

# AutoCount Accounting Shortcut Keys Summary

## 1. Entry Form Shortcut Keys

### Form-Level Shortcut Keys

| Key          | Action   |
|--------------|--|
| Insert       | Add a new detail row.  |
| F3           | Save the edit.   |
| F4           | Popup the Combo Box.   |
| F6           | Toggle between first edit control of the form and first control in the tab page. |
| F7           | Save the edit and Print the Report.  |
| F8           | Save the edit and Preview the Report.  |
| F9           | Call out <b>Item Search</b> dialog.  |
| F11          | Focus <b>Bar Code Edit</b> if bar code is enabled.                               |
| F12          | Call out <b>Range Set</b> dialog.  |
| Escape       | Cancel the edit.   |
| Ctrl+0       | Toggle between <b>Show Footer</b> and <b>Show Instant Info</b> .                 |
| Ctrl+P       | Call out <b>Item Package</b> dialog.   |
| Ctrl+S       | Call out <b>Serial Number</b> dialog.  |
| Ctrl+Shift+X | Jump to the tab page whose first character is <b>X</b> .                         |
| Ctrl+T       | Call out the <b>Total Cost</b> dialog.   |
| Ctrl+L       | Call out the <b>Landed Cost</b> dialog.  |

### Grid Control Shortcut Keys

| Key             | Action   |
|-----------------|--|
| Ctrl+Insert     | Insert a new detail row before current focused row.              |
| Ctrl+Delete     | Delete selected rows in the grid.                                |
| Ctrl+F          | Call out the Further Description dialog for current focused row. |
| Ctrl+Z          | Undo the detail.   |
| Ctrl+2          | Call out the Row Style dialog for current focused row.           |
| Ctrl+3          | Call out the Group Total dialog.                                 |
| Ctrl+4          | Call out the Discount dialog.                                    |
| Ctrl+Alt+A      | Select All rows in grid detail.                                  |
| Ctrl+Right      | Expand Item Package Item   |
| Ctrl+Left       | Collapse Item Package Item                                       |
| Alt-Shift+Up    | Move the selected rows up one line.                              |
| Alt+Shift+Down  | Move the selected rows down one line.                            |
| Alt+Shift+Left  | Indent to the Left.  |
| Alt+Shift+Right | Indent to the Right.   |

### External Link Control Shortcut Keys

| Key        | Action                             |
|------------|------------------------------------|
| Alt-Insert | Insert a new external link.        |
| Alt+Delete | Delete the selected external link. |

### Lookup Edit Control Shortcut Keys

| Key         | Action                               |
|-------------|--------------------------------------|
| Ctrl-Delete | Make the value of Lookup Edit empty. |

## 2. Item Search Shortcut Keys

### Form-Level Shortcut Keys

| Key | Action              |
|-----|---------------------|
| F9  | Focus Keyword edit. |

### Keyword Shortcut Keys

| Key   | Action            |
|-------|-------------------|
| Enter | Start the search. |

### Grid Control Shortcut Keys

| Key   | Action   |
|-------|--|
| Space | Toggle the selection of the focused row.   |
| Enter | If no row is selected, then accept current focused row, otherwise, accept the selected rows. |