Last Modified on 09/29/2026 9:08 am EDT

Short Cut Keys

Below are the shortcut keys available in SGA Accounting (alphabetically within the menu).

Records

- Accounts F9
- Objects Ctrl+F9
- Payers Ctrl+F7
- Vendors F7

Budgets

- Actuals/Budget Entry F6
- Actuals/Budget Multi-Account Entry Ctrl+F6

Daily - Accounts Payable

- A/P Invoice Batch List F11
- Payment Batches Shift+F11

Daily - General Ledger

- A/R Transactions Ctrl+F12
- Account Transactions F8
- Journal Entry Shift+F8
- Journal Entry Batches Shift+F7

Daily - Purchasing

- Purchase Order Entry F10
- Purchase Order List Ctrl+F10

Reporting

- Detail Reports F3
- Financial Statements F2
- Generic Reports Ctrl+F3
- Report Lists Shift+F3
- Report Folders Shift+F2
- Search All Reports Ctrl+F2

Setup

- Settings Shift+F12
- Transaction Codes Shift+F9