



General functions

Keyboard shortcuts

Ctrl+F1

Business Central Help

Alt+T

My Settings

Alt+Q (🔍)

Open Tell Me

F5

Refresh data

Shift+F12 (≡)

Role Explorer

Alt+N (+)

Create a new record

Alt+Shift+N

Close a newly created record and create a new one

Alt+Shift+W (📄)

Pop-out a page to a separate window

Ctrl+Alt+F1

Inspect page and data

Alt+O

Add a new note for the selected record

Alt+F2 (📄)

Toggle FactBox area

Ctrl+F12 (📄)

Switch between slim/wide page

Data in lists

Keyboard shortcuts

Alt+F7

Sort column in asc/desc order

Shift+F3 (🔍)

Toggle filter pane; focus on data filters

Alt+F3

Filter on selected cell value

Ctrl+Shift+F3

Toggle filter pane; focus on totals filters

F3 (🔍)

Toggle the search box

Shift+Alt+F3

Add filter on selected field

Ctrl+Enter

Change focus from filter pane back to list

Ctrl+Alt+Shift+F3

Reset filters

Tips and tricks

Search:

Search looks at visible columns and it is not case-sensitive.

Filtering:

Filtering looks at all fields and it is case-sensitive.

Saving filters:

Filters can be permanently saved as a view and can include expressions such as ranges.

Filtering can be adjusted by using powerful filter characters. Some of them are:

@ Case-insensitive

E.g. **@man** looks for text that matches man and is not case-sensitive

? One unknown character

E.g. **Hans?n** looks for text such as Hansen or Hanson

.. An exact character match

E.g. **'man'** looks for an exact character match

***** Indefinite unknown characters

E.g. ***Co*** looks for text that contains "Co" and is case-sensitive

<> Not equal to

E.g. **<>0** looks for all numbers except 0

| Either/or

E.g. **1200|1300** looks for numbers with 1200 or 1300

.. Interval

E.g. **22..24** looks for the dates from the 22nd to the 24th of the current calendar month; **P8..** looks for information for accounting period 8 and thereafter

Filter tokens:

E.g. **%mycustomers** looks for customers in the **My Customers** page on your Role Centre.

Calculated data tokens:

You can use expressions to add/subtract days/weeks/month/years. E.g. **-1Y** means a year ago.

Combined format expressions:

You can combine these filter characters. E.g. **5599|8100..8490** includes any records with the number 5599 or a number from the interval 8100 through 8490.



Entering Data

Keyboard shortcuts

- F8**

Copy from the cell above
- Ctrl+Insert**


Insert a new line in documents
- F6**

Move to the next FastTab or part
- Enter/Shift+Enter**

Go to next/previous Quick Entry field
- Ctrl+Delete**

Delete the line in documents, journals, and worksheets
- Shift+F6**

Move to the previous FastTab or part (sub-page)
- Ctrl+Shift+Enter**


Go to next Quick Entry field outside a list
- Ctrl+Shift+F12 ()**

Toggle Focus Mode
- Alt+F6**

Toggle collapse/expand for the current field group (FactBox)

Tips and tricks

- Autosaving**

Data is automatically saved and the autosave indicator shows the state of the card.
- Focus Mode ()**

For a better view of document lines, use focus mode. This will maximize the line items part on a document page.
- Calculator in numeric fields**

You can enter a formula instead of the sum quantity.. E.g. If you enter **19+19**, the field is calculated to 38.

Quick Entry

Quick Entry allows you to use the Enter key to navigate through only those fields that you need.

Select personalise () to change this.

| | | |
|---------------------------|------------------|---|
| Address | 153 Thomas Drive | <div><div>Move</div><div>Hide</div><div>Show under "Show more"</div><div>Show when collapsed</div><div>Include in Quick Entry</div></div> |
| Address 2 | | |
| Country/Region Code | US | |
| City | Chicago | |
| State | IL | |
| ZIP Code | 61236 | |

Columns can be resized; Double-click to AutoFit

| Description | Type | Quantity on Hand | Substi... Exist | < > Assembly BOM | Base Unit of Measure |
|--------------------|-----------|------------------|--------------------|---------------------|-------------------------|
| ⋮ ATHENS Desk | Inventory | 4 | No | No | PCS |
| PARIS Guest Cha... | Inventory | 0 | No | No | PCS |
| ATHENS Mobile | Inventory | 5 | No | No | PCS |

- There are various ways to enter dates, times, and duration:**

"w" & "t"

"w" specifies the work date and **"t"** the today's date. Other examples are **"tu"** which stands for Tuesday and **P1** for the first accounting period.
- Regional settings**

Note that how you enter dates and times depends on your Region settings. E.g. **1210** means 12th of October in Europe but 10th of December in the United States.