

## PAYGEasy WinCashbook : Shortcuts

Action	Method	Comment
<b>Help</b>	F1	Function Key 1
<i>Cash Book</i>		
<b>Sort</b> by any column	Click column heading	Descending initially. Ascending : click again
<b>Group</b> by Category	Ctrl+G	Ungroup : CTRL+G again
Group by any column	Drag col. heading up	Ungroup : Click Money IN/OUT icon or drag column back down to any position
<b>Copy</b> trans.	Ctrl+C	Select a transaction then Ctrl+C or right click <u>D</u> aily, <u>W</u> eekly etc. type D,W etc then Tab or Enter
<b>View Year</b> Summary	Alt+V	Return to normal monthly cashbook: Alt+V again
<b>Print</b> cashbook	Alt+P	Prints Cashbook for the period and as formatted Close Print Window : Alt FC
<b>Print selected</b> trans.	Select two or more trans. then print	Select specific : Hold Ctrl while clicking at least 2 trans. Select range : Hold Shift, click first and last in range then click the Print button or Alt+P
<b>Add</b> trans.	Alt+A : New Transaction	Alt+T transfers money from one bank account to another – creates 2 trans. (one Money IN and one Money OUT)
<b>Transfer</b> trans.	Alt+T : Transfer	
<b>Edit</b> trans.	Click trans. and Enter or Double click	Double left click the trans. to be edited (single left click if configured in Windows)
<b>Delete</b> trans.	Right click then delete	Multiple future trans. can be deleted by selecting them, then right clicking then delete. (Refer "Print selected")
<i>Edit/New Window</i>		
<b>Next</b> field	Tab	Use the Tab key not the mouse to move from field to field Shift+Tab moves back to the previous field
<b>Save</b> trans.	Enter Alt+S	Necessary fields must be present / Save button enabled Enter saves except within a Note where it creates a new line
<b>Cancel</b>	Escape Alt+C	New trans. or changes to existing trans. cancelled
<b>Note</b> Open / Close	Alt+N	
<b>Future</b> trans.	Alt+F	Alt+F sets "Future" indicator on. Note: the trans. will not be included in the BAS until it changes to cash
<b>Money</b> received / paid	Alt+M	Alt+M turns Money indicator on / "Future" indicator off
<i>Reports</i>		
<b>BAS</b>	Alt RB	BAS is Business Activity Statement Display Cashbook : Alt CI or Alt CO (Money IN or OUT)
Bus. <b>Position</b>	Alt RP	
Bus. <b>Balance</b>	Alt RL then Alt+P	Alt+P shows preview for the dates selected (defaults to current financial year.)
<b>Backup</b>	Alt FB	Backs up the whole of PAYGEasy including all companies, all trans. and all BASs. Alt FR to restore a previous backup.
<b>Show Tips</b>	Alt HT	Click "Hide Tips" button when finished.