

Global Function Keys

Function	Shortcut
Help	F1
Easysearch by code	F2
Easysearch by name	F3
GST/BAS/VAT Gross-up in fields on transaction edit and invoice line edit (only if GST/BAS/VAT is activated)	F5
Jumps between import transactions and bank account transactions on bank reconciliation	F6
Popup Menu (usually accessed via mouse right-click)	F9
Menu Activation	Alt or F10

File Menu

File Menu	Alt + f
Open Company	Alt + f, o
New Company	Alt + f, n
Backup Data Files	Alt + f, b
Restore From Backup	Alt + f, r
Export Data – CashManager Transfer File - Desktop	Alt + f, e, d
Export Data – CashManager Transfer File - Other	Alt + f, e, c
Export Data – Accountant’s File Export (NZ & AU)	Alt + f, e, a
Export Data – Account Totals Export	Alt + f, e, t
Export Data – Export Chart to Banklink (NZ & AU)	Alt + f, e, b
Export Data – My Business Manager	Alt + f, e, m
Import Data – CashManager Transfer File	Alt + f, i, c
Import Data – Transaction Import	Alt + f, i, t
Import Data – Ace Payroll File	Alt + f, i, a
Import Data – MYOB Payroll File	Alt + f, i, m
End of Year	Alt + f, y
Validate Data Files	Alt + f, v
Accomplish Support Access	Alt + f, s
Configuration Status Report	Alt + f, c
Printer Set-up	Alt + f, p

License and Upgrade	Alt + f, u
Exit CashManager	Alt + f, x

Transactions Menu

Transactions Menu	Alt + t
Bank Transactions	Alt + t, t
Journal Entries (CM Plus only)	Alt + t, j
Interbank Transfers	Alt + t, i
Browse and Edit	Alt + t, b
Bank Reconciliation / Statement Import	Alt + t, r
Customer Invoice Log (only visible if activated)	Alt + t, c
Process Recurring Transactions	Alt + t, p
Add/Edit Recurring Transactions	Alt + t, e
Budgets	Alt + t, u
Import Budgets – Import From Other CashManager File	Alt + t, g, i
Import Budgets – Import From CSV File	Alt + t, g, c
Export Budgets	Alt + t, x

Customers Menu

Customer Menu	Alt + c
Customer Invoicing	Alt + c, i
Customer Quotes	Alt + c, q
Matching Transactions	Alt + c, m
Recurring Invoices	Alt + c, v
Product Received / Adjustments	Alt + c, j
Stocktake	Alt + c, k
Statements	Alt + c, s
Reports	Alt + c, r
Member Renewal Statements (needs to be activated)	Alt + c, w
Add/Edit Customers	Alt + c, c
Add/Edit Products	Alt + c, p
Add/Edit Groups – Customers	Alt + c, g, g
Add/Edit Groups – Products	Alt + c, g, u
Add/Edit Invoice Messages	Alt + c, a
Add/Edit Sales Taxes	Alt + c, x
Update Product Prices	Alt + c, u
Apply Overdue Charges	Alt + c, o
Export – Customers	Alt + c, e, c
Export – Products	Alt + c, e, p

Export – Customer Groups	Alt + c, e, g
Export – Product Groups	Alt + c, e, o
Export – Sales Taxes (US)	Alt + c, e, x
Export – Sales History	Alt + c, e, h
Export – Invoices	Alt + c, e, i
Export – Accomplish Invoices	Alt + c, e, a
Export – EDI Invoices	Alt + c, e, e
Export – Accomplish Quotes	Alt + c, e, q
Import – Customers – CashManager CSV	Alt + c, t, c, c
Import – Customers – MYOB CSV	Alt + c, t, c, m
Import – Customers – Quicken CSV	Alt + c, t, c, q
Import – Customers – Xero CSV	Alt + c, t, c, x
Import – Products	Alt + c, t, p
Import – Customer Groups	Alt + c, t, g
Import – Product Groups	Alt + c, t, u
Import – Sales Taxes (US)	Alt + c, t, x
Import – Invoices	Alt + c, t, i
Import – Accomplish Invoices	Alt + c, t, a
Import – Accomplish Quotes	Alt + c, t, q
Import – Other Invoices – MYOB TXT File	Alt + c, t, o, m
Import – Other Invoices – MYOB CSV File	Alt + c, t, o, y
Import – Other Invoices – Quicken CSV File	Alt + c, t, o, q
Import – Other Invoices – Xero CSV File	Alt + c, t, o, x
Import – Price List Data – MasterPrice Plus	Alt + c, t, d, p
Import – Price List Data – Mico Trade Door	Alt + c, t, d, m
Import – Rental Point – Customers	Alt + c, t, r, c
Import – Rental Point – Invoices	Alt + c, t, r, i
Purge Old Transactions	Alt + c, l

Suppliers Menu

Supplier Invoices	Alt + s, i
Matching Transactions	Alt + s, m
Recurring Invoices	Alt + s, v
Reports	Alt + s, r
Export – Suppliers	Alt + s, e, s
Export – Supplier Invoices	Alt + s, e, i
Import – Suppliers	Alt + s, t, s
Import – Supplier Invoices	Alt + s, t, i
Import – Supplier Invoices (MYOB)	Alt + s, t, m
Add/Edit Suppliers	Alt + s, s
Add/Edit RCTI Messages	Alt + s, a

Purge Old Transactions	Alt + s, l
Merge Suppliers	Alt + s, u

Contacts Menu

Contacts	Alt + o, c
To-Do List	Alt + o, t
Reports	Alt + o, r
Purge Contact Notes	Alt + o, p
Import Contact File	Alt + o, i

Reporting Menu

Reports	Alt + r, r
View Bank Reconciliation Reports	Alt + r, b
View Sales Tax Returns	Alt + r, t
Graphs	Alt + r, g
Dashboard	Alt + r, d
Sub-Account Headings	Alt + r, s
Job Tracking Reports	Alt + r, j

Setup Menu

Chart of Accounts	Alt + u, c
Bank Accounts	Alt + u, b
Names	Alt + u, n
Jobs	Alt + u, j
Options	Alt + u, o
Appearance – Activate Skinning	Alt + u, a, s
Appearance – Load Skin From File	Alt + u, a, l
Appearance – Load Default Skin	Alt + u, a, d
Report Categories	Alt + u, r
Stationary Layouts – Edit Layouts	Alt + u, s, l
Stationary Layouts – Import Stationary Layouts	Alt + u, s, t
Edit Opening Balances (CM Plus only)	Alt + u, e
Import Prior Year Totals (CM Plus only)	Alt + u, i
Passwords	Alt + u, w

Window Menu

Cascade	Alt + w, c
Close All Windows	Alt + w, a
Hide Toolbar	Alt + w, h