

Custom folders and keyboard shortcuts:

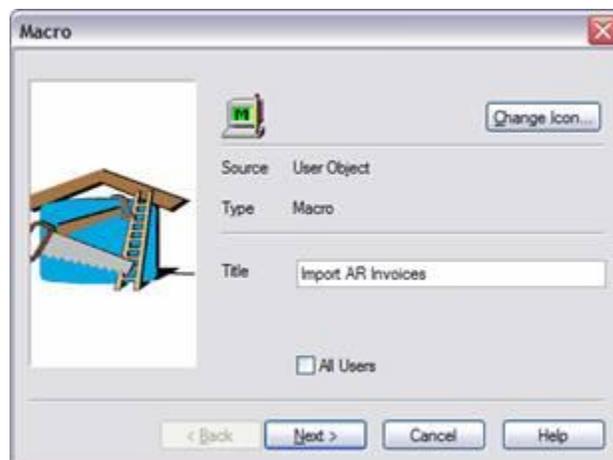
1. Customize your company desktop by creating new folders containing Sage Accpac ERP programs, macros, reports and other DOS or Windows programs that you use on a daily basis.
To create a new folder:
2. From the object menu on the company desktop choose New, then Choose Folder



3. In the Title field type a name for the new folder – i.e. month end
4. You can now place all of your special month end procedures, reports etc. into this folder.
5. If you want the new folder to appear on the desktops of all users check the “All Users” box
6. Click Finish to complete the task.
7. Double-click to open the folder

Add macros, reports, Accpac programs and other programs to the new folder:

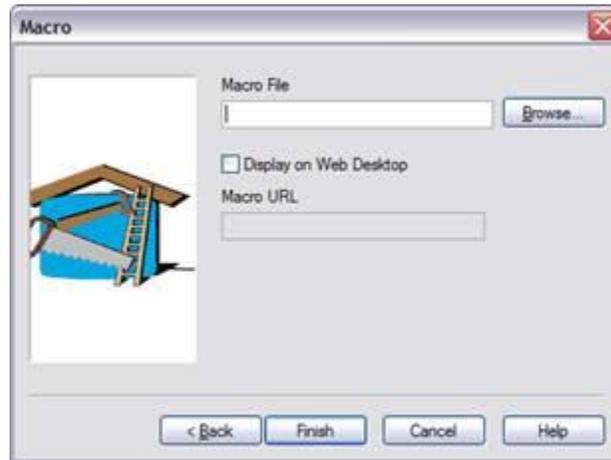
1. From the object menu on the company desktop choose New, then Macro



Accpac Tips and Tricks

Prepared by: Jeruzalski Computer Services Ltd.

2. Type in the description of the macro icon



3. Click Next and then the Browse button to select the macro file
4. Click Finish to add the new macro icon to your custom folder
5. To add existing Accpac programs (icons) right-click the icon and choose Copy, open the custom folder right-click and choose Paste

Using Function (“hot”) keys

The following functions keys provide you with shortcuts when working in Sage Accpac ERP:

Special Key	Action
F1	Display online Help, available anywhere in Accpac
F5	Displays a Finder window to select records from
F7	Display Information for a record
F9	Enlarge the selected record to display more info
“+”	To open the calculator while in a field that accepts numeric values, press the plus key (+) on the numeric keypad
“Space Bar”	Press the spacebar to select and activate the highlighted button

Changing columns in data entry forms

1. rearranging the order of columns: point the cursor at the column heading, hold down the left mouse button, drag the column to the new location
2. to hide a column right click on the column heading then choose Hide(column name)
3. to display the column again right-click anywhere in the column heading area and choose Restore (column name)
4. make columns wider or narrower by following these steps: position the mouse pointer on the vertical line separating a column heading from the next heading to the right, when the mouse pointer changes to a column width symbol (arrows pointing left-right) drag to increase/decrease the width