

MYOB EXO BUSINESS WHITE PAPER

Shortcut Keys



MYOB ENTERPRISE SOLUTIONS

Shortcut Keys in EXO Business

This document gives a list of shortcut keys that can be used in MYOB EXO Business. The table below indicates the screen where a shortcut key is applicable, its function and some comments.

| Screen | Shortcut Key | Function | Comments |
|---|--|--|---|
| Standard EXO Business shortcut keys | TAB | Move through fields | Universal Windows program shortcut. |
| | SHIFT TAB | Move back through the fields | Universal Windows program shortcut. |
| | CTRL + TAB | Toggle between Tabs | Universal Windows program shortcut. |
| | ?, TAB | Search within a field | |
| | Page Down | Moves the cursor from the header to the body of a form | |
| | ALT +F4 | Exit current window | Universal Windows exit program shortcut. |
| | 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 |
| | Double-click on the Title bar | Maximises / Minimises the screen | Universal Windows program shortcut. |
| Double-click on the icon in top left hand corner of title bar | Exit EXO Business | Universal Windows exit program shortcut. | |
| Main Screen | F1 | Activate Help | Ensure help files and path have been installed and set up correctly. |
| | F3 | Activate Debtor Search | |

| Screen | Shortcut Key | Function | Comments |
|--------------------------------|--------------|---|---|
| | F4 | Activate Sales Order search screen | |
| | F6 | Activate Debtors Invoice screen | |
| | F7 | Activate Debtors Invoice reprint screen | |
| | ALT | Activate menus | Activates the drop down menus allowing one to navigate through using the keyboard. |
| Debtor Search Screen | ALT | Toggle between main screen | Gives you the ability to go from the Debtor Search screen to EXO Business main screen. |
| Debtors Account Details | ALT, F10 | Toggle between main screen | Gives you the ability to go from the Debtor Details screen to EXO Business main screen. |
| Creditors Search Screen | ALT | Toggle between main screen | Gives you the ability to go from the Creditors Search screen to EXO Business main screen. |
| Creditors Account Details | ALT, F10 | Toggle between main screen | Gives you the ability to go from the Creditor Details screen to EXO Business main screen. |
| General Ledger Search Screen | ALT | Toggle between main screen | Gives you the ability to go from the General Ledger Search screen to EXO Business main screen. |
| General Ledger Account Details | ALT, F10 | Toggle between main screen | Gives you the ability to go from the General Ledger Details screen to EXO Business main screen. |
| Debtors Invoicing Screen | ALT | Toggle between Main screen | Gives you the ability to go from the Debtor Invoicing screen to EXO Business main screen. |

| Screen | Shortcut Key | Function | Comments |
|----------------------------|--------------|---|---|
| | F5 | Activate Account Details screen | Applies only if you are in the Account field in the header. |
| | F6 | Activates a second 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 | ALT | Toggle between Main screen | Gives you the ability to go from the Creditor Invoicing screen to EXO Business main 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 Received Stock search screen | |

| Screen | Shortcut Key | Function | Comments |
|-----------------------------|--------------|---|--|
| | 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. |
| 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. |

| Screen | Shortcut Key | Function | Comments |
|--------|--------------|---|---|
| | 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. |