

Blast through your 'to do' list with our super-speedy shortcuts

Did you know that Pastel has keyboard shortcuts to perform your most common operations quickly? Here's a list of what the function keys can do for you.

FUNCTION/ SHORTCUT KEY	OPERATION	COMMENTS
F1	Access Help	The new and improved Help facility is available at the click of F1 on any screen in your Pastel program, and will give detailed information on the subject you need.
F2	Open the Note facility	Select F2 to open the Note facility to create notes and letters, which can also be linked to customer and supplier accounts. For instance, you may want to make a note that a particular customer needs a quote on another product.
F3	Allocate Open Item transactions	The F3 function key allows you quick access to the open item matching screen when processing in the journals or cashbook.
F4	Open the Price Search facility	This is really useful when you need instant access to the selling prices of inventory items. It also shows the quantities on hand of the inventory items.
F5	Zoom in on a record	F5 opens a zoom screen from which you can perform various record editing and enquiry functions. Select F5 when processing in documents for easy access to customer, supplier, general ledger or inventory records. Alternatively, when in the Edit menu, you can use this function to find a specific record that you need quickly. Pressing F5 on a Customer, Supplier or Inventory zoom screen will invoke the Enquiry screen.
F6	Add a new record	This shortcut allows you to create a customer, supplier, general ledger or inventory account quickly, at the touch of a button. For example, when processing a quotation for a customer and you suddenly realise that this particular customer has not yet been created, simply press F6 to create the account.
F7	Reconcile function	The F7 function key allows you to reconcile your physical bank statement with Pastel's cashbook transactions quickly and easily.
F7	Modify a record when on a Zoom screen	In the cashbook, you can modify or edit a customer, supplier or general ledger account when zooming in for either of the above. This allows you to edit the records. <i>Note: the F7 function only works when on a zoom screen for an account.</i>
F8	Switch between VAT inclusive and exclusive transactions	When processing in the cashbook or journal, select F8 to change an amount from exclusive to inclusive or vice versa. <i>Note: this function only works in cashbooks and journals.</i>
F9	Open the calculator	F9 brings up the calculator from Windows. Select View on the calculator and then click on Scientific for access to many additional, useful calculator functions.
F12	Return to the previous column	When processing in documents, journals or cashbooks, and you are in the Account field, you cannot move off the field without selecting an account. Pressing F12 while on the field will move you to the previous field without forcing you to select an account.
Ctrl + H	Edit customer/supplier address details	When processing document lines, you can use Ctrl + H to jump to the Delivery Address field instantaneously. <i>Note: you need to be on the transaction lines to use this shortcut.</i>
Ctrl + L	Insert lines on invoices	When processing documents, after selecting the customer/supplier account, you can use Ctrl + L to jump straight to the lines without tabbing through the rest of the fields in the header section. <i>Note: you need to be on a header field to use this shortcut.</i>
Ctrl + R	Copy postal address to delivery address field or vice versa	In the Edit Customer/Supplier menu, you can use this function to copy your delivery address to your postal address field, and vice versa.
Ctrl + U	Initiate document user defined fields	Document user-defined fields are used to store additional information specific to the particular document you are processing. After processing at least one line on the document, you can invoke this screen with Ctrl + U. <i>Note: this function is only applicable to Pastel Partner. Also, you must have at least one document line to use this shortcut.</i>