



Dynamics GP Shortcuts for Windows

No.	Action	Windows Shortcuts	Section
1	Copy	Ctrl + C	Most used Dynamics GP Shortcuts
2	Paste	Ctrl + V	Most used Dynamics GP Shortcuts
3	Select All	Ctrl + A	Most used Dynamics GP Shortcuts
4	Print	Ctrl + P	Most used Dynamics GP Shortcuts
5	Account Alias	Ctrl + Q	Most used Dynamics GP Shortcuts
6	Analysis	Ctrl + Y	Most used Dynamics GP Shortcuts
7	View Functional Currency	Ctrl + U	Most used Dynamics GP Shortcuts
8	View Originating Currency	Ctrl + O	Most used Dynamics GP Shortcuts
9	View Reporting Currency	Ctrl + R	Most used Dynamics GP Shortcuts
10	Assembly Entry - Decrease Level	Ctrl + D	Window Specific Shortcuts
11	Assembly Entry - Increase Level	Ctrl + I	Window Specific Shortcuts
12	Edit Payables Checks - Create Temporary Vendor	Ctrl + T	Window Specific Shortcuts
13	Edit Purchase Order Status - Display Vendor Item Detail	Ctrl + D	Window Specific Shortcuts
14	Payables Manual Payment Entry - Create Temporary Vendor	Ctrl + T	Window Specific Shortcuts
15	Payables Transaction Entry - Create Temporary Vendor	Ctrl + T	Window Specific Shortcuts
16	Purchase Order Entry - Create Temporary Vendor	Ctrl + T	Window Specific Shortcuts
17	Purchase Order Entry - Display Vendor Item Detail	Ctrl + D	Window Specific Shortcuts
18	Purchase Order Entry - Open Item Detail	Ctrl + E	Window Specific Shortcuts
19	Purchase Order Inquiry Zoom - Display Vendor Item Detail	Ctrl + D	Window Specific Shortcuts
20	Purchase Order Inquiry Zoom - Open Item Detail	Ctrl + E	Window Specific Shortcuts
21	Purchase Order Processing Item Inquiry - Display Vendor Item Detail	Ctrl + D	Window Specific Shortcuts
22	Purchasing Invoice Entry - Display Vendor Item Detail	Ctrl + D	Window Specific Shortcuts
23	Purchasing Invoice Entry - Open Item Detail	Ctrl + E	Window Specific Shortcuts
24	Purchasing Invoice Entry - Open Match Shipments to Invoice	Ctrl + M	Window Specific Shortcuts
25	Purchasing Invoice Inquiry Zoom - Display Vendor Item Detail	Ctrl + D	Window Specific Shortcuts
26	Purchasing Item Detail Entry - Display Vendor Item Detail	Ctrl + D	Window Specific Shortcuts
27	Purchasing Item Detail Inquiry Zoom - Display Vendor Item Detail	Ctrl + D	Window Specific Shortcuts
28	Purchasing Item Receipts Zoom - Display Vendor Item Detail	Ctrl + D	Window Specific Shortcuts
29	Purchasing Vendor Detail Entry - Create Temporary Vendor	Ctrl + T	Window Specific Shortcuts
30	Receiving Item Detail Entry - Display Vendor Item Detail	Ctrl + D	Window Specific Shortcuts
31	Receiving Transaction Entry - Create Temporary Vendor	Ctrl + T	Window Specific Shortcuts
32	Receiving Transaction Entry - Display Vendor Item Detail	Ctrl + D	Window Specific Shortcuts
33	Receiving Transaction Entry - Open Item Detail	Ctrl + E	Window Specific Shortcuts
34	Receiving Transaction Inquiry Zoom - Open Item Detail	Ctrl + E	Window Specific Shortcuts
35	Receiving Transaction Inquiry Zoom - Display Vendor Item Detail	Ctrl + D	Window Specific Shortcuts
36	Sales Transaction Entry - Open Item Detail	Ctrl + E	Window Specific Shortcuts
37	Sales Transaction Entry- Quick Print	Ctrl + Q	Window Specific Shortcuts
38	Select Purchase Order Items - Display Vendor Item Detail	Ctrl + D	Window Specific Shortcuts
39	Vendor Account Maintenance - Open Additional Vendor Accounts	Ctrl + E	Window Specific Shortcuts
40	Move to next field	Tab	Navigation & Tools Shortcuts
41	Move to previous field	Shift + Tab	Navigation & Tools Shortcuts
42	Move from scrolling window to next field	Ctrl + Tab	Navigation & Tools Shortcuts
43	Move from scrolling window to previous field	Ctrl + Shift + Tab	Navigation & Tools Shortcuts
44	Default button on a window	Enter	Navigation & Tools Shortcuts
45	Close the current window	Ctrl + W	Navigation & Tools Shortcuts
46	Exit application	Alt + X	Navigation & Tools Shortcuts
47	Address Bar	Alt + D	Navigation & Tools Shortcuts
48	Search box	Alt + S	Navigation & Tools Shortcuts
49	Toolbars	Alt	Navigation & Tools Shortcuts
50	Move to next toolbar command	Ctrl + Tab	Navigation & Tools Shortcuts
51	Move to previous toolbar command	Ctrl + Shift + Tab	Navigation & Tools Shortcuts
52	Home	Ctrl + 1	Navigation & Tools Shortcuts
53	Forward button	Alt + Right Arrow key	Navigation & Tools Shortcuts
54	Back button	Alt + Left Arrow key	Navigation & Tools Shortcuts

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