

# Microsoft Dynamics AX Shortcuts

Quick Reference Guide (Updated for Version 2009)



Microsoft Dynamics

## navigation/select

- Advance to next field
- Go back to previous field
- Shift to the next tab page
- Shift to the previous tab page
- Open drop-down list for a combo box
- Close drop-down list for a combo box
- Go to previous field group/grid sections
- Go to next field group/grid sections
- Go to main table

- Select all records
- Move cursor one line up †
- Move cursor one line down †
- Previous page (grid) or record (field) †
- Next page (grid) or record (field) †
- Go to the top †
- Go to the bottom †
- Move cursor one word to left †
- Move cursor one word to right †

† Add shift key to select

## actions

- Create a new line
- Print an auto-report from this screen
- Undo previous action
- Redo action which was just undone
- Cut selection and put it on clipboard
- Copy selection and put it on clipboard
- Paste contents of clipboard
- Delete current record
- Close form
- Save and refresh record with new value
- Restore record to previous value (undo)
- Help
- Close active window
- Exit Axapta
- Press button or toggle check box

## filter types

- Wildcard ("black\*" finds anything beginning with "black")
- Between ("1/1/2006..1/31/2006" finds anything in Jan '06)
- And ("1000, 1001" finds "1000" and "1001")
- Not ("!USD" finds any record that is not "USD")
- Wildcard character ("Br?an" finds "Brian" and "Bryan")
- Blank (" " finds where that field is blank)

## find/filter

- Filter the specified text
- Filter displayed records by keying-in limits
- Remove the setup filter
- Filter by grid
- Filter by selection
- Type beginning value followed by \* to perform a quick find/filter in any field with a drop down list  
*(e.g. enter "4" in ledger account field to return filtered drop down list of ledger accounts that start with "4")*

## right-click menu

- Apply filter** Apply a saved filter †
- Filter by field** Filter by specified criteria
- Filter by selection** Filter by value in current field
- Save filter as** Save the current filter(s) for future use †
- Remove filter/sort** Removes active filter or sort †
- Sort ascending** Sorts recordset from top to bottom
- Sort descending** Sorts recordset from bottom to top
- Go to Main Table Form** Opens form in which the selected field is originally defined †
- Hide** Hide the current field
- Show** Show hidden fields †
- Create alert rule...** Create alert when filter criteria is met
- Setup** Advanced form customizations
- Record info** Rename, fill utility †, show all fields, and record templates

† Items in gray are contextual menu options that are only shown when relevant.

# Greenlight

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