

# Sage 100 (MAS 90/200) cheat sheet

## General

Enter	Move to next logical field
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 + Insert	Insert a line
F2	Display Lookup window for the current field
Ctrl + F9	Launch Customizer module
Alt + U	Undo line changes
Alt + R	Enter tracking ID number for shipment and access a web service to check the status of the shipment
Alt + X	Select the next number for the field
Alt + W	Open the Calculate Budgets wizard
Alt + S	Switch between displaying the Net Balance view and the Debits and Credits view
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

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More information: [defkey.com/sage-100-shortcuts?filter=basic](https://defkey.com/sage-100-shortcuts?filter=basic)

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