



PcMars Tips

FIVE FAVORITE PcMARS TIPS

- 1: If you "right" mouse click on a screen, it will bring up many of these short cut keys plus several other options to choose from depending on which screen you are in at the time. TRY IT!
- 2: "X" key Press the "X" key when reconciling to clear check/deposit and move to next line or hold down the "X" key to clear ALL checks/deposits on the reconcile screen
- 3: Ctrl "A" To fill in "amount" box for check/deposit on the data entry screen OR click on "Amount Left" to fill out balance of check/deposit.
- 4: "F5" key Press the "F5" key to bring up the calculator. When you click the green on the calculator, it will automatically paste your results to a numeric field.
- 5: "F1" key If you press the "F1" key when you have any PcMars screen open, it will bring up information about the screen you are in. This information is also found by clicking on the word "Help" above your icons or if you click on the button on your icon bar.

OTHER PCMARS SHORT CUT KEYS

- Ctrl "C" Will allow you to "copy" text.
- Ctrl "D" When you are in the "Edit" mode, this will allow you to "delete" an entire transaction.
- Ctrl "F" Will allow you to "find" a transaction.
- Ctrl "T" If you have filled out the bottom part of your check/deposit, you can press the "Ctrl T" to fill out the "Total Amount" box on your check/deposit.
- Ctrl "V" Will allow you to "paste" text.
- Ctrl "X" Will allow you to "cut" text.
- "F3" Key In the "Find Transaction" screen, the "F3" key will find the next transaction.
- "F10" key Press the "F10" to save your check/deposit you have entered.
- Alt "A" Will allow you to "add" a new transaction.
- Alt "B" Will allow you to "blank" a row.
- Alt "C" Will allow you to "cancel" your entry.
- Alt "D" Will allow you to continue the "description" to the next line.
- Alt "P" Will allow you to go to "prior" transaction.
- Alt "S" Will allow you to "set up" an item.
- Alt "V" Will allow you to "view" your transaction in a report. *من أجل عرض المعاملة*
- Space bar Press "space bar" when reconciling to clear/unclear individual check/deposit on the reconcile screen.
- Shift+Delete Will allow you to "delete" text.

F2 in a field to move the cursor without blanking all - Saves 2 mouse clicks.

Right click for multiple loan vendors → / check paying several loans.