



# Sage 100 (MAS 90/200) cheat sheet

## General

Tab	Move to next field
Enter	Move to next logical field
Space	Clear or select checkbox or radio button
Backspace	Delete entry in a field
Home	Move to the first page in a list box
End	Move to the last page in a list box
Page Up	Move to the previous page in a list box
Page Down	Move to the next page in a list box
Ctrl + Home	Move focus to the first row in the same cell position in a grid
Ctrl + End	Move focus to the last row in the same cell position in a grid
Ctrl + Enter	Add line feed to comments in a grid
Ctrl + Insert	Insert a line
Ctrl + Del	Delete the current line
Arrow keys	Move focus from cell to cell in a grid
F1	Display help text for the current field
F2	Display Lookup window for the current field
F3 or Alt + L	Display an alternate Lookup window for the current field
F4	Print the report or listing associated with the menu task
F5	Toggle between primary and secondary grids
Ctrl + F5	Select the first record
Ctrl + F6	Select the prior record
Ctrl + F7	Select the next record
Ctrl + F8	Select the last record
Ctrl + F9	Launch Customizer module
Alt + A	Save the current record
Alt + C	Cancel entry of the current record

Alt + D	Delete the current record
Alt + P	Print the current report
Alt + V	Preview the current report
Alt + S	Display printer settings
Shift + F1	Display help text for the window
Alt + O	OK button for dialog boxes and line entry
Alt + U	Undo line changes
Alt + N	Insert a line
Alt + E	Delete a line
Alt + [1 - 9]	In a data entry window, select the first tab, second tab, third tab...
Alt + B	Open a Batch window to start a multiple data entry session
Alt + E	Send e-mail to the address entered at the E-mail Address field
Alt + M	Open Memo Maintenance window where you can write a memo
Alt + M	Open the Memo Selection window (when memos have been created)
Alt + Q	Open MapQuest web page with the address selected
Alt + S	Show the image specified at the adjacent field
Alt + S then Alt + X	(where X is unique) Activate the Search feature for records at a field and display the search options for the document
Alt + R	Enter tracking ID number for shipment and access a web service to check the status of the shipment
Alt + U	Launch a web site based on the URL entered at the URL Address field
Alt + X	Select the next number for the field
Alt + I	Open an Item Text Maintenance window where you can write an extended item description
Alt + Z then Alt +	(where X is unique) Drill down to

X	detail information for the selected item
Alt + B	Calculate the net balance
F2	Open the calculator
F2	Open the calendar
Alt + W	Open the Calculate Budgets wizard
Alt + U	Deselect all rows in a grid
Alt + S	Select all rows in a grid
Alt + N	Insert a row in a grid
Alt + W	Move a row down in a grid
Alt + U	Move a row up in a grid
Alt + E	Delete a row in a grid
Alt + R	Reset a row in a grid
Alt + S	Switch between displaying the Net Balance view and the Debits and Credits view
Alt + A	Add a template to the Office Template Manager
Alt + T	Edit template
Alt + R	Remove the template from the Office Template Manager
Alt + I	Open the Comment Text window or display extended comments
Alt + N	Display journal comments
Alt + C	Clear the user entered at the field
Alt + D	Reset value to original amount
Alt + N	Add a new report setting or form code
Alt + C	Copy report settings and form codes to other report settings and form codes
Alt + D	Delete the selected report setting or form code
Alt + X	Export report settings and form code
Alt + K	Launch a web site for credit checks
Alt + L	Recalculate aging

[shortcuts](#)

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