

# DID YOU KNOW?

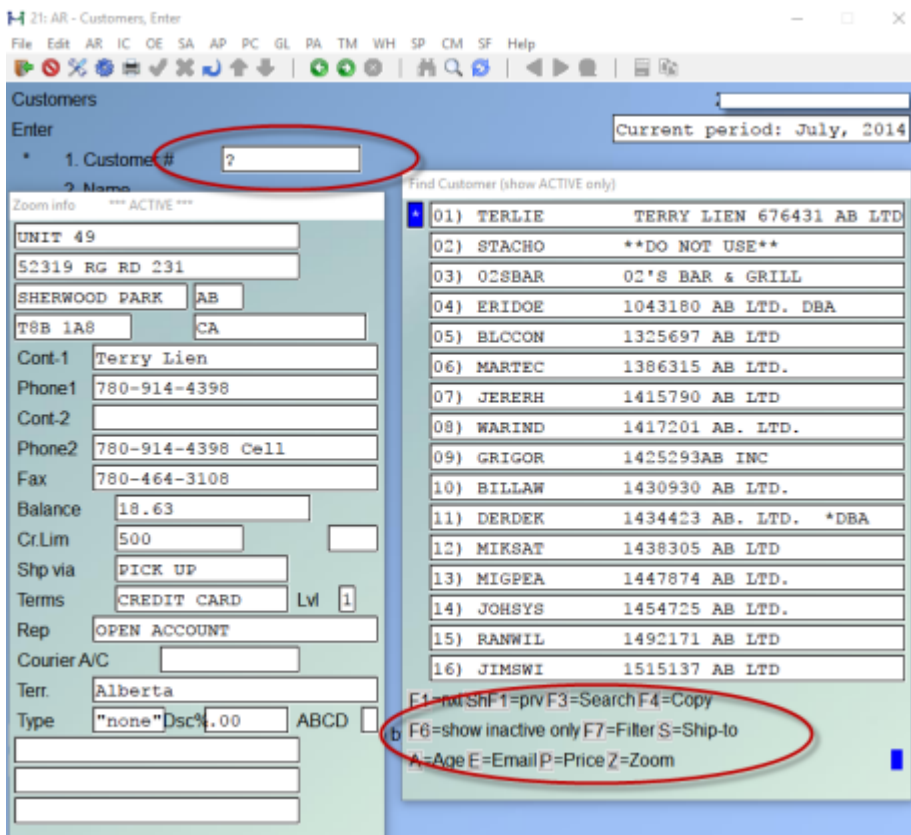
Here are some short cuts and tips that you may not know

## Make Finding or Looking up Information Quicker and Easier

Did you know about using the 'Question Mark "?"

When a Question Mark ( ? ) is typed in 'most ' fields it will bring up a populated list of what you may be looking for.

Such as in Customers in Accounts Receivable

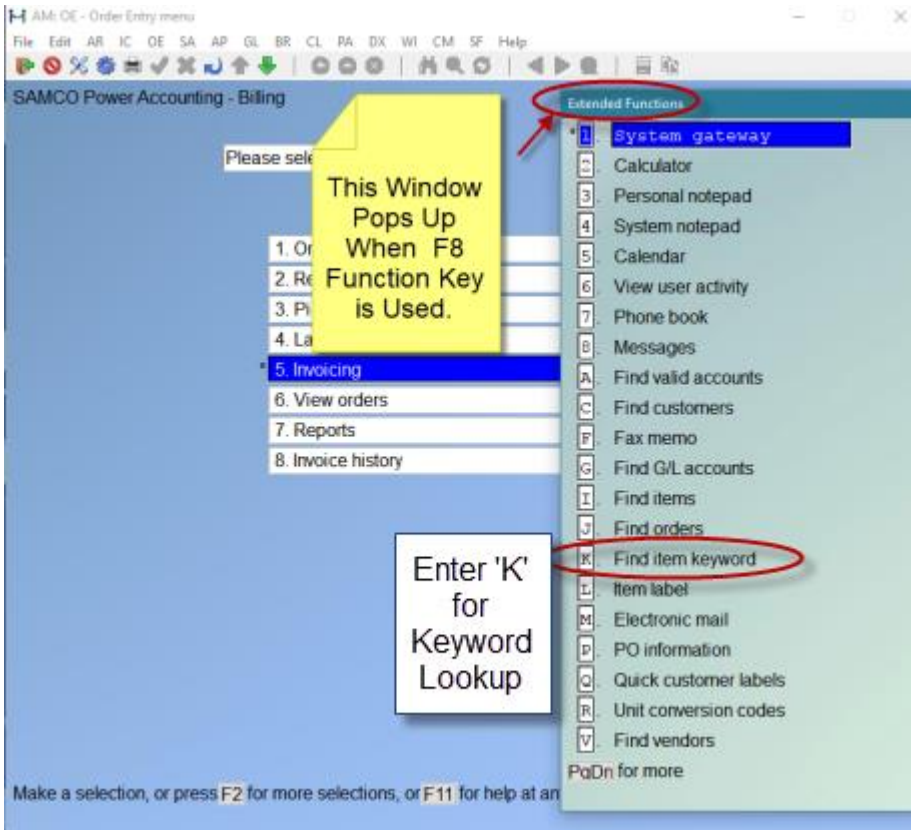


## Did You Know About the F8 Key ?

Use the F8 Extended Function Key to help find Items, Customers, etc.:

Once in the Samco App you can (if permissions are set) Hit F8 . This Function Key; allows another window to pop up with extended search options.

- Example: Using the function **F8 Key** > the letter **"K"** : This keyword extended look up allows you to type in a keyword which will then populate all items/customers etc. that have that word in them.
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- The F8 Function Key is universal and can be used throughout the software, regardless of which module you are in. Use it to search for Warehouses, (**W**) Items, (**I**) etc.



## Save Time:

### Did you know about abbreviations in Date Fields?

TOD > Will Default to 'Today's Date'

TOD+7 > Adds a Week to the Date

TOM > Defaults to 'Tomorrow's Date'

BCM > Defaults to Beginning of Current Month

ECM > Defaults to End of Current Month

BCY > Defaults to Beginning of Current Year

More information like this can be found in our System Functions Manual on our website [www.samco.com](http://www.samco.com) User Manuals

## Save Paper:

### Printing Reports to Disk can save paper.

You can use 'S' to view the report on screen or if you still need to print it, that option is still available, even after it has been saved to disk.

NOTE: If you purge your Reports on Disk in any Sub-Ledger (A/R, I/C, etc.) they will also be purged from the main system. We are working on a change to avoid this, however, for now, we suggest you only purge Reports you will never want again."