

sage SAGE PE Batigest i7 cheat sheet

General

Tab or Enter	Go to the next field
Shift + Tab	Go to the previous field
F1	Access to help
F2 or Alt + V	Validate the document

Document header

Esc or Alt + Q	Quit
Alt + L	Go to the body of the document
F4	Access to the list on which the cursor is located
F5 or Alt + U	Access to VAT rates
F6	Access to the letterhead
F11	Modifies the reference by the following free reference (e.g. created following customer number when the focus is on customer)
F12	Access to the Note field

Customer field

F4	List of clients
Shift + F4	Customer or representative file (if a customer / representative is already selected)
F11	Create a new customer by taking the first free code

Document body - without selection

Alt + E	Return to document header
Alt + P	Go to the foot of the document
F3 or Ctrl + R	Search request by reference or designation
F4	(with cursor on the reference column): Access to list 1 of elements
Shift + F4	(with cursor on the reference column): Access to list 2 of elements
F5	Access to information on the current line
F6	Access to the price breakdown

	window for the current line
F7	Access to the library file of the current element
F8	Access to Quantity
F9 or Ctrl + Insert	Insert line
F10 or Ctrl + Del	Delete line
Alt + M or Ctrl + F5	Print
Alt + F	Access to change of supplier according to the purchase price or delivery times
Ctrl + F2	Save the document
Ctrl + F3	Search
Ctrl + F8	Access to the General Survey
Ctrl + A	Open archive
Ctrl + E	Current line Edited / Unedited
Ctrl + F	Set the selling price of the current line
Ctrl + M	Uppercase
Ctrl + Shift + M	Lowercase
Ctrl + N	Current line not included
Ctrl + P	Insert a page break before
Ctrl + S	Insert subtotal
Ctrl + T	Insert a level 1 slice
Ctrl + [1 - 9]	(between 1 and 6) Insertion of a level slice N°
Ctrl + Page Up or Ctrl + Home	Go to the beginning of the document
Ctrl + Page Down or Ctrl + End	Go to the end of the document
Ctrl + Enter	Enter a new line (carriage return) in the Description entry
Alt + C	Access to the Contextual menu of the current column
Alt + I	Importing elements from an external file
Alt + L	Access to the Contextual menu of the current line
Alt + R	Access to the Quote Summary
Alt + T	Access to the Slices button
Alt + F3	Allows you to switch from one display mode to another (with or without structure components)

Shift + Arrow keys	Line selection
Shift + F5	Repaginate
Shift + F8	Access to formatting

With selection

Ctrl + A	Create archive
Ctrl + G	Bold
Ctrl + I	Italic
Ctrl + S or Ctrl + U	Underline
Ctrl + C	Copy selection
Ctrl + V	Paste selection
Ctrl + X	Cut selection
Ctrl + Y	Redo an entry
Ctrl + Z	Undo the last action performed (maximum 10)

Document footer

F9 or Alt + F	Fee window
Alt + M	Print window
Alt + S	Access to the file supplement (s)
F12	Access to the Note field

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More information: defkey.com/uk/sage-pe-batigest-i7-shortcuts

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