

KEYBOARD SHORTCUTS

You can use keyboard shortcuts to navigate within PROCAS Accounting. The shortcuts on this list are applicable when accessing the software from a Windows operating system. If you are accessing PROCAS Accounting from an Apple® or Android operating system, these shortcuts may not work, but different shortcut keys may be available.

DESCRIPTION	BUTTON	ACCELERATOR	KEYS	CTRL KEYS
Insert a new record	 Insert	ALT+I	INSERT	
Delete the current record	 Delete	ALT+D		
Move to the previous record or page	 Previous	ALT+O	PAGE UP	
Move to the next record or page	 Next	ALT+N	PAGE DOWN	
Toggle edit mode off and on	 EndEdit	ALT+E	F9	
Undo unsaved changes to current record	 Undo	ALT+U	F8	
Print report	 Print	ALT+T	F7	
Close the form	 Close	ALT+C	F10	
Copy the current record	 Copy	ALT+Y		
Reverse the current journal transaction	 Copy	ALT+Y		
Lookup Help		ALT+DOWN ARROW	F6	CTRL+SPACEBAR
Find (Locate Value)			F5	CTRL+F or CTRL+Z
Find next			SHIFT+F5	CTRL+N or CTRL+A
Move to the next region			F4	
Move to the previous region			F3	
Box edit			F2	
General ledger detail remarks			F12	
Move to the next box			TAB or ENTER	
Move to the previous box			SHIFT+TAB	
Move to the first box of current record				CTRL+LEFT ARROW
Move to the last box of current record				CTRL+RIGHT ARROW
Move to the current box of first record				CTRL+UP ARROW
Move to the current box of last record				CTRL+DOWN ARROW
Move to the first record				CTRL+HOME
Move to the last record				CTRL+END
Edit menu (Filter, Cut, Copy, and Paste)		Right-Click	SHIFT+F10	CTRL+M
Cut the contents of the current box and copy to the clipboard				CTRL+X
Copy the contents of the current box to the clipboard				CTRL+C
Paste the contents of the clipboard into the current box				CTRL+V
Copy the value of the box in the previous record into the current box ("Duplicate")				CTRL+D