

POS 2009 Keyboard Shortcuts

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11:36 AM



Microsoft Dynamics POS 2009

Keyboard shortcuts

Whether you are using an external keyboard or the touch screen keyboard, keyboard shortcuts give you quick access to POS View features.

To see keyboard shortcuts for	Go to
Viewing Help topics	Help
Working with items	Items
Working with customers	Customers
Working with transactions	Transactions
Working with your register	Tasks
Working with tools, such as the time clock, search, and display settings	Tools
Performing returns and exchanges	Returns
Totaling a transaction	Total

Help

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Press	To
F1	Get help

Items

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Press	To
F2	Open the Items menu
F2, then 1	Add a new item to inventory
F2, then 2	View or edit the selected item
F2, then 3	Search for an item
F2, then 4	View a list of items arranged by item number
F2, then 5	View a list of items arranged by item description
F2, then 6	View substitutes for the selected item
F2, then 7	Receive inventory

Customers

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Press	To
F3	Open the Customer menu
F3, then 1	Create a new customer
F3, then 2	View or edit the selected customer
F3, then 3	Search for a customer
F3, then 4	View a list of customers arranged by customer number
F3, then 5	View a list of customers arranged by name
F3, then 6	View a list of customers arranged by phone number
F3, then 7	View or create a shipping address for the customer on the current transaction
F3, then 8	Remove a customer from the current transaction
F3, then 9	Make a payment to a customer's charge account

Transactions

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Press	To
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Press	To
F5	Open the Transaction menu
F5, then 1	Edit the current transaction
F5, then 1, then Ctrl+1	View or edit transaction details
F5, then 1, then Ctrl+2	Apply a discount to the transaction
F5, then 1, then Ctrl+3	View or edit sales taxes
F5, then 1, then Ctrl+4	Change the transaction's type
F5, then 1, then Ctrl+5	Apply a shipping charge to the transaction
F5, then 1, then Ctrl+6	Assign a sales rep to the transaction
F5, then 2	Edit the selected line item
F5, then 2, then Ctrl+1	Remove the selected line item from the transaction
F5, then 2, then Ctrl+2	Mark the selected line item for return (adds a minus sign to the quantity)
F5, then 2, then Ctrl+3	Discount the selected line item
F5, then 2, then Ctrl+4	Change the quantity of the selected line item
F5, then 2, then Ctrl+5	Add a comment to the selected line item
F5, then 2, then Ctrl+6	Apply or clear a sales taxes from the selected line item
F5, then 2, then Ctrl+7	Replace the selected line item with a substitute item
F5, then 2, then Ctrl+8	Assign a reason to the line item for a specific action
F5, then 2, then Ctrl+9	Assign a sales rep to the selected line item
F5, then 3	Remove the selected line item
F5, then 4	Hold or recall a transaction
F5, then 5	Cancel the current transaction
F5, then 6	Open the cash drawer without performing a sales transaction

Tasks[Back to top](#)

Press	To
F6	Open the Tasks menu
F6, then 1	Enter opening or closing amounts
F6, then 1, then Ctrl+1	Enter opening amounts
F6, then 1, then Ctrl+2	Enter closing amounts
F6, then 1, then Ctrl+3	Print an X report
F6, then 1, then Ctrl+4	Print a Z report
F6, then 1, then Ctrl+5	Print a ZZ report
F6, then 1, then Ctrl+6	Perform a blind close
F6, then 1, then Ctrl+7	View batches
F6, then 2	Make a cash drop or a cash payout
F6, then 2, then Ctrl+1	Make a cash drop
F6, then 2, then Ctrl+2	Make a cash payout
F6, then 3	Find a receipt
F6, then 3, then Ctrl+1	Find today's receipts
F6, then 3, then Ctrl+2	Find receipts by date and time
F6, then 3, then Ctrl+3	Find receipts by batch
F6, then 4	Reprint the last receipt
F6, then 5	Turn the receipt printer on or off
F6, then 6	Void a previous transaction
F6, then 7	Work with vouchers
F6, then 8	Switch users or exit Microsoft Dynamics POS
F6, then 8, then Ctrl+1	Switch users
F6, then 8, then Ctrl+2	Exit Microsoft Dynamics POS

Tools[Back to top](#)

Press	To
F7	Open the Tools menu
F7, then 1	Display the Windows Calculator

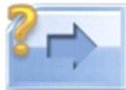
F7, then 2	Clock in or out
F7, then 3	Create a sales graph
F7, then 4	View the transaction in a different currency
F7, then 5	Perform a basic or advanced search for items, customers, or transactions
F7, then 6	Switch to practice mode
F7, then 7	Change system settings
F7, then 7, then Ctrl+1	Display version and product support information
F7, then 7, then Ctrl+2	Display or change register and device settings
F7, then 7, then Ctrl+3	Switch to offline mode
F7, then 7, then Ctrl+4	Test POS hardware devices
F7, then 7, then Ctrl+5	View or change POS View display settings
F7, then 8	Switch to Manager View

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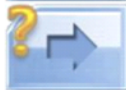
Press	To
F8	Open the Return menu
F8, then 1	Return items with an available receipt
F8, then 1, then Ctrl+1	Find today's receipts
F8, then 1, then Ctrl+2	Find receipts by date and time
F8, then 1, then Ctrl+3	Find receipts by batch
F8, then 2	Return items by customer
F8, then 3	Enter or exit return mode

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Press	To
F12	Total a transaction
+	Automatically enter the exact amount of the sale in the selected payment method and post the transaction.

Related Topics

Use POS View with a keyboard



Use POS View with a touch screen