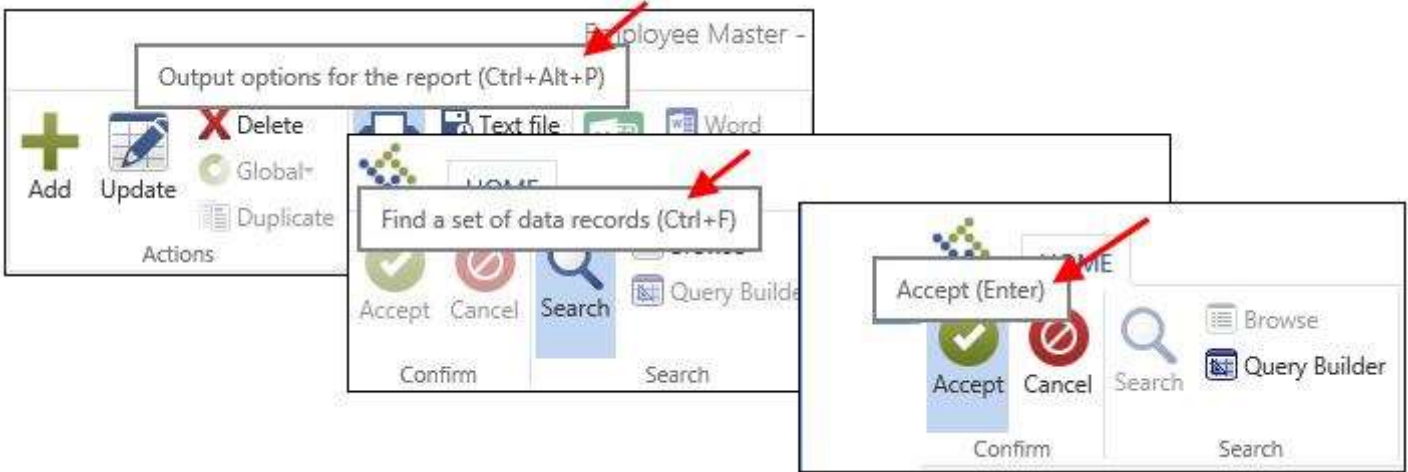## Keyboard Shortcuts

Munis offers keyboard shortcuts for common program tasks and for options within the Menu group of the ribbon.

When you hover your pointer over a ribbon or specific Menu group option, a ToolTip provides a description and the applicable shortcut keys, as available. For example, if you hover your pointer over the Search option on the ribbon, the ToolTip indicates Ctrl+F as the shortcut for the action.

Menu shortcut keys are programmatically created based on the Alt key. They are assigned to the options in the Menu group of the ribbon in the following order:

- Alt+1 through Alt+0
- Alt+Shift+1 through Alt+Shift+0
- Ctrl+Alt+Shift+1 through Ctrl+Alt+Shift+0

These shortcut keys do not function with the numeric keypad; you must use Alt+ standard keyboard number for these to work. In addition, these shortcut keys are assigned to existing Menu options, in the order the Menu options are currently arranged. If a Menu option is added between two existing options, the shortcut keys would change from the point of the added option through the rest of the available options. When you hover your pointer over an option, the ToolTip provides a description of the option and the shortcut key in parentheses. For example, in Account Master, Alt+1 displays the Amounts page.

For programs that have existing hard-coded shortcut keys, there are two shortcut keys presented. For example, in General Journal Entry/Proof or Application Entry, shortcut keys are embedded in the code and these are presented as the first shortcut key option in the ToolTip.

Task Shortcuts	
Shortcut	**Action**
Enter	Save
Esc	Cancel
Ctrl+U	Update
Ctrl+I	Add
Ctrl+F	Search
Ctrl+D	Delete
Ctrl+B	Browse
Ctrl+Alt+P	Print

Shift+Tab	Move back to previous field.
Tab	Move forward to next field.
Spacebar	Select or clear check boxes or view drop-down list options. When viewing list options, use the up and down arrows to scroll the individual options, and then press Enter to make your selection.
Ctrl+[arrow]	Move through the records in an active set: • Ctrl+Down Arrow to the move to the next record. • Ctrl+Up Arrow to move to the previous record. • Ctrl+Right Arrow to move to the last record in the active set. • Ctrl+Left Arrow to move to the first record in the active set.