



## Sage Simply Accounting Shortcuts for Windows &amp; Mac

No.	Action	Mac Shortcuts	Windows Shortcuts	Section
1	Copy selection	Command + C	Ctrl + C	Most used Sage Simply Accounting Shortcuts
2	Cut selection	Command + X	Ctrl + X	Most used Sage Simply Accounting Shortcuts
3	Paste copied selection	Command + V	Ctrl + V	Most used Sage Simply Accounting Shortcuts
4	Undo changes	Command + Z	Ctrl + Z	Most used Sage Simply Accounting Shortcuts
5	Open Help	F1	F1	Most used Sage Simply Accounting Shortcuts
6	Move to next option	Tab	Tab	Most used Sage Simply Accounting Shortcuts
7	Move to previous option	Shift + Tab	Shift + Tab	Most used Sage Simply Accounting Shortcuts
8	Close window or exit program	Option + F4	Alt + F4	Most used Sage Simply Accounting Shortcuts
9	Create a new company	Command + N	Ctrl + N	Most used Sage Simply Accounting Shortcuts
10	Open an existing company	Command + O	Ctrl + O	Most used Sage Simply Accounting Shortcuts
11	Search	Command + F	Ctrl + F	Most used Sage Simply Accounting Shortcuts
12	Save as new filename	Command + S	Ctrl + S	Most used Sage Simply Accounting Shortcuts
13	Upgrade this company	Command + U	Ctrl + U	Most used Sage Simply Accounting Shortcuts
14	Find an invoice	Command + L	Ctrl + L	Transaction Shortcuts
15	Go to the next invoice	Command + N	Ctrl + N	Transaction Shortcuts
16	Go to the previous invoice	Command + E	Ctrl + E	Transaction Shortcuts
17	Store as a recurring transaction	Command + T	Ctrl + T	Transaction Shortcuts
18	Recall a recurring transaction	Command + R	Ctrl + R	Transaction Shortcuts
19	Display transaction details in report	Command + J	Ctrl + J	Transaction Shortcuts
20	Enter shipment tracking details	Command + K	Ctrl + K	Transaction Shortcuts
21	Add time slip activities	Command + Shift + T	Ctrl + Shift + T	Transaction Shortcuts
22	Allocate to project	Command + Shift + A	Ctrl + Shift + A	Transaction Shortcuts
23	Allocate to departments	Command + Shift + D	Ctrl + Shift + D	Transaction Shortcuts
24	Switch between the Employee Listing and the Cheque Details	Command + Shift + E	Ctrl + Shift + E	Transaction Shortcuts
25	Show tax summary for this line	Command + Y	Ctrl + Y	Transaction Shortcuts
26	Show tax summary for this transaction	Command + Shift + Y	Ctrl + Shift + Y	Transaction Shortcuts
27	Record sales taxes for this transaction	Option + T	Alt + T	Transaction Shortcuts
28	Adjust this transaction	Command + A	Ctrl + A	Transaction Shortcuts
29	E-mail this transaction	Command + Shift + M	Ctrl + Shift + M	Transaction Shortcuts
30	Print this transaction	Command + P	Ctrl + P	Transaction Shortcuts
31	Print this invoice and packing slip	Command + Shift + K	Ctrl + Shift + K	Transaction Shortcuts
32	Print this packing slip	Command + Shift + P	Ctrl + Shift + P	Transaction Shortcuts
33	Record/Process this transaction	Option + P	Alt + P	Transaction Shortcuts
34	Remove this quote, order, or time slip	Command + Shift + R	Ctrl + Shift + R	Transaction Shortcuts
35	Use the same customer/vendor in next transaction	Command + U	Ctrl + U	Transaction Shortcuts
36	Open the form option settings for this type of transaction	Command + Shift + F	Ctrl + Shift + F	Transaction Shortcuts
37	Open the form option settings for packing slips	Command + Shift + S	Ctrl + Shift + S	Transaction Shortcuts
38	Bring Home window to front	Command + B	Ctrl + B	Transaction Shortcuts
39	Print this report	Command + P	Ctrl + P	Displayed Report Shortcuts
40	Export this report	Command + E	Ctrl + E	Displayed Report Shortcuts
41	Find in report	Command + F	Ctrl + F	Displayed Report Shortcuts
42	Find next occurrence	Command + G	Ctrl + G	Displayed Report Shortcuts
43	Change the form options for reports	Command + Shift + F	Ctrl + Shift + F	Displayed Report Shortcuts
44	Open an existing record	Command + O	Ctrl + O	Records Window Shortcuts
45	Create a new record	Command + N	Ctrl + N	Records Window Shortcuts
46	Find a record	Command + F	Ctrl + F	Records Window Shortcuts
47	Bring Home window to front	Command + B	Ctrl + B	Records Window Shortcuts
48	Remove this record	Command + R	Ctrl + R	Records Window Shortcuts

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