

Finance Manager: Menu Bar, Toolbar, & Shortcut Keys



nVision Menu Bar

The nVision menu bar is the horizontal bar under the window title that displays a listing of menus. Each menu has a listing of commands that can be performed. Using the **Alt** key and the **underlined letter** in the menu name gives you access to the commands under that menu.

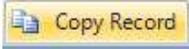
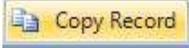


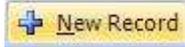
nVision Toolbar

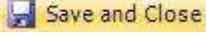
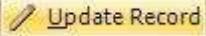
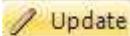
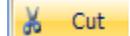
The standard toolbar allows the user to find, add, update, copy, delete, and print records from a listing window. Using the **Ctrl** key and the **underlined letter** in the tool bar option gives you access to the action.



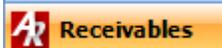
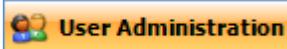
Shortcut Keys

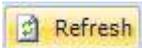
Function Description	Button	Keyboard Shortcut(s)	Mouse Actions
Select all records in a listing.		<Ctrl + A>	Drag mouse over records to highlight records you want to select. Choose Select All from the Edit menu in the menu bar.
Copy information from an existing record to a new record.		<Ctrl + Insert>	Double-Click on an existing row record; press the Copy button in the toolbar or choose Copy from the File menu in the menu bar. Right-Click on an existing row record and select the Copy Item option. Highlight an existing row record; choose Copy Record from the File menu in the menu bar.
Copy text typed in a field in a detail record		<Ctrl + C>	Drag mouse over text to highlight text you want to copy. Right-Click and select Copy.
Delete a selected detail record		<Ctrl + D>	Double-Click on an existing row record; press the Delete button in the toolbar or Ctrl + D.

Function Description	Button	Keyboard Shortcut(s)	Mouse Actions
Delete a selected record or range of records in a listing		<Ctrl + D>	<p>Right-Click on an existing row record(s) in a listing and select the Delete Item option.</p> <p>Highlight an existing row record(s) in a listing; choose Delete Record(s) from the File menu in the menu bar or press the Delete button.</p>
Cancel the Add, Update or Copy functions and reset the current record being added or updated back to the last saved version.		<Ctrl + L>	Press the Cancel button in the toolbar or choose Cancel from the File menu in the menu bar.
Add a new record from a listing or detail record window.	 	<Ctrl + N>	<p>Double-Click on a Blank Row.</p> <p>Right-Click on a nonblank row and select the Add Item option.</p> <p>Select New Record from the File menu in the menu bar.</p>
Open the selected record, enabling the user to view or maintain the detailed record.		<Ctrl + O>	<p>Double-Click on a record in a listing.</p> <p>Right-Click on an existing row record and select the Open Item option.</p> <p>Highlight an existing row record in a listing; choose Open Selected Item from the File menu in the menu bar.</p>
Print the contents of a listing window to a selected printer.		<Ctrl + P>	<p>Press the Print button in the toolbar.</p> <p>Choose Print from the File menu in the menu bar.</p> <p>Right-Click on an existing row record and select the Print option.</p>

Function Description	Button	Keyboard Shortcut(s)	Mouse Actions
Save data entered while adding, updating, or copying information.	 Save	<Ctrl + S>	Press the Save button in the toolbar or choose Save from the File menu in the menu bar.
Save data entered while adding, updating or copying information AND closes the detail record window.	 Save and Close	<Ctrl + Shift + C>	Press the Save and Close button in the toolbar or choose Save and Close from the File menu in the menu bar.
Save data entered while adding, updating, or copying information AND leaves the detail window open for the user to add another record.		<Ctrl + Shift + N>	Choose Save and New from the File menu in the menu bar.
Enter edit mode, enabling you to update an existing record in a listing or detail record window.	 	<Ctrl + U>	Double-Click row record; press the Update button in the toolbar or choose Update from the File menu in the menu bar. Right-Click on an existing row record and select the Update Item option. Highlight an existing row record; choose Update Record from the File menu in the menu bar.
Paste any copied or cut text into a field in a detail record.	 Paste	<Ctrl + V>	Click or tab to the desired field and choose Paste from the Edit menu in the menu bar of the detail window. Right-Click in a specific field and select the Paste option.
Cut selected text from a field in a detail record.	 Cut	<Ctrl + X>	Highlight text that you want to cut; choose Cut from the Edit menu in the menu bar. Drag mouse over text to highlight text you want to cut. Right-Click and select Cut.

Function Description	Button	Keyboard Shortcut(s)	Mouse Actions
Undo the last action (i.e., a cut or paste of text done in error) in a detail record.		<Ctrl + Z>	Click or tab in the appropriate field where text is to be restored and choose Undo from the Edit menu in the menu bar of the detail window. Right-Click in the appropriate field and select the Undo option.
Enter the Bidding Module		<Ctrl + 1>	Choose Bidding from the Go menu in the menu bar. Choose the  option from the module selection tree.
Enter the Payroll Module		<Ctrl + 2>	Choose Payroll from the Go menu in the menu bar. Choose the  option from the module selection tree.
Enter the Accounting Module		<Ctrl + 3>	Choose Accounting from the Go menu in the menu bar. Choose the  option from the module selection tree.
Enter the Human Resources Module		<Ctrl + 4>	Choose Human Resources from the Go menu in the menu bar. Choose the  option from the module selection tree.
Enter the Requisitioning Module		<Ctrl + 5>	Choose Requisitioning from the Go menu in the menu bar. Choose the  option from the module selection tree.

Function Description	Button	Keyboard Shortcut(s)	Mouse Actions
Enter the Budgeting Module		<Ctrl + 6>	<p>Choose Budgeting from the Go menu in the menu bar.</p> <p>Choose the  option from the module selection tree.</p>
Enter the Receivables Module		<Ctrl + 7>	<p>Choose Receivables from the Go menu in the menu bar.</p> <p>Choose the  option from the module selection tree.</p>
Enter the Negotiations Module		<Ctrl + 8>	<p>Choose Negotiations from the Go menu in the menu bar.</p> <p>Choose the  option from the module selection tree.</p>
Enter the User Administration Module		<Ctrl + 9>	<p>Choose User Administration from the Go menu in the menu bar.</p> <p>Choose the  option from the module selection tree.</p>

Function Description	Button	Keyboard Shortcut(s)	Mouse Actions
Highlight or advance to the first record in a listing		<Alt + ↑>	Press the First Record button in the toolbar. Choose First Record from the Navigation menu in the menu bar.
Highlight or advance to the previous record in a listing		<Alt + ←>	Press the Previous Record button in the toolbar. Choose Previous Record from the Navigation menu in the menu bar.
Highlight or advance to the next record in a listing		<Alt + →>	Press the Next Record button in the toolbar. Choose Next Record from the Navigation menu in the menu bar.
Highlight or advance to the last record in a listing.		<Alt + ↓>	Press the Last Record button in the toolbar. Choose Last Record from the Navigation menu in the menu bar.
Close the currently displayed detail window.			Press the Close button in the upper right-hand corner of a detail window.
Close ALL open tabs in one step			Choose Close All from the Window menu in the menu bar.
Bring up any available help topics		F1	Choose Contents from the Help menu in the menu bar.
Refresh a listing window with the latest data. NOTE: If you have multiple tabs open at the same time and you are updating and saving data, remember to press the Refresh button to see real-time information.		F5	Press the Refresh button in the toolbar. Choose Refresh from the View menu in the menu bar.

Function Description	Button	Keyboard Shortcut(s)	Mouse Actions
<p>Return focus to the menu tree on the left hand side of the window</p> <p>Repeat the account code or invoice number entered in the previous Cash Disbursement detail line item.</p> <p>Repeat the account code entered in the previous PO and Requisition detail line item.</p>		F7	<p>Click in a blank space on the left-hand side of the window.</p> <p>Click in the Account Code or Invoice Number field</p>
Return focus to the current open tab		F8	Click on a record on the right-hand side of the window.
Liquidate the entire PO balance in the Cash Disbursement detail line		F9	Click in the Amount Liquid field.
Review the contents of a listing window on your computer screen prior to printing it			<p>Press the Print Preview button in the toolbar.</p> <p>Choose Print Preview from the File menu in the menu bar.</p> <p>Right-Click on an existing row record and select the Print Preview option.</p>
Display the contents of a listing window in Excel where you may reformat the data as needed			<p>Press the Export to Excel button in the toolbar.</p> <p>Choose Export to Excel from the File menu in the menu bar.</p> <p>Right-Click on an existing row record and select the Export to Excel option.</p>
Search for a specific record in a listing			<p>Press the Find button in the toolbar.</p> <p>Choose Find from the Edit menu in the menu bar.</p>

Function Description	Button	Keyboard Shortcut(s)	Mouse Actions
Add/remove columns and/or change the order of columns in a listing			Press the Column Chooser button in the toolbar. Choose Column Chooser from the View menu in the menu bar.
Check/Uncheck a check box or change a radio button setting		Spacebar	
Log out of nVision and bring up a new login screen		<Ctrl + Shift + L>	Choose Log Out from the File menu in the menu bar.
Exit nVision		<Alt + F4>	Click the red Close button in the extreme upper right hand corner of the window. Choose Exit from the File menu in the menu bar.

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