

# Keyboard Shortcuts for Acumatica

**Form Toolbar Shortcuts:** Keyboard shortcuts you can use to execute form toolbar commands.

Key	To Do This
Esc	Cancel
Ctrl + Insert	Add new record
Ctrl + Delete	Delete
Ctrl + S	Save
Page Up	Go to previous record
Page Down	Go to next record

**Summary Area Shortcuts:** Keyboard shortcuts of the summary or selection area of any form.

Key	To Do This
Tab	Move the cursor to the next element.
Shift + Tab	Move the cursor to the previous element.
F3	Open the lookup table so you can search for a value.
Ctrl + Left Arrow	Move the cursor to the beginning of the next segment of the element if the element has multiple segments (for example, when you enter a subaccount).
Ctrl + Right Arrow	Move the cursor to the beginning of the previous segment of the element if the element has multiple segments (for example, when you enter a subac- count).
Ctrl + Shift + L	Invokes the <b>Translations</b> box for boxes with multi-language support if multilingual user input is enabled. For details, see <a href="#">Translations Dialog Box</a> .

**Table Navigation Shortcuts:** Keyboard shortcuts you can use to navigate tables on any forms.

Key	To Do This
Arrow Keys	Move one cell up, down, left, or right in a table.
Tab	Move the cursor to the next element in the current row.
Shift + Tab	Move the cursor to the previous element in the current row.
Home	Go to the first column in the current row.
End	Go to the last column in the current row.
Ctrl + Home	Go to the first row in the same column.
Ctrl + End	Go to the last row in the same column.
Page Down	Go to the first row in the same column.
Page Up	Go to the last row in the same column.

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Key	To Do This
Shift + F	Filter the data in the table.
F5	Refresh the data (if the cursor is set in a table cell).
F6	Sort the lines by the values in the selected column.
Double-click under the last row	Append a new row.
Enter or F2	Switch to editing mode.
Ctrl + Shift + L	In editing mode, invokes the <b>Translations</b> box for boxes with multi-language support if multilingual user input is enabled. For details, see <a href="#">Translations Dialog Box</a> .
F4	Switch between grid and form modes.
F3	If the cursor is in a lookup box, opens the lookup table so that you can search for a value.
Ctrl + Left Arrow	Move the cursor to the beginning of the next segment of the element if the element has multiple segments (for example, when you enter a subaccount).
Ctrl + Right Arrow	Move the cursor to the beginning of the previous segment of the element if the element has multiple segments (for example, when you enter a subaccount).

**Calendar Navigation Shortcuts:** Keyboard shortcuts you can use to navigate the **Calendar** dialog box on any form. (When you click the arrow of a date box on an Acumatica ERP form, the **Calendar** dialog box is brought up. You can use the **Calendar** dialog box to select a new date, which will appear in the date box.)

Key	To Do This
Left Arrow	Move the cursor to the previous day.
Right Arrow	Move the cursor to the next day.
Up Arrow	Move the cursor one week earlier.
Down Arrow	Move the cursor one week later.
Enter	Fill in the date box with the selected date and close the dialog box.

**Date Box Shortcuts:** Keyboard shortcuts you can use to change the selected date once you have clicked in the date box near the needed component on any form. (Any date consists of the date components—that is, month, day, and year—that you enter to define a calendar date in a date box.)

Key	To Do This
Up Arrow + + on the numeric keypad	Increase the selected component of the date by 1.
Down Arrow - - on the numeric keypad	Decrease the selected component of the date by 1.
. / on the numeric keypad / on the numeric keypad Right Arrow	Move the cursor to the next component of the date.
Shift + . Shift + / Shift + / on the numeric keypad Left Arrow	Move the cursor to the previous component of the date.