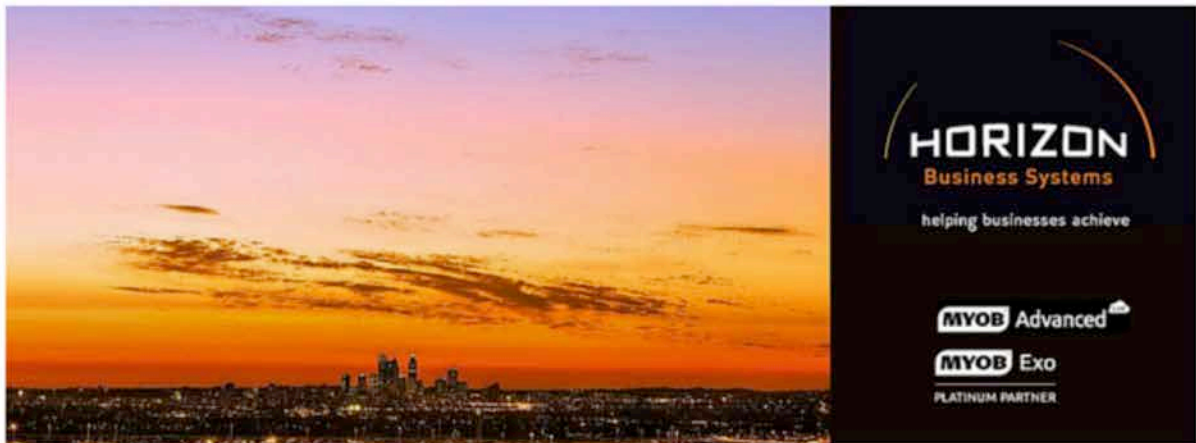


Horizon: shortcut keys for MYOB EXO



Best Products

MYOB is a world leader in ERP. Trusted, tested and established, MYOB invests in continual product development.

As mid-large sized ERP solutions, MYOB EXO & MYOB Advanced provide flexibility by adapting to new market trends, and are customisable to suit individual business needs and processes.



Best People

Horizon Business Systems have been MYOB Australia Platinum Partners for over a decade.

We are experts in financial management software, change management and business process design and provide a flexible approach to system implementation.



Best Support

Horizon Business Systems team are the 2015 winner of MYOB Aus/NZ Excellence in Customer Experience Award.

Our sales, support and consultancy teams are client focussed and set the standard for service provision and product knowledge.

HORIZON BUSINESS SYSTEMS

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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.

If you require assistance, please contact the Support Team at Horizon Business Systems:
email: support@horizonbiz.com.au or tel: 08 9328 1678 (Option 2).

END HORIZON MYOB EXO SHORTCUT KEYS DOC.

horizon's support desk

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