

Default Retail POS Shortcuts Page 1 of 2

Alt + A	No Sale	(Open Till)
Alt + I	Reprint Invoice	(Print a invoice of a previous completed transaction)
Alt + N	No Receipt	(No Invoice will print)
Alt + K	On Hold	(Put current transaction on hold an go to next customer)
Alt + B	Call Bill	(Go to Held Sales)
- (X2)	Void Line	(Voids the entire line)
Delete (X2)	Voids 1 Qty	(Voids 1 qty of an item)
Alt + C	Cancel Sale	(Cancel current sale completely)
Alt + T	Discount Item	(Discounts selected item by a percentage)
Alt + D	Discount Sale	(Discount all items currently in sale with a percentage)
Alt + O	Price Override	(Overwrite price on selected item)
Alt + E	Top Line	(Goes to the last item scanned in transaction)
Alt + F	Receive on Account	(Receive Money from Debtor)
Alt + J	Clear PLU	(Clears the PLU field)
Alt + L	Lookup	(Goes to screen to enter lookup number)
Alt + P	Payout	(Pay a creditor out of the till)
Alt + Q	Quantity	(Press quantity then scan the item)
Alt + S	Subtotal	(Goes to the subtotal screen)
Alt + U	Return Mode	(Returns from customers)
Alt + V	Issue Voucher	(Issues a Voucher to a Debtor)
Alt + W	Weigh Item	(Get weight from predefined scale)
Alt + X	Exit	(Exit the POS Screen)
Alt + Z	Clear PLU	(Clears the PLU field)

Default Retail POS Shortcuts Page 2 of 2

F2	Search Item
F3	Add a note to selected Item
F4	Browse Lookup Groups
F5	Price Override
F6	Enter Lookup Group ID
F7	Reprint Transaction
F8	Receive on Account
F9	Sales Check
F10	Till Cashup
F11	Cashier Cashup
F12	Staff Attendance
Ctrl + B	Hides POS Buttons
Ctrl + C	Pay with Cheque
Ctrl + F	Till Float Top Up
Ctrl + I	Alternative Invoicing
Ctrl + L	Log of Cashier
Ctrl + P	Price Check
Ctrl + Q	Generate Quote
Ctrl + S	Serial Number
Ctrl + T	Terminal Setup
Ctrl + W	Enter Weight Manually