

## AccountMate Function Keys and Hot Keys

**Version(s) Affected:** AccountMate 13 for SQL and Express  
AccountMate 12 for SQL and Express  
AccountMate 11 for SQL and Express

**Module(s) Affected:** All Modules

### DESCRIPTION

AccountMate is equipped with function keys and hot keys that allow you to perform tasks more quickly than using a mouse or other input device. This Technical Note lists the different AccountMate function keys and hot keys. It also explains their functionalities.

### SOLUTION

Listed below are the AccountMate function keys and hot keys:

1. **F1** – Press this function key to display the AccountMate Online Help
2. **F2** – Press this function key to display the AccountMate calculator.
3. **F3** – Press this function key to display the AccountMate calendar.

***Note:** Pressing the **F3** key will display the calendar. When you access a **Date** field and press the **F3** key, you can select a date in the calendar but AccountMate will not populate that date in the Date field in the applicable function window.*

4. **F4** – Press this function key to display the **Leading Search** window. It functions the same as the left mouse click. This function key is usually used in fields with a Lookup button such as the **Customer #** field.
5. **F5** - Press this function key to display the **Leading Search – Current & History** window that shows both the current and history transaction files. This is usually used in fields with a Lookup button such as the **Individual PO #** field.
6. **F6** - This function key is used for the second button (e.g. Archived Lookup button next to the **Customer #** field in the **Customer Maintenance** function) usually next to the Lookup button. If you press this key, AccountMate displays the relevant window (e.g., **Archived Leading Search** window that shows the records stored in the Archived file).
7. **F7** - This function key displays the **Full Search** window. It works the same way as the right mouse click. This function key is usually used in fields with a Lookup button such as the **Vendor #** field.
8. **F8** - Press this function key to display the **Full Search – Current & History** window that shows both the current and history transaction files. This is usually used in fields such as the **Individual PO #** field.
9. **F9** - Press this function key to display the **Calendar** in all the Date input fields and change the value in the Date fields.
10. **F11** - Press this function key to mark one checkbox in a grid at a time or apply the entire amount for the selected record in the grid.
11. **F12** - Press this function key to mark all checkboxes in a grid at once or apply the entire amount for each record displayed in the grid regardless of whether you selected the record or not. This is frequently used with the Accounts Payable **Automatic Apply Payment** feature.

**Note:** The **F11** and **F12** keys allow you to mark the checkboxes in a grid (e.g. **Hold** checkbox in the **Release On-hold Checks** function in the AP module) or speed up data entry in specific fields in certain functions (e.g. **Apply Payment** field in the **Manual Apply Payment** function in the AP module).

12. **Shift + F11** - Press this function key combination to unmark one checkbox in a grid at a time or undo the application of the amount in the selected record in a grid.
13. **Shift + F12** - Press this function key combination to unmark all checkboxes in a grid at once or undo the application of the amount in each record displayed in the grid regardless of whether you selected the record or not. This is frequently used with the Accounts Payable **Automatic Apply Payment** feature.
14. **Enter** - Press this key to move the cursor through the fields downward and from the left to the right of the window.
15. **Up and Down Arrows** - You can use these keys to move between fields and between buttons in the toolbar, select an option in a field with a List box button, select an option in a menu, or move upward or downward between lines in a grid.
16. **Left and Right Arrows** - You can use these keys to move between tabs in a function window (only when the cursor is on a tab), fields in the same line in a grid, or buttons in a toolbar.
17. **Ctrl + Tab** - Press this function key combination to move across tabs in the same AccountMate function window; to move across data entry fields in a grid; or to move from the last data entry field in a grid to the next object outside the grid in the same function window.
18. **Ctrl + F4** - Press this function key to close a function window or form.
19. **Ctrl + T** - Simultaneously press these keys to access the **Transactions** menu.
20. **Ctrl + R** - Simultaneously press these keys to access the **Reports** menu.
21. **Ctrl + M** - Simultaneously press these keys to access the **Maintenance** menu.
22. **Ctrl + K** - Simultaneously press these keys to access the **Housekeeping** menu.
23. **Ctrl + U** - Simultaneously press these keys to access the **Utilities** menu.
24. **Ctrl + H** - Simultaneously press these keys to access the **Help** menu.
25. **Ctrl + P** - Simultaneously press these keys to access the **Change Company** menu.
26. **Ctrl + O** - Simultaneously press these keys to access the **Change Module** menu.
27. **Alt + (arrow up) or Alt + 1** - When accessing a specific maintenance file (e.g., **Customer Maintenance**), simultaneously press these keys to access the first record in the file.
28. **Alt + (arrow down) or Alt + 4** - When accessing a single maintenance file (e.g., **Customer Maintenance**), simultaneously press these keys to access the last record in the file.
29. **Alt + (arrow left) or Alt + 2** - When accessing a single maintenance file (e.g., **Customer Maintenance**), simultaneously press these keys to access the previous record in the file.
30. **Alt + (arrow right) or Alt + 3** - When accessing a single maintenance file (e.g., **Customer Maintenance**), simultaneously press these keys to access the next record in the file.

31. **Alt + Page Down or Ctrl + Page Down** - Use this key combination to move forward across the tabs in the applicable AccountMate function.
32. **Alt + Page Up or Ctrl + Page Up** - Use this key combination to move backward to the previous tabs in the applicable AccountMate function.
33. **Alt + F4** – Use this key combination to exit from the AccountMate application or AccountMate Administrator Program.
34. **Alt + A** - Use this key combination to add a new line in a grid (e.g., Journal Entry Lines grid in the **Journal Entry Transactions** function).

Knowing the AccountMate function keys and hot keys can help you perform your daily transactions more efficiently with just the use of your keyboard.

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