

WMS: Did You Know? From Professor Merlot



How to quickly run the Export Menu for a month?

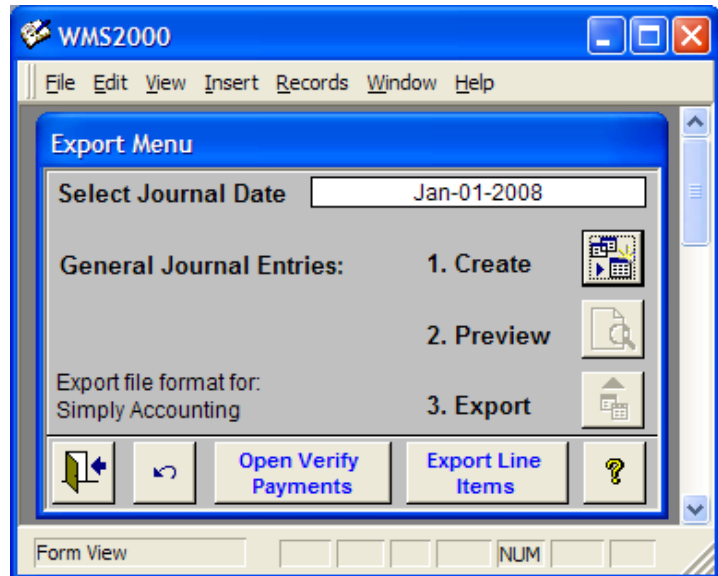
For your daily accounting balance process, the 3-step process needs to be completed on the Export Menu. This process can be done on that specific day, but often it is done at the end of the week. To do multiple dates and quickly change the date for each day for the 3-step process:

Here's how:

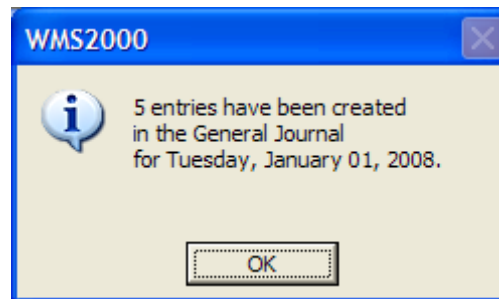
1. Main Switchboard -> Accounting Switchboard -> Export Menu. This form is displayed with the current date in the **Select Journal Date** field.

2. Press the **TAB key** once and you will move the focus of the mouse to the **1. Create** button.

3. Press the **ENTER key** once.



4. The result will display a message indicating the number of entries made on that specific date. Press the **ENTER key** again and the **OK** button will be pressed automatically.



5. Press the **TAB key** once and you will move the focus of the mouse to the **2. Preview** button.

6. Press the **ENTER key** once. The result will display a preview of the Journal Report.

7. Using the Tool Bar item at the top of the screen, press the **Close the Door** button to close this Print Preview. You will return to the Export Menu screen



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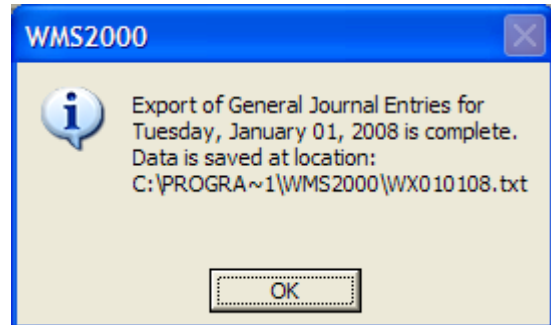


How to quickly run the Export Menu for a month?

8. Press the **TAB** key once and you will move the focus of the mouse to the **3. Export** button.

9. The message box will be displayed:

10. Press the **ENTER** key again and the **OK** button will be pressed automatically.



11. Press the **TAB** key once more and you will move the focus of the mouse up to the **Select Journal Date** field.

12. To change the date in the date field, press the **PLUS** key (+) once to move to the **2** next date, January 2nd.

13. To move to a previous date, press the **MINUS** key (-) once.

14. Follow the steps **2 to 12** above using the **TAB** and **ENTER** keys.

Summary:

To navigate quickly through this form for a week, 2 weeks or a month, simply move between the **PLUS (+)** and **MINUS (-)** keys with the **TAB** and **ENTER** keys

