| Ctrl+C       | Copy the selected text onto the clipboard.        |
| Ctrl+V       | Paste the clipboard contents.                     |
| Ctrl+F       | Find Record.                                      |
| Ctrl+P       | Open Print box (for datasheets/forms/reports).    |
| Ctrl+;       | Insert the current time.                          |
| Ctrl+;       | Insert the current date.                          |
| Ctrl+Enter   | Inserts a new line in multi-line field.           |
| Shift+F2     | Open zoom box to edit the current field.          |
| Tab          | Move to the next field.                           |
| Shift+Tab    | Move to the previous field.                       |
| Ctrl+F4      | Close the currently open form/report.             |
| Ctrl+F6      | Move between open forms/reports.                  |
| Alt+F4       | Exit Application.                                 |

| UNIVERSAL    |                              |
|--------------|------------------------------|
| Shortcut Key | Description                  |
| Ctrl+U       | Lock/Unlock Form.            |
| Ctrl+INSERT  | Add new record.              |
| Ctrl+DELETE  | Delete Record.               |
| Ctrl+D       | Move focus to Dashboad Form. |
| Ctrl+L       | Lock Application.            |
| Ctrl+K       | Open Calculator.             |
| Ctrl+R       | Remove Filter.               |

| FORM-SPECIFIC |  |
|---------------|--|
| Shortcut Key  | Description                                |
| Ctrl+Z        | Undo Search (Like Choose Customer Search). |

UNIVERSAL SHORTCUTS

FORM-SPECIFIC SHORTCUTS

| Date       | Sr. No. | Customer      |
|------------|---------|---------------|
| 31-01-2023 | 1       |               |
| 31-01-2023 | 2       | Test Customer |
| 31-01-2023 | 1       | Test Customer |

Basic Details Miscellaneous

Est. No: 2022-23/1 SB Sec: WKIN Date: 31-01-2023 Sale Type: Local Cash Sale to Consumer

Customer: Choose Customer C+ ^ID: Assign ^ADDRESS Clear

Phone: Name: City: State: Billing Address: Apply Discount

| Item No.   | >Selling Qty.^ | Selling Unit | ^Unit List Price | Unit Extra Charge | Discount % | Unit Discount | Unit Sale Price | Gross Price | Gross Discount | Sale Price | ^ Tax Amount | Net Price |
|--|----------------|--------------|------------------|-------------------|------------|---------------|-----------------|-------------|----------------|------------|--------------|-----------|
| Now, let's open the shortcut list in the Sales page. |                |              |                  |                   |            |               |                 |             |                |            |              |           |

Delete Item Selected All Quantity 0 Item Order 0

Items With-Without Additional Charges

Search Item Here Scan Barcode Here

| Main Category | Items                              | Internal Code | List Price | Tax |
|---------------|------------------------------------|---------------|------------|-----|
| Bakery        | Fruit Bun                          |               | 10         |     |
| Cold drinks   | McMohan's Pizza - Large - Ready to |               | 100        |     |
| Confectionery | McMohan's Pizza - Medium - Reac    |               | 70         |     |
| FMCG - Food   | McMohan's Pizza - Small - Ready to |               | 50         |     |
| Ice Cream     | Pizza Base - Large                 | PB-L          | 50         |     |
|               | Pizza Base - Medium                |               | 40         |     |

|                    |      |
|--------------------|------|
| Gross Price(Incl.) | 0.00 |
| Discount % :       | 0    |
| Discount :         | 0.00 |
| Sale Price(Incl.)  | 0.00 |
| Add. Chrgs(Incl.)  | 0.00 |
| ^ Tax Amount :     | 0.00 |
| Net Price :        | 0.00 |
| ^ Round Off :      | 0.00 |
| Receivable Amt:    | 0.00 |
| ^ Change Paid :    | 0.00 |
| Amt Balance :      | 0.00 |

|                          |                     |
|--------------------------|---------------------|
| ^ Current Credit Balance | Pay/Take Balance    |
| 0.00                     |                     |
| Received IN              | ^ Amount            |
| Cash                     | 0.00 D              |
| *                        | 0.00 D              |
| Amt Received             | 0.00 Clear          |
| Print Set                | Two Copies          |
| Copy                     | All Invoice         |
| Size                     | A4 Portrait Invoice |
| Sale Slip                | 1L 80(70) mm        |
| Print All                | Print/Send PDF      |

Record: 14 1 of 3 No Filter Search

Search All Start Text End Text

| Date       | Sr. No. | Customer |
|------------|---------|----------|
| 31-01-2023 | 1       |          |

Basic Details Miscellaneous Send Message

Shortcut Keys

## SHORTCUT KEYS

| UNIVERSAL    |   | UNIVERSAL    |                              | FORM-SPECIFIC |  |
|--------------|---|--------------|------------------------------|---------------|--|
| Shortcut Key | Description                                       | Shortcut Key | Description                  | Shortcut Key  | Description                                |
| Ctrl+S       | Save Record                                       | Ctrl+U       | Lock/Unlock Form.            | F12           | Complete Sale                              |
| Ctrl+X       | Cut the selected text to put it on the clipboard. | Ctrl+INSERT  | Add new record.              | Ctrl+I        | Move Focus to Sale Search Item Fields.     |
| Ctrl+C       | Copy the selected text onto the clipboard.        | Ctrl+DELETE  | Delete Record.               | Ctrl+G        | Move focus to Choose Customer Field.       |
| Ctrl+V       | Paste the clipboard contents.                     | Ctrl+D       | Move focus to Dashboad Form. | Ctrl+E        | Move Focus to Item Detail.                 |
| Ctrl+F       | Find Record.                                      | Ctrl+L       | Lock Application.            | Ctrl+Z        | Undo Search (Like Choose Customer Search). |
| Ctrl+P       | Open Print box (for datasheets/forms/reports).    | Ctrl+K       | Open Calculator.             | Ctrl+A        | Receive Sale Amount                        |
| Ctrl+:       | Insert the current time.                          | Ctrl+R       | Remove Filter.               | Alt++         | Increase Item Quantity                     |
| Ctrl+;       | Insert the current date.                          |              |                              | Alt+-         | Decrease Item Quantity                     |
| Ctrl+Enter   | Inserts a new line in multi-line field.           |              |                              | Ctrl+Q        | Modify Item Quantity                       |
| Shift+F2     | Open zoom box to edit the current field.          |              |                              |               |  |
| Tab          | Move to the next field.                           |              |                              |               |  |
| Shift+Tab    | Move to the previous field.                       |              |                              |               |  |
| Ctrl+F4      | Close the currently open form/report.             |              |                              |               |  |
| Ctrl+F6      | Move between open forms/reports.                  |              |                              |               |  |
| Alt+F4       | Exit Application.                                 |              |                              |               |  |

Now, the Form-specific shortcut keys are different. These are available/valid only on the Sales page.

|               |                                    |     |      |                  |      |              |              |         |
|---------------|------------------------------------|-----|------|------------------|------|--------------|--------------|---------|
| Cold drinks   | McMohan's Pizza - Large - Ready to | 100 |      | Net Price :      | 0.00 | Amt Received | 0.00         | Clear   |
| Confectionery | McMohan's Pizza - Medium - Reac    | 70  |      | ^ Round Off :    | 0.00 | Print Set    | Two Copies   |         |
| FMCG - Food   | McMohan's Pizza - Small - Ready t  | 50  |      | Receivable Amt : | 0.00 | Copy         | All          | Invoice |
| Ice Cream     | Pizza Base - Large                 | 50  | PB-L | ^ Change Paid :  | 0.00 | Size         | A4 Portrait  | Invoice |
|               | Pizza Base - Medium                | 40  |      | Amt Balance :    | 0.00 | Sale Slip    | 1L 80(70) mm | Invoice |