The Financial Edge Journal Entry Quick Reference Guide

Function Keys

Use function keys on your keyboard to quickly enter and access information throughout *The Financial Edge*. When you place the cursor in a field, if a function key is available for the field, a note appears at the bottom of the screen.

`F1` - accesses the help file

`F2` - inserts default value of a field (if one exists in a default set). The default entry replaces any existing entries.

`F3` - inserts the current date in date fields

`F4` - refreshes some grids

`F4` - time or date stamps notepads

`F5` - refresh a grid

`F7` - access lookups in tables

`F7` - access calendars in date fields

`F7` - access calculators in currency fields

`F7` - zoom in note fields to view larger text entry area

General Shortcut Keys

New - `CTRL` + **N**

Open - `CTRL` + **O**

Select All Rows - `CTRL` + **A**

Save - `CTRL` + **S**

Save and new - `CTRL` + **E**

Save and close - `CTRL` + **L**

Copy - `CTRL` + **C**

Paste - `CTRL` + **V**

Undo - `CTRL` + **Z**

Cut - `CTRL` + **X**

Print - `CTRL` + **P**

Find - `CTRL` + **F**

Annotate - `CTRL` + **T**

Go to File menu - `ALT` + **F**

Go to Help menu- `ALT` + **H**

Add to Favorites - `ALT` + **A**

Journal Entry Shortcut Keys

For shortcuts including the plus sign (**key + key**), press the keys simultaneously. For combinations with a comma (**key, key**), press the first key, release it, then press the next key. Some shortcuts contain both the plus sign and comma.

Journal Entry Screen

New Batch - `ALT` + **N**

Open - `ALT` + **O**

Delete - `ALT` + **D**

Post - `ALT` + **S**

Print - `ALT` + **P**

Export - `ALT` + **X**

Change Batch Status - `ALT` + **C**

File Menu `ALT` + F

New Batch - `ALT` + **F, N**

Open - `ALT` + **F, O**

Delete - `ALT` + **F, D**

Export - `ALT` + **F, E**

Save - `ALT` + **F, S**

Save and New - `ALT` + **F, W**

Save and Close - `ALT` + **F, L**

Properties - `ALT` + **F, I**

Print Setup - `ALT` + **F, U**

Preview - `ALT` + **F, V**

Print - `ALT` + **F, P**

Close - `ALT` + **F, C**

Edit Menu `ALT` + E

Copy Selected Transactions - `ALT` + E, S

Paste Selected Transactions - `ALT` + E, E

Copy Previous Row - `ALT` + E, Y

Copy Above Cell - `ALT` + E, L

Delete - `DEL`

Insert Row - `ALT` + E, I

Delete Rows - `ALT` + E, R

Select Row - `ALT` + E, S

Select All Rows - `CTRL` + A

Export Grid - `ALT` + E, G

Export Grid to Excel - `ALT` + E, E

Annotate - `CTRL` + T

Find - `CTRL` + F

View Menu `ALT` + V

Freeze Columns - `ALT` + V, Z

Toolbar - `ALT` + V, T

Batch Detail - `ALT` + V, B

Transaction Detail - `ALT` + V, R

Status Bar - `ALT` + V, S

Batch Menu `ALT` + B

Go To Transaction - `ALT` + B, G, T

Go To Source Record- `ALT` + B, G, S

Go To Account - `ALT` + B, G, A

Go To Project - `ALT` + B, G, P

Import Transactions - `ALT` + B, I

Open a Recurring Batch - `ALT` + B, A

Globally Change Transactions - `ALT` + B, R

Copy batch as Regular - `ALT` + B, Y, R

Copy batch as Recurring Amount - `ALT` + B, Y, R

Copy batch as Recurring Fixed Percent - `ALT` + B, Y, P

Create Reversing Batch - `ALT` + B, E

Validate Batch - `ALT` + B, V

Post Batch - `ALT` + B, B

Load Defaults from- `ALT` + B, D

Favorites Menu `ALT` + F

Add to Favorites - `ALT` + A

Tools Menu `ALT` + T

Run Macro - `ALT` + T, R

Options - `ALT` + T, O

Help Menu `ALT` + H

The Financial Edge Help Topics - `ALT` + H, H

User Guides for The Financial Edge - `ALT` + H, U

Blackbaud Knowledgebase- `ALT` + H, K

Frequently Asked Questions - `ALT` + H, F

Blackbaud Case Central - `ALT` + H, C

About The Financial Edge - `ALT` + H, A

Journal Entry Grid Right-click Menu

Right-click all or parts of a row in the journal entry grid to show this menu. Some items will not show if the batch is posted.

Go To	Submenu choices lead to Transaction, Source Record, Account, or Project.
Cut	Cuts selected data in a cell.
Copy	Copies selected data in a cell.
Copy Selected Transactions	Copies selected transactions.
Paste	Pastes data that was cut or copied.
Paste Selected Transactions	Pastes selected transactions.
Copy Previous Row	Copies contents of previous row into the selected row.
Copy Above Cell	Copies contents of the above cell into the selected cell.
Insert Row	Inserts a row above the row which was selected last.
Delete Rows	Deletes the selected rows.
Freeze / Unfreeze Columns	Freeze holds the selected columns in place when the bottom scroll bar is moved. Unfreeze reverses this.
Find	Opens a find screen for searching the grid.
Export Transaction Grid	Opens a screen for exporting data to various formats.
Export Transaction Grid to Excel	Exports the data to Excel.
Print	Opens a print screen with options.
Columns	Opens the Columns screen. Columns can then be selected or deselected for display.