

Tips & Tricks

Date and GST Keyboard Shortcuts

Accredo provides a number of keyboard shortcuts for entering dates, and also keyboard shortcuts for adding and subtracting GST.

Below are summary tables containing these shortcuts, with examples to follow over the page.

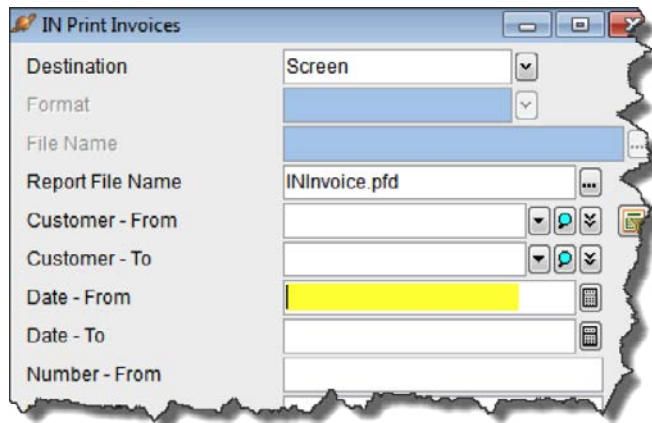
Date Shortcuts

To insert System Date in empty Date field	+ (Plus) on the Numeric Keypad
To move the Date forward a day	+ (Plus) on the Numeric Keypad
To move the Date back a day	- (Minus) on the Numeric Keypad
To move the Date forward a Month	Ctrl + (Plus) on the Numeric Keypad
To move the Date back a Month	Ctrl - (Minus) on the Numeric Keypad
To change the Day of the Month	Key the number for the Day on Numeric Keypad eg 15 to change the Date to the 15th of the Month
To change the Month	. (Period) and the number for the Month on the Numeric Keypad, eg .6 to change the month to June
To change the Year	.. (Period x 2) and the last 2 digits of the Year on the Numeric Keypad eg ..14 to change the year to 2014

GST Shortcuts

To add GST to an Amount	Ctrl + (Plus) on the Numeric Keypad
To subtract GST from an Amount	Ctrl - (Minus) on the Numeric Keypad

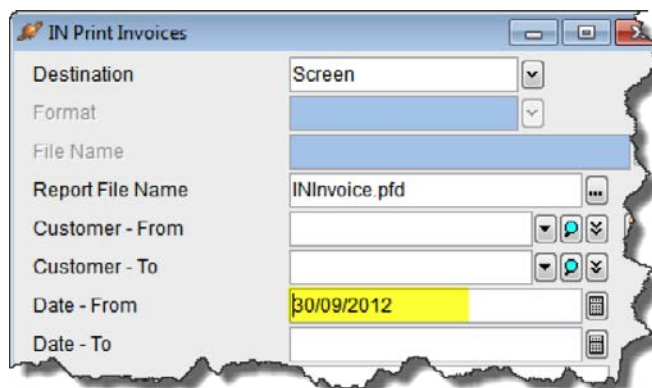
To put the System Date in an empty Date field



Press + (Plus) on your Numeric Keypad



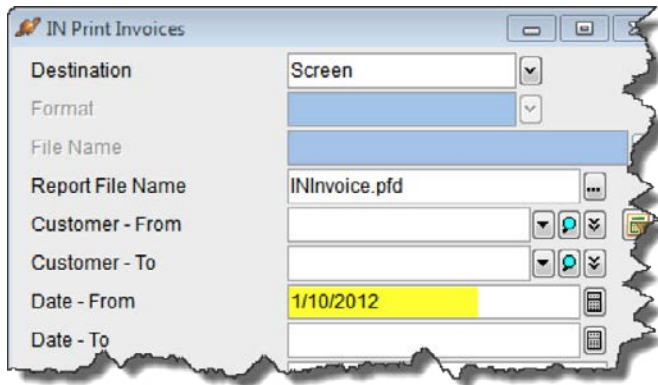
And the System Date will appear



To step forward a day, press + (Plus) on your Numeric Keypad



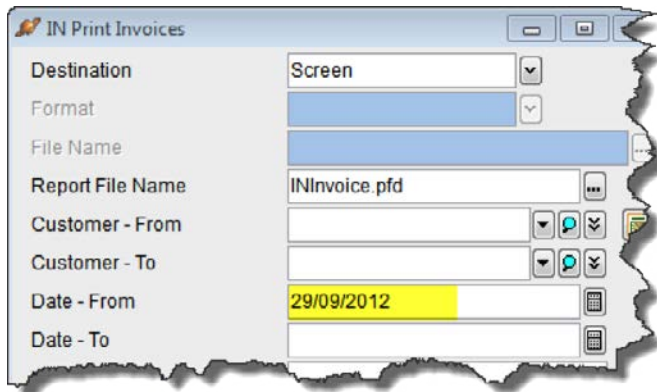
The next day's date appears



To step back a day, press – (Minus) on your Numeric Keypad



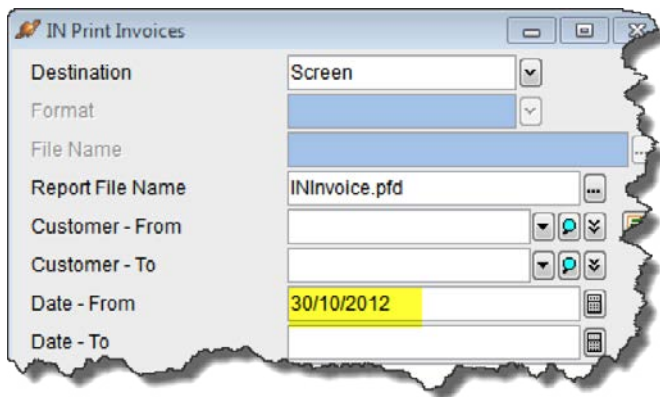
The previous days date appears



To step forward a month, press Ctrl and + (Plus) on your Numeric Keypad



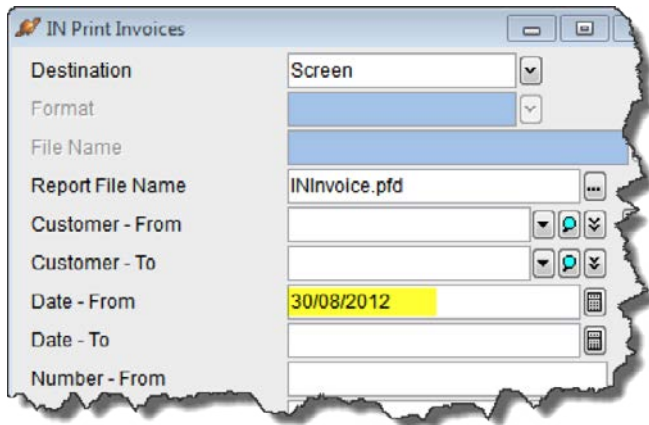
The same day of the next month appears



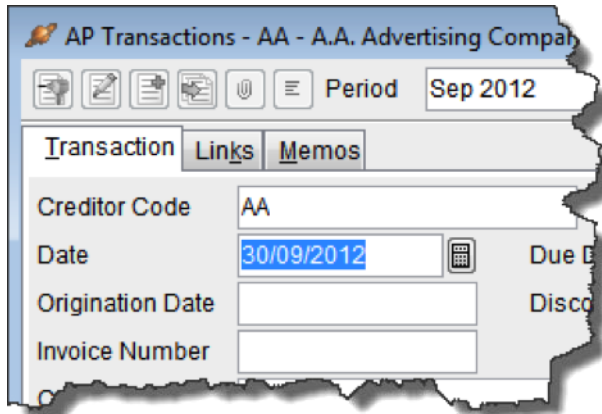
To step back a month, press Ctrl and - (Minus) on your Numeric Keypad



The same day of the previous month appears



To change day of the month



AP Transactions - AA - A.A. Advertising Company

Period: Sep 2012

Transaction Links Memos

Creditor Code: AA

Date: 30/09/2012

Origination Date:

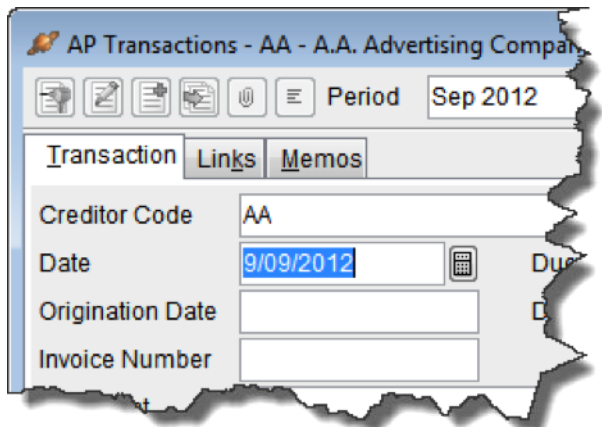
Invoice Number:

Enter the number



Num Lock	/	.	-
7 Home	8 ↑	9 PgUp	*
4 ←	5	6 →	
1 End	2 ↓	3 PgDn	Enter
0 Ins	.	Del	

And the day will change



AP Transactions - AA - A.A. Advertising Company

Period: Sep 2012

Transaction Links Memos

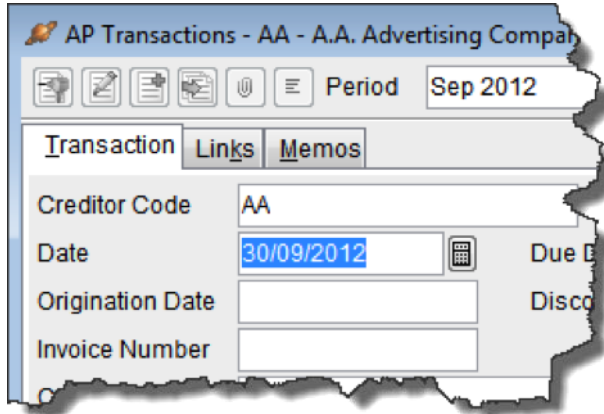
Creditor Code: AA

Date: 9/09/2012

Origination Date:

Invoice Number:

To change the Month



AP Transactions - AA - A.A. Advertising Comp

Period Sep 2012

Transaction Links Memos

Creditor Code AA

Date 30/09/2012 Due B

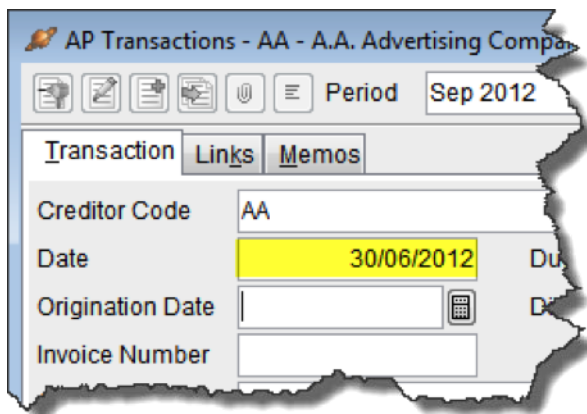
Origination Date Disc

Invoice Number

Enter a . (Period) and the number of the Month



The month will change



AP Transactions - AA - A.A. Advertising Comp

Period Sep 2012

Transaction Links Memos

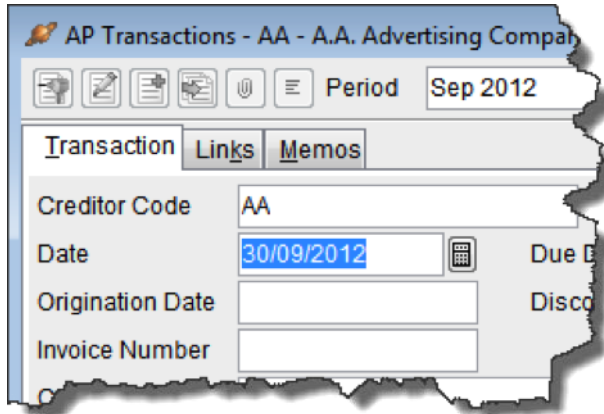
Creditor Code AA

Date 30/06/2012 Du

Origination Date D

Invoice Number

To change the Year



AP Transactions - AA - A.A. Advertising Comp

Period Sep 2012

Transaction Links Memos

Creditor Code AA

Date 30/09/2012 Due D

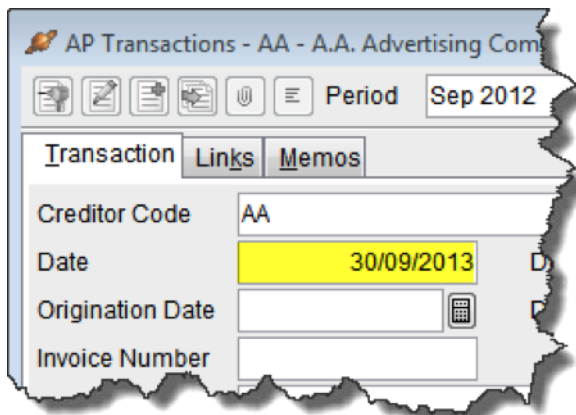
Origination Date Disc

Invoice Number

Enter two . (Periods) and the last two digits of the year



The Year will change



AP Transactions - AA - A.A. Advertising Com

Period Sep 2012

Transaction Links Memos

Creditor Code AA

Date 30/09/2013 D

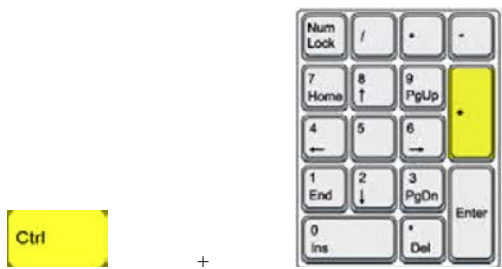
Origination Date Disc

Invoice Number

To add GST to an Amount

Invoice Number		
Comment		
Rate Type	BUY	Branch
Exchange Rate	1.0000	Department
Auto Allocate	<input type="checkbox"/>	NZD
Gross	100.00	
Discount		
Net	\$100.00	
Hold Amount		
Code	Analysis Name	GST Co
ADV	Advertising	

Press Ctrl and + (Plus) on your numeric keypad



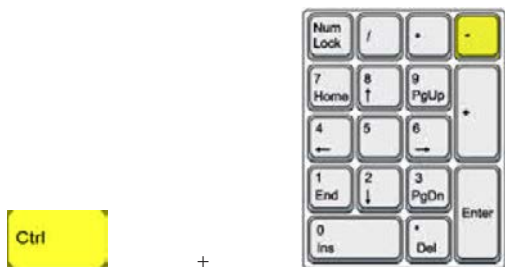
The GST is added

Invoice Number		
Comment		
Rate Type	BUY	Branch
Exchange Rate	1.0000	Department
Auto Allocate	<input type="checkbox"/>	NZD
Gross	115.00	
Discount		
Net	\$100.00	
Hold Amount		
Code	Analysis Name	GST Co
ADV	Advertising	

To deduct GST from an Amount

Invoice Number		
Comment		
Rate Type	BUY	Branch
Exchange Rate	1.0000	Department
Auto Allocate	<input type="checkbox"/>	NZD
Gross	100.00	
Discount		
Net	\$100.00	
Hold Amount		
Code	Analysis Name	GST Co
ADV	Advertising	

Press Ctrl and - (Minus) on your numeric keypad



The GST is deducted

Invoice Number		
Comment		
Rate Type	BUY	Branch
Exchange Rate	1.0000	Department
Auto Allocate	<input type="checkbox"/>	NZD
Gross	86.96	
Discount		
Net	\$100.00	
Hold Amount		
Code	Analysis Name	GST Co
ADV	Advertising	