


























Possible Entries

Icons	Keyboard Shortcut	Description	Icons	Keyboard Shortcut	Description
 (PC)	F4	Possible entries.	 (PC only)	Shift+F4	Hold list displayed during selection. Click on the icon, and then select a value.
		Insert Personal List. Click on an item, then on the icon.			Display personal value list. Create the personal list, click on the icon to end.
		Delete from Personal List. Click on an item, then on the icon.			Restores the original possible entries list.
		Multiple Selection			

Sorting and Editing Data











Icons	Keyboard Shortcut	Description	Icons	Keyboard Shortcut	Description
	F7	Select all items on screen.		F8	Deselect all items on screen.
		Can be used to drag a Purch. Req to the basket to open it.		Ctrl+Function Key	Expand (Header F2; Item Overview F3; or Item F4)
	Ctrl+F3	Start/end of block. Select the first item; click the icon. Select the last item; click the icon.		Ctrl+Function Key	Collapse (Header F5; Item Overview F6; or Item F7)
	F7	Display all possible values.		Ctrl+F6	Display results.
		Sort in ascending order: Change sort order to descend. / ascend.		F8	Collapse all levels.
	F2	Selection options. Choose values >, <, etc.			Sort in descending order.
	F7	Display -> Change. Switches from display to change mode.		Shift+F4	Dynamic selections. Select additional fields for search criteria.
	None	Multiple Selections. Include / exclude single values or ranges of values.			Filter; restrict values to search on possible entries list.
		(Document Overview) Selection Variant		None	Replace item back into workflow in Workflow Inbox.

The following tools to help you are on the myHelp website.









Course Material • Transaction Procedures • Transaction Simulations • Online Feedback Form

<http://myhelp.uky.edu/>

Displaying Transaction Information

Icons	Keyboard Shortcut	Description	Icons	Keyboard Shortcut	Description
	F6	Display header details.		F2	Display line item details.
	F2	Display additional info for PO line item.		None	Services for object.
	Shift+F5 Ctrl+F12	General Statistics PO History		Shift+F5	Display delivery schedule for a PO line item.
	Ctrl+F11	Display delivery address.		Shift+F6	Display conditions for a PO line item.
	F7	Display the vendor address for a PO.		Ctrl+Shift+F6	Show release strategy for PO.

Formatting Text

Icons	Keyboard Shortcut	Description	Icons	Keyboard Shortcut	Description
	Shift+F2	Delete selection line.	 (PC only)	Ctrl+Shift+F2	Copy text (JV line item).
 (PC only)	Ctrl+Shift+F1	Cut text (JV line item).		Ctrl+F10 Shift+F6	Item text (POs) Detailed text (JVs)
	F9	Paste text into field after you copy or cut it. Position the cursor and click the icon.	 (Mac only)	Shift+F4	Search and replace words in the JV text screen.
	F9	Select. Click in a line item, then on the icon.		F6	Create text (JVs).

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