

### Busy Accounting Software Global Shortcut Keys

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

### Busy Accounting Software Local Shortcut Keys

SR. NO.	LOCAL SHORTCUT KEYS	ACTION PERFORMED
23	F1	Help on current Page / Topic
24	F2	Save Master / Voucher
25	F3	Add Master
26	F4	Standard Narration
27	F5	List of Records
28	F6	Change Voucher Type
29	F7	Repeat Last Value
30	F8	Delete Selected Masters / Vouchers
31	F9	Delete Selected Row in Grid
32	F10	Calculator
33	F11	Pick Items from Orders or Challan
34	F12	Copy or Duplicate Record
35	Alt +M	Modify Master
36	Alt + P	Print Record
37	Alt+X	Cancel / Activate Voucher
38	Page Up	Previous Record
39	Page Down	Next Record

### Busy Accounting Software Master Shortcut Keys

Sr. No.	Local Shortcut Keys	Action Performed
40	Ctrl+Alt+M	Main Menu
41	Ctrl+Alt+A	Administration Menu

42	Ctrl+Alt+T	Transaction Menu
43	Ctrl+Alt+D	Display Menu
44	Ctrl+Alt+P	Printing Menu
45	Ctrl+Alt+H	Help Menu
46	Ctrl+Alt+F	Favourites Menu