**Completed Views**

Credit Memo's Shift+C

Purchase Order’s Ctrl+C

**Misc**

Misc Functions Shift+M

Product History Shift+H

**New**

Credit Memo F1

Item Shift+P

Job Ctrl+J

Purchase Order Ctrl+N

Quote Shift+Q

Supplier Shift+S

**Print**

Credit Memo F2

Purchase Order Ctrl+P

**Reports**

Job List Ctrl+Shift+J

Product List Ctrl+Shift+P

Supplier List Ctrl+Shift+S

**System**

Logoff Alt+L

Software Information Ctrl+Alt+I

**View/Update**

Contacts Alt+C

Items Shift+U

Jobs F11

Memos F3

Purchase Orders Ctrl+V

Suppliers Shift+V