

# 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)

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## 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.

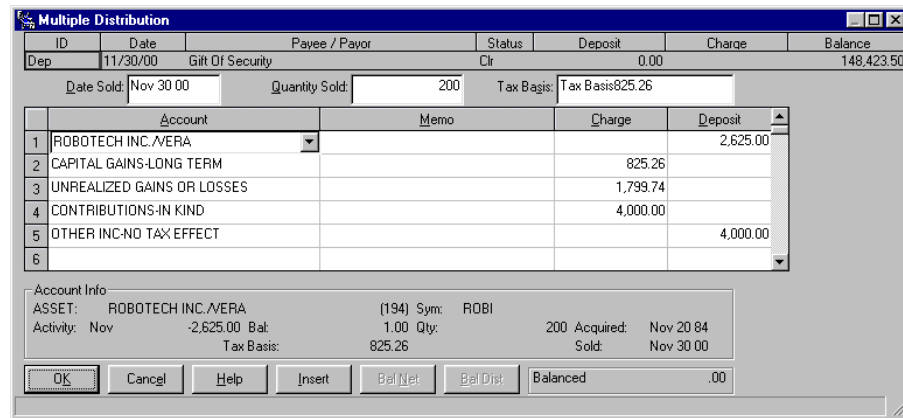
**Tip:** *The mouse is useful for browsing, while the keyboard is best for entering data. The more repetitive the task, the more benefit from using the keyboard.*

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.

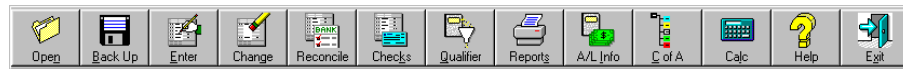
**Common Windows Keystrokes**

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:

- **Ctrl + X** cuts selected data.
- **Ctrl + C** copies selected data.
- **Ctrl + V** pastes copied or cut data at the current cursor location.
- **Ctrl + Z** undoes the last action (generally restricted to text-based actions).
- **Ctrl + A** selects all data in an active field or document.
- **Ctrl + S** saves the active document.
- **Ctrl + P** prints the active document.
- **Ctrl + N** prepares a new document.
- **Ctrl + O** opens a new document.
- **Alt + Tab** displays icons for all active programs in Windows. Hold the Alt key and press the Tab key again to cycle through the icons. Stop on an icon and release the keys to go to that program.

**Tool Bar**

The tool bar is the row of icons that appears under the menu bar. The tool bar appears as follows:



The tool bar allows you to bypass the menu structure and access some of the most frequently used menu choices more quickly.

**Tip:** *Using the tool bar does not require the use of the mouse! Each icon on the tool bar has a description that pops up when pointed to with the mouse. Most of those descriptions contain a hot key. This means that when you're at the Financial Navigator desktop, simply pressing the appropriate hot key will have the same result as clicking on that icon with the mouse. For example, while at the Financial Navigator desktop, just press "E" to go directly to the Enter Transactions screen.*

Reading from left to right, a description of each of the Tool Bar icons and their related hot keys is as follows:

<b>Description</b>	<b>Hot Key</b>
Open	N
Save As	V
Enter Transactions	E
Change/Review Transactions	G
Reconcile Statement	(none)

Print Checks	P
Automatic Entries	M
Report Selection	S
Charts	(none)
Asset/Liability Info	I
StockWeb	W
Chart of Accounts	C
Calculator	L
Help	(none)
Exit	X

In order to speed up your daily work with Financial Navigator, memorize the hot keys for two or three of the Tool Bar icons you most frequently use, such as E for Transaction Entry, S for Report Selection, and X for Exit. Using these hot keys will save you a great deal of time.

### Transaction Activity

- For another way to get to Transaction Activity from the FN desktop, press the **F4** key.
- Press **Tab** to move to the next button, option, list, or other feature.
- If a text field is not active (if the text in a text box or list box is not highlighted and the cursor isn't blinking), then you can press the hot key for a feature without pressing Alt. This is true throughout Financial Navigator.

### Lists

- Press **Alt+L** or **Alt+Down cursor** to display the entire list.
- Use the **Up** and **Down cursor** keys to scroll through a list box, one item at a time.
- Use **Page Up** and **Page Down** to scroll through a list, one screen at a time.
- Press a letter to go to the first item with that letter. Press the letter again to go to the next item with that letter.
- Press **Home** to go to the first item in a list. Press **End** to go to the last item in a list.

**Dates,  
Check  
Numbers,  
and  
Amounts**

- Use the **Plus** and **Minus** keys to increase or decrease dates and check numbers. You don't need to press Shift with the Equal/Plus key.

***Tip:** The + and - keys work on any date field such as the Date Acquired field on the Asset and Liability Info screen.*

- In the Date field, press **Alt+L** or **Alt+Down cursor** to display the calendar. Press **Home** to go to the first day of the month, **End** to go to the last day of the month.

***Tip:** Alt + L and Alt+Down cursor work on any date field within FN. For example, display the Calendar when you are on the Date Acquired field on the Asset and Liability Info screen.*

- In an Amount field, press **Alt+L** or **Alt+Down cursor** to display the calculator.

***Tip:** Alt + L and Alt+Down cursor work on any amount field within FN. For example, display the Calculator when you are on the Number of Shares field on the Asset and Liability Info screen.*

**Payees  
And  
Accounts**

- In the Payee field, enter the first three characters of a payee name, a backslash, and the first three characters of the For/From identifier. FN automatically enters the payee, or displays the Payee/Payor list with the nearest match highlighted. Use the same method to select an account and account qualifier.
- In the Payee field, press **Ctrl+Down cursor** to enter the payee appearing in the previous transaction. Use this feature if you are working in a journal or other account that typically records transactions for the same payees or payors.

**Calendar**

***To use the calendar:***

13. Go to Transaction Activity.
14. Select the **CHECKING ACCOUNT/JOINT**.
15. Press **Enter** until the cursor comes to the date field.
16. Press **Alt + L** to invoke the Calendar. The Calendar appears. The following keys work within the calendar:

<b>Key</b>	<b>Go to ...</b>
Home	1 <sup>st</sup> of the month
End	Last day of the month

Page Up	Previous month
Page Down	Next month
Ctrl + Pg Up	Last year
Ctrl + Pg Dn	Next year
Arrow up	Previous week
Arrow down	Next week
Arrow right	Next day
Arrow left	Previous day
Alt + hot key	Month indicated by hot key
Enter	Paste selected date into FN

17. Using the keys indicated above, select **November 2, 2000**. Press Enter to paste the date into the Transaction Activity grid.

**Calculator**    *To use the calculator:*

1. While still in Transaction Activity, move to an amount field.
2. Press the **Alt + L** key to invoke the Calculator. The Calculator appears. The following keys work within the Calculator:

<b>Key</b>	<b>Function</b>
+	Add
-	Subtract
*	Multiply
/	Divide
Enter	Equals
Backspace	Clears last digit
Esc	Clears the current calculation
Del	Clears the displayed number
Ctrl + P	Add the displayed number to memory
Ctrl + M	Subtract the displayed number from memory
Ctrl + R	Recalls number in memory

Ctrl + L	Clears number in memory
Ctrl + C	Copies displayed number to clipboard
Ctrl + V	Pastes number from clipboard to display
Alt + F4	Close Calculator

- Using the keys indicated above, multiply 512 by 2.
- Press **Ctrl + C** to copy the answer 1,024 to the Windows clipboard.
- Press **Alt + F4** to close the Calculator and return to where you were in Financial Navigator.
- In an amount field in Financial Navigator, press **Ctrl + V**. The amount you calculated is entered in Financial Navigator.

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## Using the Formula Capability in the Transaction Grid

FN has a feature that allows a user to type a formula directly into the amount fields of transaction entry. Using this as a calculator:

- Is more efficient than using the pop-up Windows calculator because no copy and paste is needed.
- Leaves an audit trail that can be reviewed later.

### *To use the formula capability:*

- Move to the next empty transaction for **CHECKING ACCOUNT/JOINT**.
- Enter a check to the Telephone Company for \$2,000. The Multiple Distribution screen appears after you enter the amount.
- In the charge column of line 2, enter:  

$$= (23 * 5.25)$$
- Select **OK** to accept the balance of the distribution and return to the transaction grid.
- Move to the next grid to record the transaction.
- Return to the Telephone Company transaction and select the **Multi Dist** command button to display the distribution.
- Move the cursor to the Charge field of line 2. Type an equal sign (=). The formula reappears.

## Transaction Entry Tips

Transaction entry is the most time consuming part of any accounting system. Therefore, it is important to know as many tips and tricks as possible to speed up the process.

### Changing Automatic Entries Quickly

It is possible to easily change the accounts associated with a payee or payor by selecting the Save check box at the bottom of the Transaction Activity screen. Simply select the **Save** box before you complete the entry.

**Note:** *The Save check box will not save complex automatic entries, such as those involving payment amount times factor, interest rates, and so on.*

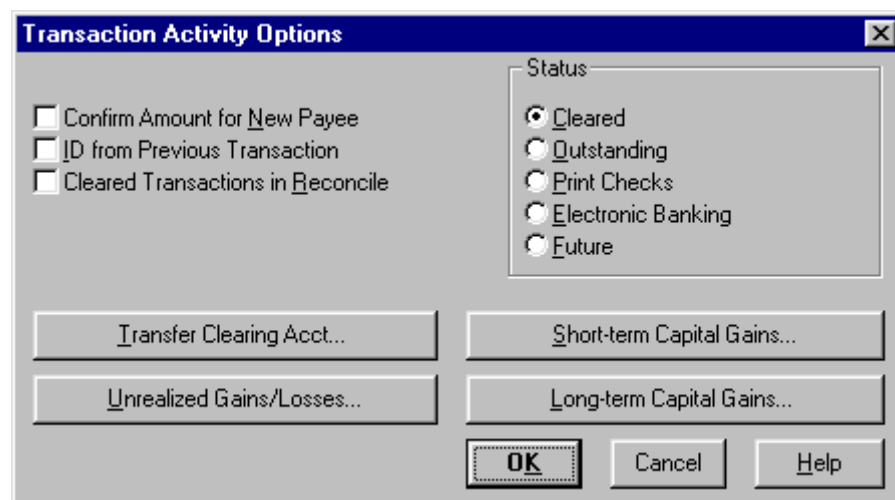
### Null Automatic Entries

Use the Null check box at the bottom of the Transaction Activity screen to remove the automatic entry associated with a payee or payor. Similar to the Save check box discussed above, simply select the **Null** check box before you complete the entry.

**Note:** *This procedure would be useful in situations where the payee would have a different account from transaction to transaction.*

### Transaction Activity Options

Transaction Activity options are accessed by the Options command button at the bottom of the Transaction Activity screen. It is easy to change these options as often as necessary to facilitate transaction entry. The Transaction Activity Options screen appears as follows:



**Confirm Amount for New Payee**

By default, Financial Navigator will save the account but not the amount for a new payee. If the Confirm Amount for New Payee check box is selected, the automatic entry for a new payee will save the dollar amount for the payee or payor's first transaction. It is possible to change the amount or select OK to accept the saved amount.

**Note:** *This feature is useful when entering a new payee that you know will always have the same amount (a rent payment, for example). Because of the ease of turning this option on and off, it is possible to select this option for one transaction and deselect it for the next.*

**ID From Previous Transaction**

This option applies only to checking, savings, and money market accounts. It controls how Financial Navigator displays the ID text box entry. If you select this option, Financial Navigator displays the same data in the ID text box from one entry to the next. If you do not select this option, Financial Navigator displays a check number (on checking accounts), an entry number (on journal entry accounts), and Chg (on all other transaction entry accounts).

**Note:** *Selecting this option would be a good idea when there is a large number of deposits to enter consecutively.*

**Transaction Status**

The default transaction status is C or "Cleared." In most situations, when the Bank Reconciliation feature is being used, it is desirable to change the status to O for "Outstanding." Although it is possible to select any status for any transaction in transaction entry, it is easier to select the default status here in Transaction Activity Options.

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