# **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

<b>₽ 0 % 5 ¤ √ X ↓ ↑ ↓   0 0</b>	4		
Customers			
Enter			Current period: July, 2014
* 1. Custome # ?		ind Customer (show ACTIVE o	and a
Zoom info *** ACTIVE ***		01) TERLIE	TERRY LIEN 676431 AB LTD
UNIT 49		02) STACHO	**DO NOT USE**
52319 RG RD 231		03) 02SBAR	02'S BAR & GRILL
SHERWOOD PARK AB		04) ERIDOE	1043180 AB LTD. DBA
TSB 1AS CA		05) BLCCON	1325697 AB LTD
Cont-1 Terry Lien		06) MARTEC	1386315 AB LTD.
Phone1 780-914-4398		07) JERERH	1415790 AB LTD
Cont-2		08) WARIND	1417201 AB. LTD.
Phone2 780-914-4398 Cell		09) GRIGOR	1425293AB INC
Fax 780-464-3108		10) BILLAW	1430930 AB LTD.
Balance 18.63		11) DERDEK	1434423 AB. LTD. *DBA
Cr.Lim 500		12) MIKSAT	1438305 AB LTD
Shp via PICK UP		13) MIGPEA	1447874 AB LTD.
Terms CREDIT CARD LVI 1		14) JOHSYS	1454725 AB LTD.
Rep OPEN ACCOUNT		15) RANWIL	1492171 AB LTD
Courier A/C		16) JIMSWI	1515137 AB LTD
Terr. Alberta		1-mi ShF1=prv F3=S	earch F4=Copy
Type "none"Dsc%.00 ABCD		6=show inactive only F	
		Age E=Email P=Pric	

## 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.
- -
- 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.

1. Or W 2.Re Fur	s Window lops Up /hen F8 nction Key s Used.	Extended Function
<ul> <li>5. Invoicing</li> <li>6. View ordi</li> <li>7. Reports</li> <li>8. Invoice hi</li> </ul>		B. Messages     A. Find valid accounts     C. Find customers     F. Fax memo     G. Find G/L accounts     I. Find items     J. Find orders
	Enter 'K' for Keyword Lookup	K Find item keyword     L Item label     M Electronic mail     P PO information     Quick customer labels     R Unit conversion codes

# 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 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."