













FILE MENU	ICON	SHORTCUT	DESCRIPTION
Print		Ctrl P	Print an active document input form or report.
Save		Ctrl S	Save current position/size of windows.

OPTIONS MENU	ICON	SHORTCUT	DESCRIPTION
Account Enquiry		Ctrl A	Search for transactions by nominal or account.
Document Enquiry		Ctrl D	Produce a list of documents that match your search criteria.
Document Search		Ctrl H	Search for a specific document type using various search criteria.
Ledger List		Ctrl L	Report on specific Ledgers.
Trial Balance		Ctrl T	Run a simple trial balance report.
Currency Revaluation		Ctrl E	Automatically revalue the balance of any currency accounts (if currencies are used).
Bank Reconciliation		Ctrl K	Produce a report to reconcile bank statement data against applicable bank nominals.
Document Input		Ctrl J	Post documents into the 'Books'.
Document Unhold		Ctrl U	Change the status of a document from 'hold' to 'open'.

MASTERS MENU	ICON	SHORTCUT	DESCRIPTION
Document Types		Ctrl Y	Maintain document types.
Ledgers		Ctrl G	Access to available ledgers.
Print Formats		Ctrl F	Amend printed stationery settings e.g. for cheques.



POST UDI MENU	ICON	SHORTCUT	DESCRIPTION
Post Document			Post the current document to 'Books'.
Post & Allocate Document			Open the supplier account specified in the input form in order to immediately match the payment with any invoices.
Document Comment			Post a comment to the document if additional explanation is required.
Detail Comment			Expands a <b>Description</b> field to enable more information to be added.
Set Post to Hold			Post all subsequent documents of the current document type to the 'Hold' database rather than the 'Books'.

### When viewing payments lists:

SHORTCUT	DESCRIPTION
	Removes all highlighted suppliers from the payment list. When viewing supplier invoices, removes all highlighted documents from the payment list without removing the supplier entirely.

### When viewing bank statements:

SHORTCUT	DESCRIPTION
	Saves the sheet.
	Cancel the sheet.
	Moves to the previous sheet.
	Moves to the next sheet.

### When working with document input forms:

SHORTCUT	DESCRIPTION
	Pressing the full stop key copies the content of the field in the row above to the current field.

### For PS CLOUD Users

SHORTCUT	DESCRIPTION
	Used to change your CLOUD password.