Keyboard Shortcuts for Microsoft Dynamics 365 Business Central (D365 BC)

Business Central — Productivity tips

Take your D365 BC productivity to the next level with keyboard shortcuts. This cheat sheet of hot keys will help you complete tasks quicker and navigate to different areas and elements on a page with ease. Print it, post it and maximize your efficiency.

General functions Keyboard shortcuts

Ctrl+F1 Business Central Help	**Alt+Q (🔍)** Open Tell Me	**Alt+N (＋)** Create a new record	**Alt+Shift+N** Close a newly created record and create a new one	**Ctrl+Alt+F1** Inspect page and data	**Alt+F2 (ⓘ)** Toggle FactBox area
Alt+T My Settings	**F5** Refresh Data	**Shift+F12 (☰)** Role Explorer	**Alt+Shift+W (◰)** Pop-out a page to a separate window	**Alt+O** Add a new note for the selected record	**Ctrl+F12 (✎)** Switch between slim/wide page

Data in Lists Keyboard shortcuts

Alt+F7 Sort column in ascending/ descending order	**Alt+F3** Filter on selected cell value	**F3 (🔍)** Toggle the search box	**Ctrl+Enter** Change focus from filter pane back to list
Shift+F3 (▽) Toggle filter pane; focus on data filters	**Ctrl+Shift+F3** Toggle filter pane; focus on totals filters	**Shift+Alt+F3** Add filter on selected field	**Ctrl+Alt+Shift+F3** Reset Filters

Tips and Tricks

Search
Search looks at visible columns and it is not case-sensitive.

Filtering
Filtering looks at all fields and it is case-sensitive.

Saving filters
Filters can be permanently saved as a view and can include expressions such as ranges.

Filtering can be adjusted by using powerful filter characters. Some of them are:

Case-insensitive (@) **@man** looks for text that matches man and is not case-sensitive	**An exact character match (')** **'man'** looks for an exact character match	**Not equal to (<>)** **<>0** looks for all numbers except 0	**Either/or (|)** **1200|1300** looks for numbers with 1200 or 1300
One unknown character (?) **Hans?n** looks for text such as Hansen or Hanson	**Indefinite unknown characters (*)** ***Co*** looks for text that contains "Co" and is case-sensitive	**Interval (..)** **22..24** looks for the dates from the 22nd to the 24th of the current calendar month; **P8..** looks for information for accounting period 8 and thereafter	

Filter tokens
%mycustomers looks for customers in the **My Customers** page on your Role Center

Calculated data tokens:
You can use expressions to add/subtract days/weeks/month/years. **-1Y** means a year ago.

Combined format expressions:
You can combine these filter characters. **5599|8100..8490** includes any records with the number 5599 or a number from the interval 8100 through 8490.

Entering Data Keyboard shortcuts

F8 Copy from the cell above	**Ctrl+Insert** Insert a new line in documents	**F6** Move to the next FastTab or part
Enter/Shift+Enter Go to next/previous Quick Entry field	**Ctrl+Delete** Delete the line in documents, journals, and worksheets	**Shift+F6** Move to the previous FastTab or part (sub-page)
Ctrl+Shift+Enter Go to next Quick Entry field outside a list	**Ctrl+Shift+F12 ( )** Toggle Focus Mode	**Alt+F6** Toggle collapse/expand for the current field group (FactBox)

Tips and Tricks

Autosaving
Data is automatically saved and the autosave indicator shows the state of the card.

Focus Mode ( )
For a better view of document lines, use focus mode. This will maximize the line items part on a document page.
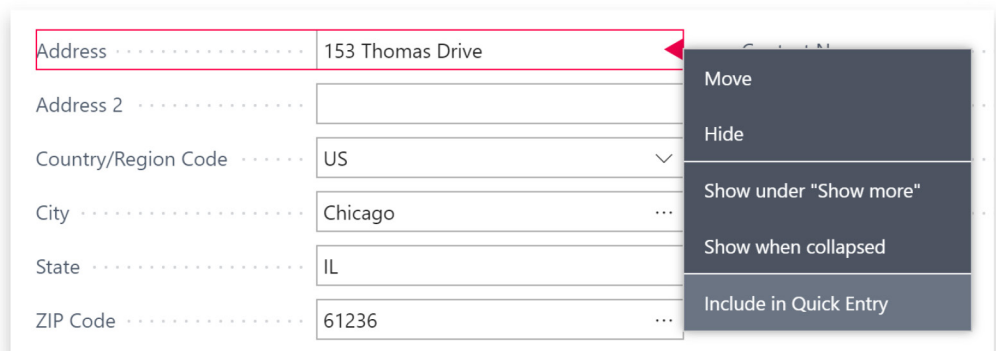
Calculator in numeric fields
You can enter a formula instead of the sum quantity.. E.g. If you enter 19+19, the field is calculated to 38.

Quick Entry
Quick Entry allows you to use the Enter key to navigate through only those fields that you need.

Select personalize ( ) to change this.

Address	153 Thomas Drive	Move
Address 2		Hide
Country/Region Code	US	Show under "Show more"
City	Chicago	Show when collapsed
State	IL	Include in Quick Entry
ZIP Code	61236	

**Columns can be resized;
Double-click to AutoFit**

Description	Type	Quantity on Hand	Substi... Exist	Assembly BOM	Base Unit of Measure
ATHENS Desk	Inventory	4	No	No	PCS
PARIS Guest Cha...	Inventory	0	No	No	PCS
ATHENS Mobile	Inventory	5	No	No	PCS

There are various ways to enter dates, times, and duration:

"w" & "t"

"w" specifies the work date and **"t"** the today's date. Other examples are **"tu"** which stands for Tuesday and **P1** for the first accounting period.

Regional settings

Note that how you enter dates and times depends on your Region settings. **1210** means 12th of October in Europe but 10th of December in the United States.