



Sage 100 Contractor cheat sheet

General

F1	Display contextual help, that is specific to current window
F2	Calendar
F3	Calculator
F4	Display data from the selected field in a lookup window by entering a search term in the field

To display the first match, type the search term (or beginning of the term) in the field and press Enter. Asterisk (*) can be used as wildcards.

F5	Display Quick List for the selected data
F6	Display detail window for selected record in your text box
F7	Field Properties (only available when logged in as Supervisor)
F8	Picklist

Note: If you press F8 on a criteria item that displays a Picklist check mark, such as in the 5-2-3 Compute Payroll window, Picklist window will not be displayed. The F5 key, however, will display the Picklist window.

F9	Retrieve first matching record for a selected search term from an indexed field. Press Page up and Page down to move through records
F10	Activate keyboard shortcuts for the current window. This will display underlined menu commands (like in many programs)

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More information: defkey.com/it/sage-100-contractor-shortcuts

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