

## BEN Financials Navigation Tips

Item	BEN Financials
Navigating	Pull down Menu Paths; Toolbar icons
Quickpick	List of Value icon [...] within field or [Ctrl] [L]
Cancel Runaway Query	Pop-up box appears after first 100 records. Click [Continue], [Stop] or [Continue to End] or Click [Cancel] on 'Press Cancel...' message.
Change Responsibility	File>Switch Responsibility or Tophat icon
Move From Fields and Blocks	[Tab] or Move Cursor With Mouse
Finding Patterns With Wildcards	You can use the percent '%' wildcard within a field to represent any number of characters (including no characters).  Example: To retrieve all records that contain the word "Central" in a specific field, you would enter %Central% in that field. Click <b>[Find]</b>
Case Sensitive?	Depends on the field
Message and Status Lines	Bottom of Window
Available Options	Toolbars & Menu Items
Record History	Help>Record History
Name in Action History	View User option listed under various Responsibilities
Enter Query	View>Query By Example>Enter or [F11] or Flashlight icon
Execute Query	View>Query By Example>Run or [Ctrl] [F11] or [Find]
Cancel Query	View>Query By Example>Cancel or [F4]
Copy Field	Edit>Duplicate>Field Above or [Shift] [F5]
Copy Record	Edit>Duplicate>Record Above or [Shift] [F6]
Paste	Edit>Paste
Error Message	Pop-up Box
Report	Requests
Additional Record Information	Pop-up List or [...]
Insert Row	[Ctrl] Down Arrow or NEW icon
Field Edit	Edit>Edit Field
Exiting	File>Exit Oracle Applications

## Keyboard Shortcuts

Block menu	[Ctrl] [B]
Clear Block	[F7]
Clear Field	[F5]
Clear Form	[F8]
Clear Record	[F6]
Commit	[Ctrl] [S]
Count Query	[F12]
Delete Record	[Ctrl] Up Arrow
Display Error	[Shift] [Ctrl] [E]
Duplicate Field	[Shift] [F5]
Duplicate Record	[Shift] [F6]
Edit	[Ctrl] [E]
Enter Query	[F11]
Execute Query	[Ctrl] [F11]
Exit	[F4]
Help	[Ctrl] [H]
Insert Record	[Ctrl] Down Arrow
List of Values	[Ctrl] [L]
List Tab Pages	[F2]
Next Block	[Shift] [Page Down]
Next Field	[Tab]
Next Primary Key	[Shift] [F7]
Next Record	Down Arrow
Next Set of Records	[Shift] [F8]
Previous Block	[Shift] [Page Up]
Previous Field	[Shift] [Tab]
Previous Record	Up Arrow
Print	[Ctrl] [P]
Return	[Enter]
Scroll Down	[Page Down]
Scroll Up	[Page Up]
Show Keys	[Ctrl] [K]
Update Record	[Ctrl] [U]

## Toolbar



New - Opens a new record in the active form.



Find - Displays the Find window to retrieve records.



Show Navigator – Displays the Navigator window.



Save - Saves any pending changes in the active form.



Next Step - Disabled in BEN Financials.



Print - Prints the current screen that the cursor is in, i.e. the 'print screen' function.



Close Form - Closes all windows of the current form.



Cut - Cut the current selection to the clipboard.



Copy - Copies current selection to the clipboard.



Paste - Pastes from the clipboard into the current field.



Clear Record - Erases the current record from the window.



Delete – Deletes the current record from the database.



Edit Field - Displays the Editor window for the current field.



Translations - Invokes the Translations window.



Attachments - Invokes Markview. If one or more attachments already exist, the icon changes to a paper clip on a piece of paper.



Folder Tools - Displays the folder tool palette.



Window Help - Displays help for the current window.