



Acumatica Keyboard Shortcuts Cheat Sheet*



Save time and money with Acumatica. Keyboard shortcuts for the most common Acumatica ERP operations.

1. Form Toolbar Shortcuts		2. Summary Area Shortcuts		3. Table Navigation Shortcuts		3. Table Navigation Shortcuts (Continued)	
The following table displays the keyboard shortcuts you can use to execute form toolbar commands.		The following table displays the keyboard shortcuts of the summary or selection area of any form.		The following table displays the keyboard shortcuts you can use to navigate tables on any forms.		The following table displays the keyboard shortcuts you can use to navigate tables on any forms.	
Key(s)	Action	Key(s)	Action	Key(s)	Action	Key(s)	Action
Esc	Cancel - Depending on the context, does one of the following: 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.	Tab	Move the cursor to the next element.	Arrow Keys	Move one cell up, down, left, or right in a table.	F5	Refresh the data (if the cursor is set in a table cell).
Ctrl + Insert	Add new record = Clears any values you've specified on the form, restores any default values, and initiates the creation of a new object or entity.	Shift + Tab	Move the cursor to the previous element.	Tab	Move the cursor to the next element in the current row.	F6	Sort the lines by the values in the selected column.
Ctrl + Delete	Deletes the currently selected object or entity, clears any values you've specified on the form, and restores the default values. You can delete a document that is not linked with another document.	F3	Open the lookup table so you can search for a value.	Shift + Tab	Move the cursor to the previous element in the current row.	Double-click under the last row	Append a new row.
Ctrl + S	Save - Saves the changes made to the object or entity.	Ctrl + Left Arrow	Move 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).	Home	Go to the first column in the current row.	Enter or F2	Switch to editing mode.
Page Up	Go to previous record - Displays the previous object or entity and its details.	Ctrl + Right Arrow	Move 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).	End	Go to the last column in the current row.	Ctrl + Shift + L	In editing mode, invoke the Translations box for boxes with multi-language support if multilingual user input is enabled. For details, see Translations Dialog Box.
Page Down	Go to next record - Displays the next object or entity and its details.	Ctrl + Shift + L	Invoke the Translations box for boxes with multi-language support if multilingual user input is enabled. For details, see Translations Dialog Box.	Ctrl + Home	Go to the first row in the same column.	F4	Switch between grid and form modes.
				Ctrl + End	Go to the last row in the same column.	F3	If the cursor is in a lookup box, opens the lookup table so that you can search for a value.
				Page Down	Go to the first row in the same column.	Ctrl + Left Arrow	Move 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).
				Page Up	Go to the last row in the same column.	Ctrl + Right Arrow	Move 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).
				Shift + F	Filter the data in the table.	Page Down	Go to next record

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5. Date Box Shortcuts		7. Main Menu Shortcuts		4. Calendar Navigation Shortcuts		6. Search Box Shortcuts	
Any date consists of the date components—that is, month, day, and year—that you enter to define a calendar date in a date box. The following table displays the keyboard shortcuts you can use to change the selected date once you have clicked in the date box near the needed component on any form.		The following table displays the keyboard shortcuts you can use to work with main menu items.		When you click the arrow of a date box on an Acumatica ERP form, the Calendar dialog box is brought up. 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.		In the following table, you can find keyboard shortcuts related to the Search box.	
Key(s)	Action	Key(s)	Action	Key(s)	Action	Key(s)	Action
Up Arrow + + on numeric keypad	Increases the selected component of the date by 1.	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).	Left Arrow	Moves the cursor to the previous day.	Ctrl+Q	Places the cursor in the Search box.
Down Arrow - on the numeric keypad	Decreases the selected component of the date by 1.	Esc	Closes the opened workspace.	Right Arrow	Moves the cursor to the next day.		
. / . on numeric keypad / on numeric keypad Right Arrow	Moves the cursor to the next component of the date.			Up Arrow	Moves the cursor one week earlier.		
Shift + . Shift + / Shift + / on the numeric keypad Left Arrow	Moves the cursor to the previous component of the date.			Down Arrow	Moves the cursor one week later.		



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