# Tips & Tricks

Written by the firm's resident super user, Victoria, Accredo's user tips provide helpful information, short-cuts and general pointers to help customers improve their use of Accredo.

Word Lookups

If you are not using word lookups already as a quick way to locate MasterFiles such as Customers, Creditors and Products by their name or other field, here's a quick example of finding a customer by part of their name when entering an invoice.

Press SHIFT+F2 or click the word lookup button.
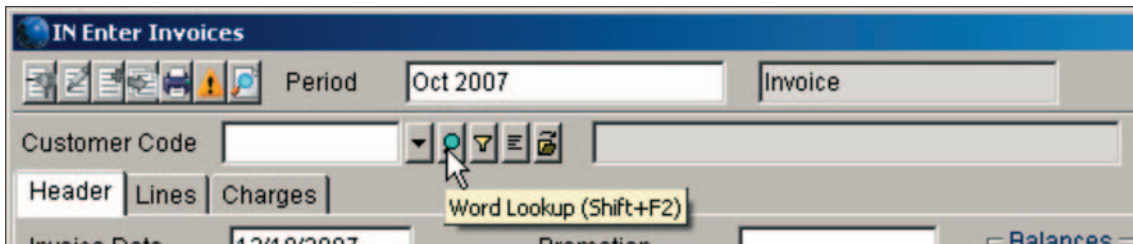
Enter part of a word in the customer name (note it must start from the beginning of the word) and make sure 'Partial Word' is ticked and/or you can enter any word in full that's in the name, make sure 'Any Word' is ticked. Press Enter or press Ok and a list of results show.
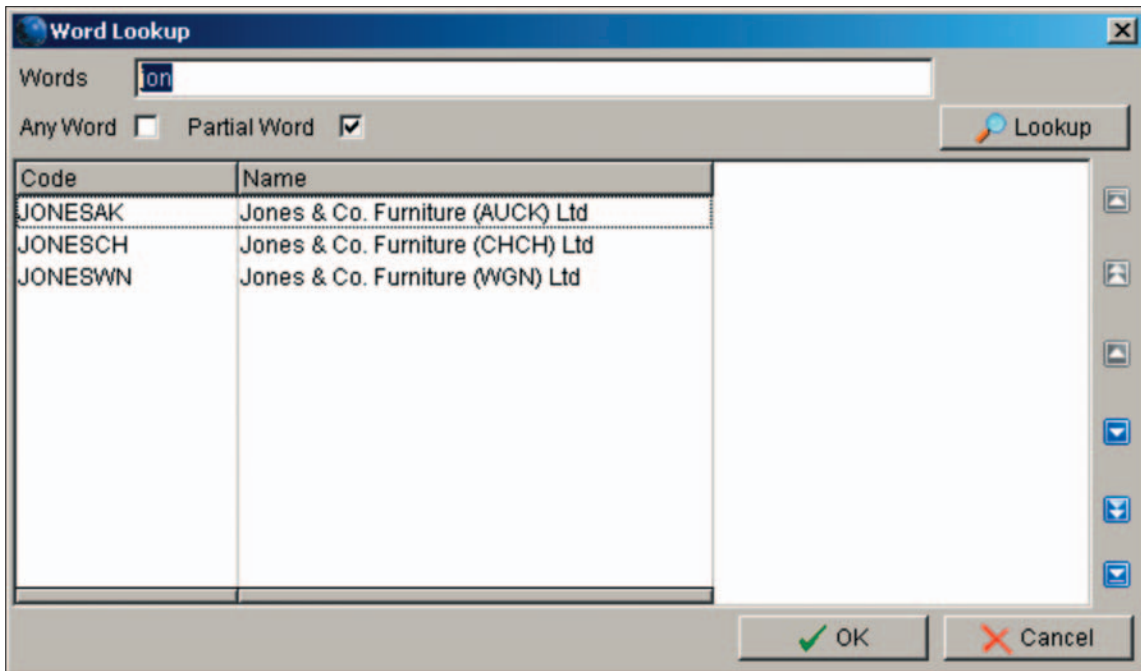

Note: You may want to expand on the fields shown in your lookup results screen. i.e. for Customers, you may want to show address fields and phone number fields. The lookup results screen shows the same fields that you have customised into your customer lookup.
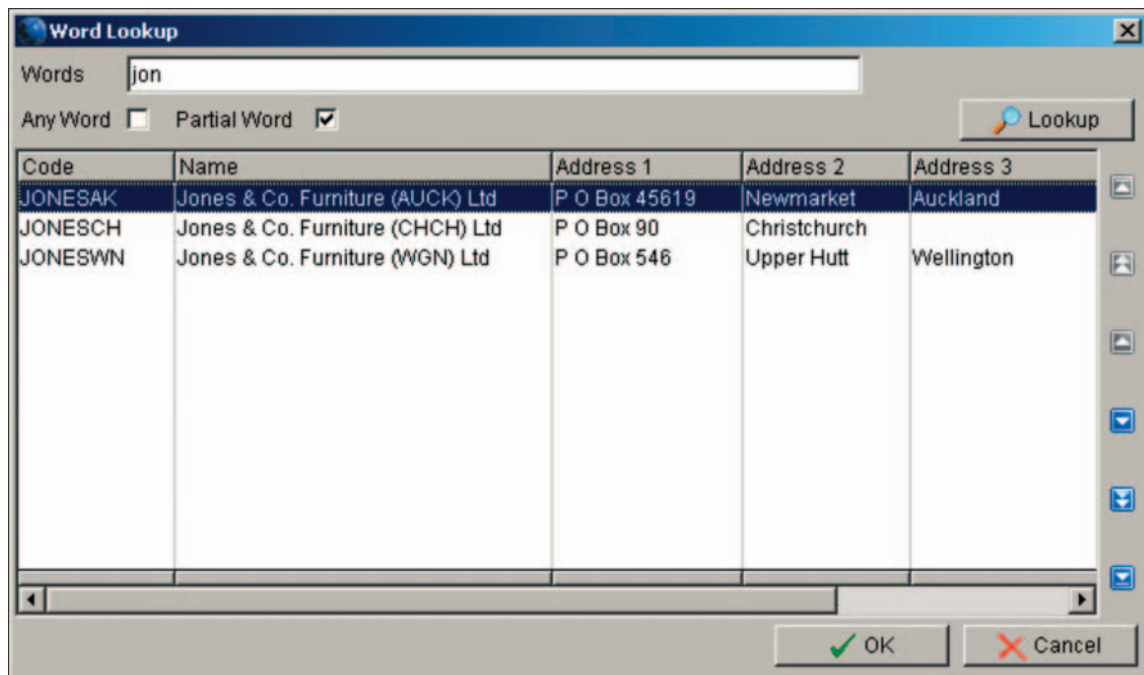
To show more fields, right click on the CustomerCode selection box and click 'Customise'. →
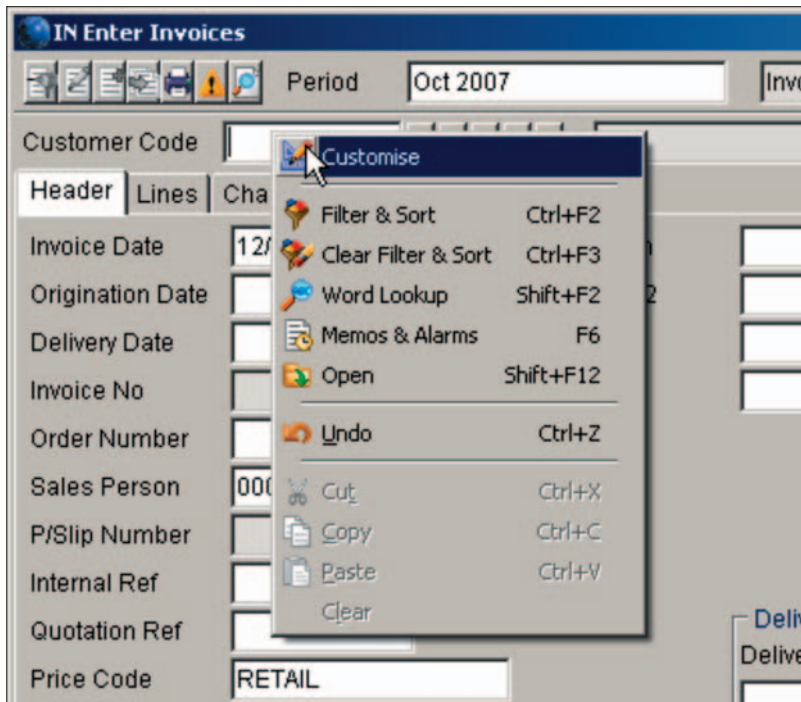
Then click in the visible column beside the extra fields you wish to show and then save.
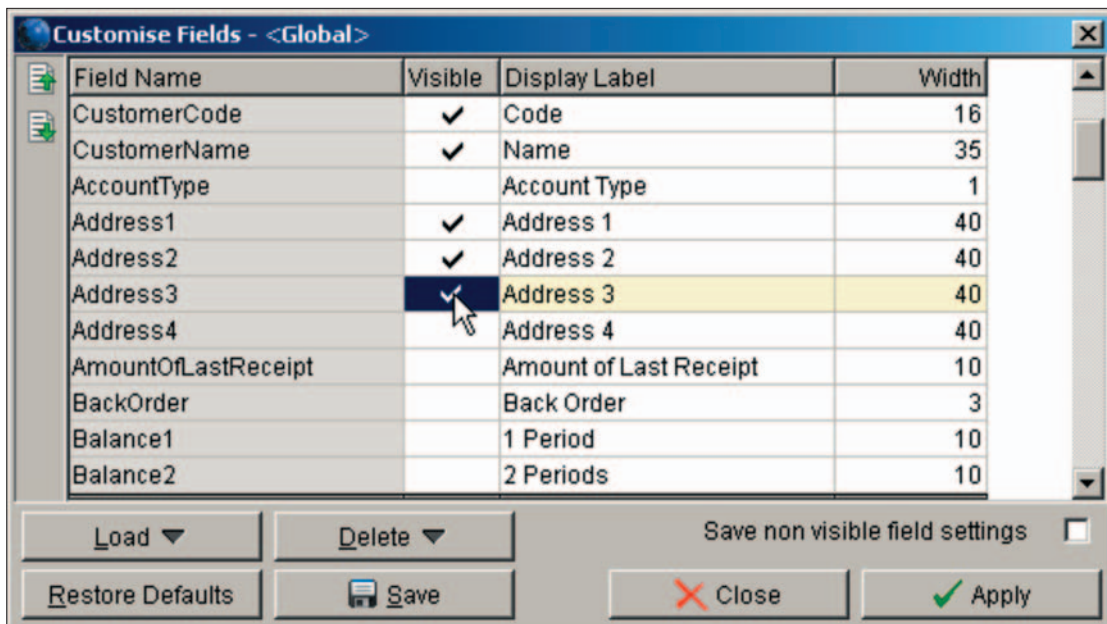
Next time you perform a word lookup for customers, your results screen will show the extra fields. →

You can also Lookup by other fields within the Masterfile such as address fields and phone numbers so long as you have selected these on the Words tab of the module settings screen. See the help for more information or talk to your QSP. ■