

Speed Entry Shortcuts

There are several shortcut keys in the Agrimaster Cashbook and Budgets that can be used to speed up your data entry – saving you time.



Open Calendar

F2

Open Calculator

F3

Save & Exit

F10

Exit

Esc

Move to next field

Tab

Enter

Cashbook Transaction List		Enter Cashbook Transaction		Full Budgeting In Worksheet	
F5	Edit highlighted entry	F5	Edit a selected entry	F5	<ul style="list-style-type: none"> • Create formula • Select an item • Make distribution of amount to code & bank account
F6	Add new entry	F6	View recent entry	F7	Delete highlighted entry
F7	Delete highlighted entry	F7	Delete a split line	F8	Quick check for cell with Month distribution
Edit Cashbook Transaction		F8	Transaction options and setting	[Copy data from above cell
Page Up	Open previous entry	F11	Recalculate a transaction. Refresh]	Use in a blank cell where data exist in the cell above
Page Down	Open next entry	*	Swap between inclusive and exclusive of GST (default = inclusive of GST)		
		\	Swap between automatic and manual GST calculation (default = automatic GST calculation)		
		[Copy previous split line &		
]	For second or to copy above subsequent split lines		

