

*Appendix B contains useful information on how to use SAP Business One in your daily work. You will find an overview of all shortcuts, buttons, and icons contained in SAP Business One.*

## A SAP Business One at a Glance

### A.1 Shortcuts

Table B.1 contains a comprehensive overview of all *general* shortcuts (also referred to as shortcut keys).

Function	Shortcut
Go to the next field that is ready for input	<b>Tab</b> key
Go to the previous field that is ready for input	<b>Shift + Tab</b> key
Go from line to line in a text field that contains multiple lines	<b>Return</b> key
Undo	<b>Ctrl + Z</b>
Restore	<b>Ctrl + Shift + Z</b>
Copy text	Highlight text and press <b>Ctrl + C</b>
Cut text	Highlight text and press <b>Ctrl + X</b>
Paste text	Position cursor in target field and press <b>Ctrl + V</b>
Select a function containing an underscore in the description	<b>Alt + [Letter]</b> that contains the underscore
Print	<b>Ctrl + P</b>
Select several lines that directly follow each other	Click on the first line, then press and hold the <b>Shift</b> key and click on the last line of the relevant area

Table A.1 General Shortcuts

Function	Shortcut
Select separate lines	Click on the first line, then press and hold the <b>Ctrl</b> key and click on another line
Deselect a line	Press and hold the <b>Ctrl</b> key and click on the respective line
Switch to Add mode	<b>Ctrl + A</b>
Switch to Find mode	<b>Ctrl + F</b>
Scroll to previous data record	<b>Ctrl + left arrow</b>
Scroll to next data record	<b>Ctrl + right arrow</b>
Duplicate data record	<b>Ctrl + D</b>
Change field names in an editing window	<b>Ctrl + double-click</b> on field name
Enter the current date	Any letter plus <b>Tab</b> key
Enter a date of the current month	Enter day (e.g., 12) plus <b>Tab</b> key
Enter a date of the current year	Enter day and month as digits (e.g., 1210) plus <b>Tab</b> key
Enter any date	Enter day, month and year as digits (e.g., 121006) plus <b>Tab</b> key

Table A.1 General Shortcuts (cont.)

Table B.2 contains a comprehensive overview of all shortcuts (shortcut keys) within a *table*.

Function	Shortcut/Shortcut Key
Duplicate row	<b>Ctrl + M</b>
Delete row	<b>Ctrl + K</b>
Select a business partner in the Journal Entry	<b>Ctrl + Tab</b> key
Sort table by a column in ascending order	Double-click on column header
Sort table by a column in descending order	Alt + double-click on column header

Table A.2 Shortcuts in a Table

Table B.3 contains a comprehensive overview of all shortcuts (shortcut keys) in *purchasing* and *sales documents*.

Function	Shortcut/Shortcut Key
Display row details	<b>Ctrl + F</b>
Document settings	<b>Ctrl + B</b>
Gross profit	<b>Ctrl + G</b>
Means of payment	<b>Ctrl + Y</b>
Volume and weight	<b>Ctrl + W</b>
Transaction journal	<b>Ctrl + J</b>
Open base document	<b>Ctrl + N</b>
Open target document	<b>Ctrl + T</b>
Go to Business Partner ID input field	<b>Ctrl + U</b>
Go to the first row of the table	<b>Ctrl + H</b>
Go to the last row of the table	<b>Ctrl + E</b>
Go to Remarks field	<b>Ctrl + R</b>
Call item serial number when adding a sales document	<b>Ctrl + tab key</b> in the <i>Quantity field</i> of the item in document or row details
Call last prices in a sales document	<b>Ctrl + tab key</b> in the <i>Price field</i> of the item in document or row details
Call inventory report for a warehouse in a sales document	<b>Ctrl + tab key</b> in the <i>Warehouse field</i> of the item in document or row details
Copy amount due in Totals field in Means of Payment tab (Incoming Payment, Outgoing Payment windows)	<b>Ctrl + B</b>

Table A.3 Shortcuts in Purchasing and Sales Documents

## A.2 Icons and Buttons

Table B.4 provides a general overview of icons and buttons that are used to operate the program.



Icon	Description/Comment
	Orange-colored arrow — opens the window behind it
	<b>Dropdown</b> — opens the dropdown menu behind it

Table A.4 General Overview of Icons and Buttons in SAP Business One



Icon	Description/Comment
	<b>Selection list</b> — opens the selection list
	<b>Orange-colored triangle</b> — expands the structure behind it; a second click on the triangle collapses the structure

Table A.4 General Overview of Icons and Buttons in SAP Business One (cont.)

The buttons listed in Table B.5 are contained in the toolbar.











Icon	Description/Comment
	<b>Print preview</b> If this icon is activated, you can call a report view for the currently active window in print preview (e.g., purchase order).
	<b>Print</b> If this icon is activated, you can print a report view for the currently active window (e.g., purchase order).
	<b>Email</b> This icon enables you to dispatch the currently active document (e.g., A/R invoice) via email. By clicking on this button, you confirm that the document should be attached to the email. Finally, you must click on Send.
	<b>Fax</b> This icon enables you to dispatch the currently active document (e.g., A/R invoice) as a fax. By clicking on this button, you confirm that the document should be attached to the electronic fax message. Finally, you must click on Send.
	<b>Export to MS Excel</b>
	<b>Export to MS Word</b>
	<b>Start application</b> This icon enables you to start other programs.
	<b>Lock screen</b> Click on this button to lock the screen and protect your data when you leave your PC and work center. You can unlock the screen by entering your own login and password or that of a super user.
	<b>Find data record</b>
	<b>Add data record</b>

Table A.5 Overview of Toolbar Buttons

Icon	Description/Comment
	<b>First data record</b>
	<b>Previous data record</b>
	<b>Next data record</b>
	<b>Last data record</b>
	<b>Filter table</b>
	<b>Sort table</b>
	<b>Base document</b>
	<b>Target document</b>
	<b>Gross profit</b>
	Means of payment
	<b>Calculate volume and weight</b>
	<b>Journal entry</b> Use this button to call the journal entry report.
	<b>Print layout designer</b>
	<b>Form settings</b>
	<b>Query manager</b>
	<b>Messages/Alerts overview</b>
	<b>Calendar</b>
	<b>Help</b>

Table A.5 Overview of Toolbar Buttons (cont.)

### A.3 Document Abbreviations in SAP Business One

The following table contains an alphabetical list of all document abbreviations used in SAP Business One.

Document Abbreviation	Document Type
AU	Sales Order
BC	Closing Balance
BE	A/P Invoice
BE	A/P Reserve Invoice
BE	Internal Invoice
BE	A/P Debit Memo
BK	A/ Credit Memo
BL	Incoming Payment
BR	Return
CP	Checks for Payment
DT	A/R Down Payment Invoice
DT	A/P Down Payment Invoice
EL	Goods Receipt PO
ES	Opening Balance
GV	Bill of Exchange — Deposited
IF	Landed Costs
IM	Inventory Transfer
JE	Journal Entry
KR	A/R Credit Memo
LS	Delivery
LT	Stock Posting
MR	Inventory Revaluation
PA	Production Order
PO	Purchase Order
QU	Sales Quotation

Table A.6 List of All Document Abbreviations in SAP Business One

Document Abbreviation	Document Type
RE	A/R Invoice
RE	A/R Invoice and Payment
RE	A/R Reserve Invoice
RE	A/R Debit Memo
RE	A/R Invoice Exemption
RE	Sales Invoice
RE	Sales Exempt Invoice
RE	A/R Export Invoice
RU	Return
SI	Goods Receipt
SI	Goods Receipt from Production
SO	Goods Issue
SO	Goods Issue to Production
TT	Postdated Credit Vouchers
ZL	Outgoing Payments

Table A.6 List of All Document Abbreviations in SAP Business One (cont.)