

Busy Accounting Software Global Shortcut Keys

Sr. No.	Global Shortcut Keys	Action Performed
2	F1	Global Help Screen
3	Ctrl+F1	Add Account
4	Ctrl+F2	Add Item
5	F3	Add Master
6	Ctrl+F3	Add Voucher
7	Ctrl+F5	Add Payment
8	Ctrl+F6	Add Receipt
9	Ctrl+F7	Add Journal
10	Ctrl+F8	Add Sales
11	Ctrl+F9	Add Purchase
12	Ctrl+B	Balance Sheet
13	Ctrl+T	Trial Balance
14	Ctrl+S	Stock Status
15	Ctrl+A	Account Summary
16	Ctrl+L	Account Ledger
17	Ctrl+I	Item Summary
18	Ctrl+D	Item Ledger
19	Ctrl+G	GST Summary
20	Ctrl+U	Switch User
21	Ctrl+F	Configuration
22	Ctrl+K	Lock Program
23	F10	Calculator

Busy Accounting Software Local Shortcut Keys

Sr. No	Local Shortcut Keys	Action Performed
1	F1	Help on current Page / Topic
2	F2	Save Master / Voucher
3	F3	Add Master
4	F4	Standard Narration
5	F5	List of Records
6	F6	Change Voucher Type
7	F7	Repeat Last Value
8	F8	Delete Selected Masters / Vouchers
9	F9	Delete Selected Row in Grid
10	F10	Calculator
11	F11	Pick Items from Orders or Challan
12	F12	Copy or Duplicate Record
13	Alt +M	Modify Master
14	Alt + P	Print Record
15	Alt+X	Cancel / Activate Voucher
16	Page Up	Previous Record
17	Page Down	Next Record

Busy Accounting Software Master Shortcut Keys

Sr. No.	Local Shortcut Keys	Action Performed
1	Ctrl+Alt+M	Main Menu
2	Ctrl+Alt+A	Administration Menu
3	Ctrl+Alt+T	Transaction Menu
4	Ctrl+Alt+D	Display Menu
5	Ctrl+Alt+P	Printing Menu
6	Ctrl+Alt+H	Help Menu
7	Ctrl+Alt+F	Favourites Menu