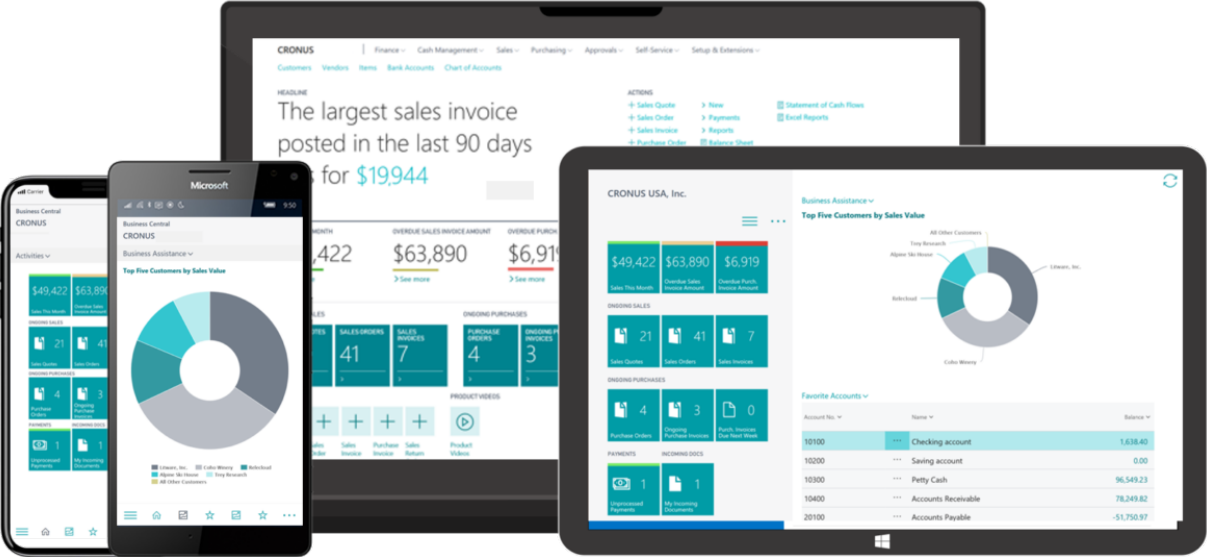


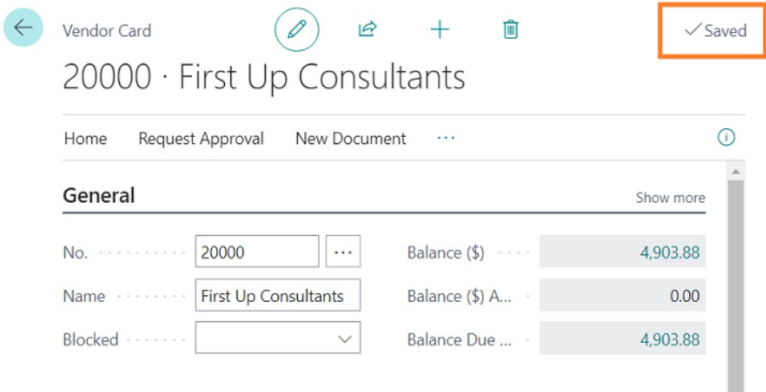
Time-Saving Tips & Tricks for Using Microsoft Dynamics 365 Business Central



There's a lot of information out there on Microsoft D365 Business Central, but who has the time to read through it all? You're in the right place! We have drummed up the coolest tips and tricks to help you become a Business Central pro. Picture yourself zipping through tasks with an arsenal of shortcuts and insider knowledge—the kind that turns you into an efficient wizard. Trust us, transforming your daily grind into a seamless, enjoyable experience is not just a dream, it's doable. Dive in with us and unlock the magic of tips and tricks for Microsoft Business Central.

1. Autosaving

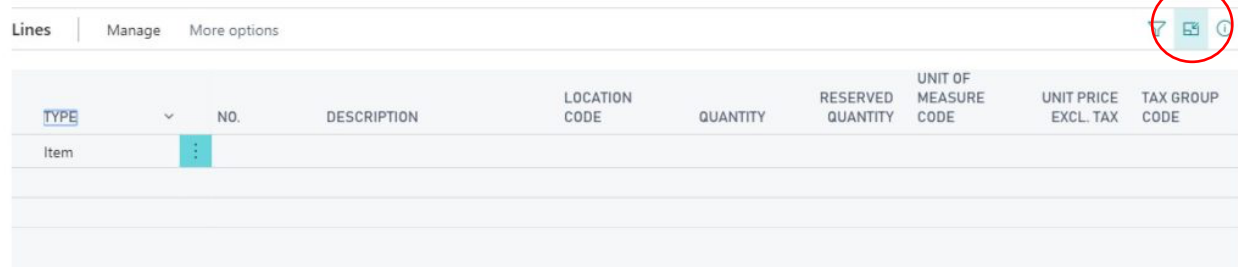
When working with data, it is automatically saved and the autosave indicator shows you this in the top right-hand corner of the card. This isn't a feature that users must spend time to learn as it is built into the system; it is still useful to know about. If at any time the autosave function is not working, the autosave indicator will display "not saved" in the top right-hand corner to notify the user.



2. Focus Mode

Focus mode allows you to get a better view of document lines. It will maximize the part of the screen where your line items are. There are two ways you can activate focus mode. Either by clicking the focus mode icon in the top right-hand corner next to the autosave indicator or by using the keyboard shortcut (Ctrl+Shift+F12).

Sales Order

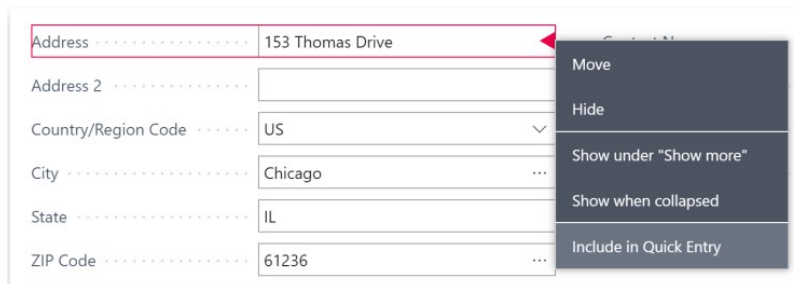


Lines | Manage | More options

TYPE	NO.	DESCRIPTION	LOCATION CODE	QUANTITY	RESERVED QUANTITY	UNIT OF MEASURE CODE	UNIT PRICE EXCL. TAX	TAX GROUP CODE
Item								

3. Quick Entry

This handy tip allows you to use the Enter key to navigate through only the fields that you need. You can change this in the personalization section of Business Central.



Address	153 Thomas Drive
Address 2	
Country/Region Code	US
City	Chicago
State	IL
ZIP Code	61236

- Move
- Hide
- Show under "Show more"
- Show when collapsed
- Include in Quick Entry

4. Calculator in numeric fields

By entering a formula instead of a sum quantity, you can calculate in numeric fields. For example, if you enter 25+25, the field is calculated to 50.

5. Search

BC makes searching easy by eliminating case sensitivity on the columns you see on your screen.

6. Filtering

Filtering looks at all fields and is case sensitive which sets it apart from search.

7. Saving filters

You can permanently save filters as a view and include expressions like ranges.

8. Keyboard shortcuts – General functions

Business Central help? - Ctrl+F1

Quick way to get to your settings – Alt+T

Easily open the “Tell Me” Feature – Alt+Q

Refresh Data to see up to date data – F5

Explore the roles across your Business Central – Shift+F12

Create a new record – Alt+N

Close a newly created record and create a new one – Alt+Shift+N

Want to pop out a page on a separate window? - Alt+Shift+W

Wondering how to inspect page and data? - Ctrl+Alt+F1

Add a new note easily to a selected record – Alt+O

Toggle the “FactBox” area – Alt+F2

Switch between slim and wide page view – Ctrl+F12



9. Keyboard shortcuts – Data in lists

Sort a column in ascending/descending order - Alt+F7

Toggle the filter pane; focus on data filters - Shift+F3

Add a filter to a selected cell value - Alt+F3

Toggle the filter pane; focus on totals filters - Ctrl+Shift+F3

Toggle the search box – F3

Add a filter on selected field - Shift+Alt+F3

Change the focus from a filter pane back to list - Ctrl+Enter

Reset your filters - Ctrl+Alt+Shift+F3

10. Keyboard shortcuts – Entering data

Copy data from the cell above – F8

Easily go to the next/previous Quick Entry field - Enter/Shift+Enter

Go to the next Quick Entry field outside a list - Ctrl+Shift+Enter

Insert a new line into a document - Ctrl+Insert

Delete a line in documents, journals, and worksheets - Ctrl+Delete

Toggle Focus Mode on and off - Ctrl+Shift+F12

Move to the next FastTab or part – F6

Move to the previous FastTab or part (sub-page) - Shift+F6

Toggle the collapse/expand current field group (FactBox) - Alt+F6

Accelerating Business Central with CAL

With all these features and tips, you can be more efficient in Business Central and make day-to-day tasks easier. Still interested in learning more about Business Central? [Contact CAL](#) to get your questions answered or check out these great Microsoft [courses](#) to get a deep dive into Business Central.