

Acumatica Keyboard Shortcuts

Form Toolbar Shortcuts

The following Acumatica keyboard shortcuts can be used to execute commands in the form toolbar:

Keystroke	Resulting Action
Esc	Depending on the context, does one of the following: <ul style="list-style-type: none">- Discards any unsaved changes you have made to objects or entities and retrieves the last saved version.- Clears all changes and restores the default settings.
Ctrl+Insert	Clears any values you've specified on the form, restores any default values, and initiates the creation of a new object or entity.
Ctrl+Delete	Deletes the currently selected object or entity, clears any values you've specified on the form, and restores the default values. (Note: you can only delete a document that is not linked with another document)
Ctrl+S	Saves the changes made to the object or entity.
Page Up	Displays the previous object or entity and its details.
Page Down	Displays the next object or entity and its details.

Summary Area Shortcuts

These keyboard shortcuts are available in the summary or selection area of any form:

Keystroke	Resulting Action
Tab	Moves the cursor to the next element.

Keystroke	Resulting Action
Shift+Tab	Moves the cursor to the previous element.
F3	If the cursor is in a lookup box, opens the lookup table so that you can search for a value.
Ctrl+Left Arrow	Moves 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	Moves 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).
Ctrl+Shift+L	Invoke the Translations dialogue box for boxes with multi-language support if multilingual user input is enabled.

Table Navigation Shortcuts

Here's a list of Acumatica keyboard shortcuts you can use to navigate tables on any forms.

Keystroke	Resulting Action
Arrow Keys	Moves one cell up, down, left, or right in a table.
Tab	Moves the cursor to the next element in the current row.
Shift+Tab	Moves the cursor to the previous element in the current row.
Home	Goes to the first column in the current row.
End	Goes to the last column in the current row.
Ctrl+Home	Goes to the first row in the same column.
Ctrl+End	Goes to the last row in the same column.

Keystroke	Resulting Action
Page Down	Goes to the first row in the same column.
Page Up	Goes to the last row in the same column.
Shift+F	Filters the data in the table.
F5	Refreshes the data (if the cursor is set in a table cell).
F6	Sorts the lines by the values in the selected column.
Double-click under the last row	Appends a new row.
Enter or F2	Switches to editing mode.
Ctrl+Shift+L	In editing mode, invoke the Translations box for boxes with multi-language support if multilingual user input is enabled.
F4	Switches 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	Moves 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	Moves 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

When you click the arrow of a date box on an Acumatica ERP form, the **Calendar** dialog box launches. You can use the Calendar dialog box to select a new date,

which will appear in the date box. The following table displays the keyboard shortcuts you can use to navigate the Calendar dialog box on any form.

Keystroke	Resulting Action
Left Arrow	Moves the cursor to the previous day.
Right Arrow	Moves the cursor to the next day.
Up Arrow	Moves the cursor one week earlier.
Down Arrow	Moves the cursor one week later.
Enter	Fills in the date box with the selected date and close the dialog box.

Main Menu Shortcuts

Here's a list of keyboard shortcuts you can use to work with main menu items.

Keystroke	Resulting Action
Alt+G	Opens the current workspace (which is highlighted in the main menu when you have a form, dashboard, or report of that workspace open).
Esc	Closes the opened workspace.