

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 (i) 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	<div> <div>Move</div> <div>Hide</div> <div>Show under "Show more"</div> <div>Show when collapsed</div> <div>Include in Quick Entry</div> </div>
Address 2		
Country/Region Code	US	
City	Chicago	
State	IL	
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.