| Shortcut | Action |
| --- | --- |
| Right Arrow | Move to the next field or character |
| Left Arrow | Move to the previous field or character |
| Up Arrow | Move to the field above in the same column |
| Down Arrow | Move to the field below in the same column |
| Delete | Clear selected text |
| Esc | Close the window or undo the data entry |
| End | Move to the last field on a line |
| Home | Move to the first field on a line |
| Tab | Move to the next field on non-line FastTabs |
| Enter | Move to the next editable field |
| F1 | Open Help |
| F2 | Edit |
| F3 | Select Type to filter (field filter) |
| F4 | Drop-down or look up to select |
| F5 | Refresh the data in the active window |
| F6 | Go to the next frame |
| F7 | Display statistics |
| F8 | Copy the field above |
| F9 | Post |
| F10, Alt | Select the menu bar and display access keys |
| F12 | Select the navigation pane |
| Shift+F1 | View error message |
| Shift+F3 | Select Show Results (FlowFilter) |
| Shift+F4 | Open a lookup window (from an ellipsis button) |
| Shift+F6 | Go to the previous frame |
| Shift+F7 | Open the related card |
| Shift+F8 | Drop-down or look up to view |
| Shift+F9 | Post and print |
| Shift+F10 | Display a shortcut menu |
| Shift+F11 | Apply entries, get source documents, or get warehouse documents |
| Shift+F12 | Open the Role Center from the navigation pane |
| Shift+Tab | Move to the previous field |
| Shift+left-click | On multiple column headers, the columns will all be sorted in the same ascending or descending direction. |
| Shift+double-click | If sorting on multiple column headers using Shift+left-click, use Shift+double-click on the first column that was clicked on and this will toggle ascending/ descending direction of all the columns included in the sorting. |
| Left-click | Left-click on a column header to sort a column ascending, then left-click again to toggle between ascending and descending. |
| Ctrl+F1 | Collapse or expand the ribbon |
| Ctrl+F2 | Create a new document |
| Ctrl+F3 | Select Search pages |
| Ctrl+F4 | Look up to the related list |
| Ctrl+F7 | View entries |
| Ctrl+F9 | Release document |
| Ctrl+F10 | Select the ribbon and display key tips |
| Ctrl+F11 | Reconcile or split lines |
| Ctrl+F12 | Select the address bar |
| Ctrl+C | Copy |
| Ctrl+G | Go to |
| Ctrl+E | Export to Microsoft Office Excel |
| Ctrl+L | Show links |
| Ctrl+N | Create a new record |
| Ctrl+O | Open the company |
| Ctrl+P | Print |
| Ctrl+T | Select sorting |
| Ctrl+V | Paste |
| Ctrl+W | Export to Microsoft Office Word |
| Ctrl+X | Cut |
| Ctrl+Z | Undo |
| Ctrl+Page Down | Display next document or card in a list |
| Ctrl+Page Up | Display previous document or card in a list |
| Ctrl+Up Arrow | Move up while the selected line stays selected |
| Ctrl+Down Arrow | Move down while the selected line stays selected |
| Ctrl+Left Arrow | Move to the first field on a line |
| Ctrl+Right Arrow | Move to the last field on a line |
| Ctrl+Alt+F1 | Open the About this Page/Report window (Zoom) |
| Ctrl+Delete | Delete the selected line |
| Ctrl+Home | Move to the first line in a list |
| Ctrl+End | Move to the last line in a list |
| Ctrl +Enter | Save and close window (equivalent to choosing the OK button ) |
| Ctrl+Insert | Insert new line |
| Ctrl+Shift+F3 | Select Limit totals to (table filter) |
| Ctrl+Shift+A | Clear all filters |
| Ctrl+Shift+C | Copy Rows |
| Ctrl+Shift+D | Show dimensions |
| Ctrl+Shift+E | Edit list |
| Ctrl+Shift+R | View list |
| Ctrl+Shift+Q | Collapse/expand a line in a hierarchy |
| Ctrl+Shift+V | Paste rows |
| Ctrl+Shift+W | Open a list place in a separate window |
| Ctrl+Shift+Enter | Save and close the window and open a new window |
| Alt | Display access keys in the ribbon |
| Alt+F2 | Toggle to display/hide FactBoxes |
| Alt+F3 | Filter to the value in the field |
| Alt+F4 | Close window or close program |
| Alt+F6 | Collapse or expand the active frame |
| Alt+F12 | Optimize space for the current page |
| Alt+Left Arrow | Go to the previous window in the navigation history |
| Alt+Right Arrow | Go to the next window in the navigation history |
| Alt+Enter | Move to the field below without opening the drop-down menu |
| Alt+Tab | Toggle between open windows |