REFERENCE

Keys that save a counter queue.

Only shortcuts that exist in the current build are listed. Menu letters only work when you are not typing in a field.

Also available: quick-start checklist · troubleshooting

Finance gateway

The finance gateway groups screens under Masters, Transactions, Digital Payments, Reports and Settings. Each menu item shows a letter; pressing that letter opens the screen.

KEY	ACTION
↑ / ↓	Move the highlighted menu item
Enter	Open the highlighted screen
Esc	Close the open screen or module window
Menu letter	Open a screen directly, for example L for Ledgers

Letters that are safe to use

These letters map to one screen in the current menu order:

KEY	OPENS	GROUP
L	Ledgers (chart of accounts)	Masters
I	Stock Items	Masters

KEY	OPENS	GROUP
V	Payment voucher	Transactions
H	Airtel Money collections	Digital Payments
J	Stock Journal	Transactions
Z	POS dashboard	Reports
F	Profit & Loss account	Reports
B	Balance Sheet	Reports
M	Group summary	Reports
K	Stock summary	Reports
X	TDS report	Reports
N	Bank reconciliation	Reports
W	Cash / funds flow	Reports
1	Features (feature flags)	Settings
E	Company settings	Settings

Shared letters: some screens display the same letter — for example P, O, D, S, T, U, R and G. The first match in menu order wins. For those screens, use the arrow keys and Enter, or click the item.

Voucher function keys

Available inside the finance module when the cursor is not in a text field:

KEY	ACTION
F4	New Contra voucher
F5	New Payment voucher
F6	New Receipt voucher
F7	New Journal voucher
F8	New Sales voucher — when inventory is enabled
F9	New Purchase voucher — when inventory is enabled
F1	Features
F3	Company settings
Ctrl + S	Save the voucher you are editing

Function keys may be intercepted by the keyboard's own Fn layer, a browser or a remote-desktop client. If nothing happens, check the F-lock or use the menu.

Counter and data entry

WHERE	KEY	ACTION
Quick POS one-off item	Enter	Add the item row
Barcode scanner field	Enter or Tab	Submit the scanned code — the suffix is a setting
Ledger / learner search	↑ ↓ then Enter	Choose from the suggestion list
Ledger / learner search	Esc	Close the suggestion list
Simple input dialog	Enter	Confirm and save

WHERE	KEY	ACTION
Date range	`Enter`	Apply the range

Academics

WHERE	KEY	ACTION
Mark entry grid	`Enter` / `↓`	Move to the next learner
Mark entry grid	`Shift` + `Enter`	Move to the previous learner
Mark entry grid	`↑`	Move to the previous learner
Student list	`↑` `↓`	Move between rows
Student list	`Home` / `End`	Jump to the first or last row
Presentation mode	`→` / `Page Down` / `Space`	Next slide
Presentation mode	`←` / `Page Up`	Previous slide
Presentation mode	`Esc`	Exit presentation

Windows and dialogs

WHERE	KEY	ACTION
Finance module window	`Esc`	Close the open screen modal; if none, close the module window
Payment module windows	Back link	Return to the previous screen in that window — not to the gateway
Mobile navigation	`Esc`	Close the open menu

WHERE	KEY	ACTION
Barcode / QR scanner window	`Esc`	Close the scanner window

> **One rule:** shortcuts are ignored while you are typing, so a letter shortcut never eats a name. Press `Esc` or click outside the field to use the shortcut.