

<b>Readysell Shortcut</b>	<b>Action</b>
F5	Refresh
ESC	Close the current window or tab
CTRL + N	New
CTRL + S	Save
CTRL + Enter	Save and Close
CTRL + Q	Copy (Objects)
CTRL + W	Reverse
CTRL + F	Finalise
CTRL + M	Complete
CTRL + L	Release (Sale Orders)
CTRL + H	Ship (Sale Orders)
CTRL + R	Receive (Purchase Orders)
CTRL + E	Invoice (Sale Shipments and Purchase Receipts)
CTRL + G	<ul style="list-style-type: none"> <li>• Generate Purchases (from Sale Order)</li> <li>• Generate Supplier Payments (from Supplier Payment Run)</li> </ul>
CTRL + K	Extract
CTRL + J	Print Cheques (Supplier Payments)
CTRL + D	Delete
CTRL + T	Audit Trail
CTRL + P	Print
CTRL + ALT + F	Displays the filter dropdown for the currently selected column
CTRL + ALT + T	Groups or ungroups data by the currently selected column

CTRL + ALT + LEFT ARROW	Selects the previous column
CTRL + ALT + RIGHT ARROW	Selects the next column
CTRL + ALT + I	Toggles the sort mode of the currently selected column
INSERT + TAB	<ul style="list-style-type: none"><li>• Take you to the Line notes.</li><li>• Take you back to the Line.</li></ul>