

## MYOB EXO Business – Shortcut Keys

### Overview

This document gives a list of Shortcut keys that can be used in MYOB EXO Business. The table indicates the EXO screen where a shortcut key is applicable, its function and some comments. This is very useful in assisting users shift to a different screen quickly or run a specific function immediately

EXO Screen	Short-Cut Key	Function	Comments
Standard EXO shortcut keys	TAB	Move through Fields	Universal windows program short-cut
	SHIFT TAB	Move back through the fields	Universal windows program short-cut
	CTRL + TAB	Toggle between Tabs	Universal windows program short-cut
	? TAB	Search within a Field	
	Page Down	Moves the cursor from the header to the body of a form	
	ALT+F4	Exit Current EXO Window	Universal windows program short-cut
	ALT+(underlined letter on a field label)	Executes assigned function of that control	Normally field labels with underlined letters indicate that letter + ALT key will activate that control box's function.
	Typing in underlined letter	Execute assigned function of that menu	Used after ALT+(underlined letter) to activate drop down menu option
Main Screen	Double Click on the Title bar	Maximises / Minimises the Screen	Universal windows program short-cut
	Double Click on the App icon in top left hand corner of title bar	Exit EXO	Universal windows exit program short-cut
	F1	Activate Help	Function Keys can be re-assigned
	F3	Activate Debtor Search	Function Keys can be re-assigned
	F4	Activate Sales order search screen	Function Keys can be re-assigned
	F6	Activate Debtors invoice screen	Function Keys can be re-assigned
	F7	Activate Debtors Invoice reprint screen	Function Keys can be re-assigned
ALT	Activate Menus	Activates the drop down menus allowing one to navigate through using the keyboard	
Debtors Invoicing Screen	F5	Activate Account Details screen	Applies only if you are in the Account field in the header
	F6	Activates a second	

The information contained in this document is intended to be a guide for using your software. It is not accounting, bookkeeping or payroll advice. You should seek advice or clarification from your professional advisor in respect of these matters.

# Take your business to the **next level**

## Invoice Entry Screen

	F7	Activates Reprint Invoice Screen	
	Insert	Inserts a blank line	Applies only if you are in the product lines entry screen.
	F9	Activates Sales Message entry Screen	Applies anywhere in the Sales order entry screen.
	F10	Activates Select Extra Delivery Address screen.	Applies anywhere in the Sales order entry screen.
	F11	Activate Default Delivery	
	CTRL + O	Create One-Off Stock Item	Applies at line level
	CTRL + L	Activate Stock Level Enquiry	Applies at line level.
	CTRL + N	Activate New Narrative	Applies at line level.
	CTRL + ‘	Activates Common Phrases	Applies only if you are in the narrative screen
Creditors Invoicing Screen	F5	Activate Account Details screen	Applies only if you are in the Account field in the header
	Insert	Inserts a blank line	Applies only if you are in the product lines entry screen.
	F10	Activate Receipted Stock search screen	
	F11	Toggle between GL and stock mode	Applies only when in lines entry screen
	CTRL+F2	Activate Periscope	Applies only when in lines entry screen
Sales Order Entry Screen	F4	Activates Sales Order Search Screen	
	F5	Activate Debtor Account Details Screen	Applies only if you are in the account entry screen.
	F5	Activate Stock Item Details screen	Applies only if you are in the product lines entry screen.
	Insert	Inserts a blank line	Applies only if you are in the product lines entry screen.
	F9	Activates Sales Message entry Screen	Applies anywhere in the Sales order entry screen.
	F10	Activates Select Extra Delivery Address screen.	Applies anywhere in the Sales order entry screen.
	CTRL+F2	Activate Sales Order Line Periscope	Applies only when in lines entry screen
	CTRL + O	Create One-Off Stock Item	Applies at line level
	CTRL + L	Activate Stock Level Enquiry	Applies at line level.
	CTRL + N	Activate New Narrative	Applies at line level.
	CTRL + ‘	Activates Common Phrases	Applies only if you are in the narrative screen

The information contained in this document is intended to be a guide for using your software. It is not accounting, bookkeeping or payroll advice. You should seek advice or clarification from your professional advisor in respect of these matters.

# Take your business to the *next level*

Purchase Order Entry Screen	F5	Activate Creditor Account Details screen	Applies only if you are in the account entry screen.
	F5	Activate Stock Item Details screen	Applies only if you are in the product lines entry screen.
	Insert	Inserts a blank line	Applies only if you are in the product lines entry screen.
	F10	Activates Select Extra Delivery Address screen.	Applies anywhere in the Sales order entry screen.
	CTRL+F2	Activate Purchase Order Line Periscope	Applies only when in lines entry screen
	CTRL + L	Activate Stock Level Enquiry	Applies at line level.
	CTRL + N	Activate New Narrative	Applies at line level.
	CTRL + O	Create One-Off Stock Item	Applies at line level
	CTRL + ‘	Activates Common Phrases	Applies only if you are in the narrative screen