

## POSIM Quick Keys

### Payments

### Quick Key

Cash	F1
Check	F2
Charge On Account	F3
Credit Card	F4
Debit	F5
Gift Card	F6
Other 1	Ctrl + Alt + F1
Other 2	Ctrl + Alt + F2
Other 3	Ctrl + Alt + F3

### Transaction Types

### Quick Key

Change Transaction Type	F7
Drop Shipment	Ctrl + Shift + D
Gift Card	Ctrl + Shift + G
Labor	Ctrl + Shift + L
Layaway	Ctrl + Shift + Y
Misc	Ctrl + Shift + M
Payment on Account	Ctrl + Shift + A
Return	Ctrl + Shift + R
Return to Vendor	Ctrl + Shift + B
Sale	Ctrl + Shift + S
Special Order	Ctrl + Shift + O
Subtotal	Ctrl + Shift + U

### General Functions

### Quick Key

Add Comment Line	Ctrl + J
Close POSIM	Ctrl + Q
Copy*	Cmd + C
Cut*	Cmd + X
Delete All Lines	Shift + Delete
Delete Line	Delete
Duplicate Card	Ctrl + D
Find Item	Ctrl + F
Insert a Line into the Table	Insert
Next Open Line in the Table	End
Paste*	Cmd + V
Remove Card	Ctrl + R
Scroll Down One Page of the Table	Page Down
Scroll Up One Page of the Table	Page Up
Set the Tab Order	Ctrl + Shift + (~)
Switch Between Open POSIM Windows	Alt + F6
Switch Between Running Programs	Alt + Tab
Top of the Table	Home

### Other Sales Functions

### Quick Key

Add Preferred Items	Ctrl + A
Change All Discount	Shift + (-)
Change All Margins	Shift + (+)
Change All Prices	Shift + (/)
Change All Quantity	Shift + (*)
Change the Margin %	+
Change the Price	/
Change the Quantity	*
Clear Transaction Document	Ctrl + K
Close Windows	Ctrl + W
Email an Open Card	Ctrl + E
Find Item	Ctrl + F
Gift Card Balance	Ctrl + H
Hold Inventory	Ctrl + O
Insert Comment	Ctrl + J
Invoice Discount	Ctrl + (\)
Line Item Discount	-
Lock Invoice	Ctrl + L
Look up Bill to Customer	Ctrl + B
Look up Ship to Customer	Ctrl + S
New Customer	F11
New Invoice	F10
Open Cash Drawer	F9
Post Invoice	F12
Price Code Level (Single Item)	F8
Price Code Level (All Items)	Shift + F8
Print Document	Ctrl + P
Print Gift Receipt	Ctrl + G
Print Last Invoice	Ctrl + I
Printer Toggle	Ctrl + T
Quick Add Customer	Shift + F11
Void Invoice	Ctrl + Shift + V

### Inventory Functions

### Quick Key

Post and Receive	Shift + F12
Print Product Label	Ctrl + B

### Laptop Alternative for Mac

### Quick Key

Delete Line	Fn + Delete OR Cmd + (-)
End	Fn + Right Arrow
Home	Fn + Left Arrow
Insert Line	Cmd + (+)
Page Down	Fn + Down Arrow
Page Up	Fn + Up Arrow

\*Windows users, replace Cmd with Ctrl for Copy, Cut, and Paste functions.