All My Systems
Sorting your business systems. Properly

Business Central – Cheat Sheet

DATE SHORTCUTS

Date Format	Action
T	Today's Date
1112	Work date & year
10D	Payment Terms (10 Days)
CM	Payment Terms (Current Month)
CM+10D	Payment Terms (Current Month + 10 Days)
1M(8D)	Payment Terms (1 Month with discount if paid within 8 Days)

PAGE SHORTCUTS

Shortcut	Action
Alt + N	Create New record
F5	Reload the page data
Esc	Close Current Page
F8	Copy from cell above
F3	Search Page
Alt + Q	Opens the Tell Me window
Alt + T	Opens My Settings / Personalisation
Shift + F3	Opens the Filter Pane
Alt + F2	Open / Close Factbox
Ctrl + Up/Down Arrow	Opens Next/Previous Record
Ctrl + Alt + Q	Opens 'Find Entries' page
Ctrl + F9	Release Document
Ctrl + Alt + F1	Opens / Closes page Inspection
Alt + F7	Sort Column asc/dec order

DATA SHORTCUTS

Shortcut	Action	Example
..	Interval (show all)	100001..100010
|	Combination (this and that record)	100001|100010
>	Greater Than	>100001
<	Less Than	<100010
<>	Not equal to	<>100001
<>"	Not equal to Blank	<>"
*	Contains (Wildcard search)	*100010