Keyboard Shortcuts in SAP Business One

Keystroke	Description
* from BP Code field	Displays "Choose From List"; list of BP Codes and BP
ALT + the letter with the underscore	Select an option marked with an underscore i.e.: ALT + F opens the File menu
TAB	Move to the next field
TAB	Select a card
TAB	Upgrade code field based on name/description
CTRL + TAB	Move to the next field ignoring changes of the card name/item description in document.
CTRL + TAB from G/L Acc./BP Code field	Move off the field to post a JE to a Control Account.
CTRL + TAB from Item field	Display Alternate Item
CTRL + TAB from Price field	Display Last prices
CTRL + TAB from Quantity field	Display Serial Numbers
CTRL + SHIFT + TAB	Move to the next field ignoring changes of the card/account name in checks for payment
CTRL + SHIFT + U	Display User Defined Fields
CTRL + SHIFT + B	Display Settings – User Defined Fields (to use Categories)
SHIFT + TAB	Move back to the previous field
ENTER	Move from line to line in a text field consisting of more than 1 line
CTRL + C	Copy
CTRL + V	Paste
CTRL + Z	Undo
CTRL + Y	Redo
CTRL + P	Print (document, report, journal entry)
Continuous lines	a) Selecting continuous lines Click on the first line, SHIFT + click on the last line of the group of continuous lines b) Selecting unconnected lines Click on the first line, CTRL + click on the other desired lines

	c) Unselecting lines CTRL + click on the unwanted line
Click + CTRL + Click	Select or deselect unconnected lines; Click in the first line, CTRL + click on the other desired lines
Click + SHIFT + Click	To select continuous lines, Click on the first line, SHIFT + click on the last line of the group of continuous lines
CTRL + A	Switch to Add mode
CTRL + B	Open Document Settings window
CTRL + B	Copy total in Balance Due field to Total field in Payment Means
CTRL + D	Duplicate (documents, items, cards)
CTRL + F	Switch to Search mode
CTRL + Z	Un-Do
CTRL + Y	Re-Do
CTRL + left arrow	Browse backwards between documents/items/cards
CTRL + right arrow	Browse forwards between documents/items/cards
From the Menu: Data - Cancel	Cancel document
From the Menu: Data - Close	Close document
CTRL + Double click on the description of the field	Change a field description
To enter a calendar date	a) Asterisk (*) then hit TAB Enter current date b) Day and then hit TAB Enter date in current month c) Day, Month and then hit TAB Enter date in current year d) Day, Month, year (2 digits) and hit TAB Enter any date
SHIFT + F2	Triggers formatted search
ALT + SHIFT + F2	Links formatted search to a field

Keyboard shortcuts in a list table

Keystroke	Description
CTRL + M	Duplicate line
CTRL + K	Delete line
CTRL + UP arrow	Copy value from upper field in a table
CTRL + Down arrow	Copy value from lower field in a table
CTRL + TAB	Select a card in a journal entry
Double click on the heading of the column	Sort table in ascending order
ALT + double click on the heading of the column	Sort table in descending order

Keyboard shortcuts in Marketing Documents (AR and AP)

Keystroke	Description
CTRL + L	Open Line details window
CTRL + B	Open Document Settings window
CTRL + G	Open Gross Profit window
CTRL + Y	Open Payment Means window
CTRL + W	Open Volume and Weight window
CTRL + J	Open Transaction Journal window
CTRL + N	Open Base Document window
CTRL + T	Open Target Document window
CTRL + U	Move to Card Code field
CTRL + H	Move to the first line in a table
CTRL + E	Move to the last line in a table
CTRL + R	Move to Remarks field
CTRL + Tab from Price field	Check last prices while adding an AR document
CTRL + Tab from Quantity field	Choose a serial number for an item while adding an AR/AP document
CTRL + Tab from WH (Warehouse) field	Open the Warehouse Balance Report while adding an AR/AP document
CTRL when in Sales Order	Can bring MORE than 1 quote to Sales Order using Control key.

Formatted search

Keystroke	Description
SHIFT + F2	Open Line details window
CTRL + B	Open Document Settings window

And don't forget about **Right Clicking,** which displays many of these shortcuts (online cheat sheet) and requires less hand movement. You can either click on the options displayed after right clicking or use the keyboard shortcut.
For example, can right click when in Incoming Payments to be offered Payment Means, also on the Tool bar, but further away with the mouse.

Examples after entering an Item in a Marketing Document… if you **right click**, the following are available (as a "cheat") or to select with less hand movement:

CTRL + X	Cut
CTRL + C	Copy
CTRL + V	Paste
DEL	Delete
CTRL + I	Add Row
CTRL + K	Delete Row
CTRL + M	Duplicate Row
CTRL + L	Row Details
CTRL + Y	Payments Means
CTRL + G	Gross Profit
CTRL + TAB	Batch/Serial Numbers
CTRL + W	Volume and Weight Calculation
CTRL + J	Transaction Journal