

Data Entry Tips

Financial Navigator is designed to make users more productive. Like any tool, it can best increase productivity when the user is knowledgeable about the system's capabilities. The following 2 documents describe some of the lesser-known system capabilities that reduce time spent entering and formatting your data. This section focuses on organizing and accessing data files and efficient data entry.

This document consists of 2 parts:

- File Management Techniques
- Data Entry Tips (this document)

Shortcuts to Faster Transaction Entry

When you're entering transactions, there are many different ways to enter and select data, but what's the fastest way to do it? Well, most importantly, keep both hands on the keyboard at all times – constantly moving your hand back and forth from the keyboard to the mouse is not only time-consuming (those seconds add up!), it also increases tension in your hand, wrist, and arm, resulting in the curse of all computer users, carpal tunnel syndrome.

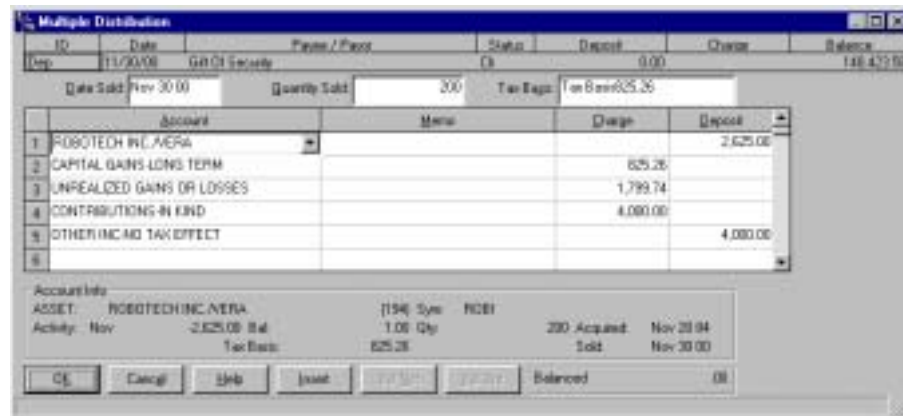
***Tip:** The mouse is useful for browsing, while the keyboard is best for entering data. The more repetitive the task, the more benefit from using the keyboard.*

Even without the mouse, there are many ways to accomplish the same actions and tasks. Almost every button, option, list, and check box can be accessed by highlighting it and pressing OK, or by pressing the Alt key and the feature's hot key, such as "F" for **File**. Furthermore, many of the lists and text fields in Transaction Activity have multiple controls to help you efficiently enter and select data.

To practice with the Alt key:

1. Open the **Sample** data files.
2. Select **Accounts | Asset And Liability Info**.
3. Select the account **AMERICAN PIPELINE 11%/VERA**.

4. Press **Alt + 0** (zero). The cursor moves to the Proceeds field.
5. Press **Alt + F**. The cursor moves to the Format field.
6. Select **OK** and **Esc** to return to the FN desktop.
7. Go to Transaction Activity. Select the following:
 - Action. — **Enter Transactions**
 - Category — **Savings/Money Market**
 - Month — **November**
 - Account — **BROKER CASH ACCT/HILO**
8. Select the Gift of Security transaction entered on November 30.
9. Press **Alt + D** to display the Multiple Distribution screen. The following screen appears:



10. Press **Alt + 5**. The cursor moves to line 5 of the multiple distribution.

Note: The Alt + numeric key hot key works only for numbers 1 through 9.

11. Press **Alt + D**. The cursor moves to the Date Sold field.
 12. Select **Alt + K** to save any changes and return to the Transaction Activity screen.
- Or -**

Select **Alt + E** to return to the Transaction Activity screen without saving changes.

Ultimately, the most efficient method of entering data is whatever method you are comfortable with! Here are just a few of the controls, hot keys, and shortcuts for entering transactions.

Common Windows Keystrokes

There are several shortcut keys that are part of the Windows operating system and most Windows-based applications. The following commands can speed data access and entry in Financial Navigator as well as transfer information to and from other programs: