

Cheat Sheet - Favourites

Features

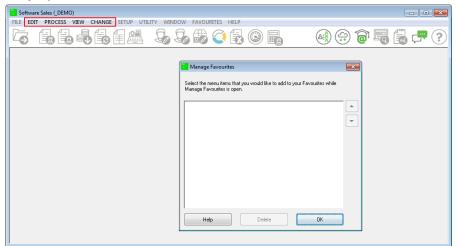
- Add your favourite or most used Pastel options for easy access.
- Customise the order of the options for quick access.
- If you add a new favourite, you can edit the description. This is useful when you add two options with the same description such as Edit Categories. You can then specify if the category is for Inventory, Customers or Suppliers.
- The description field of a favourite option can handle up to 50 characters.
- You can set up a maximum of 15 favourites per user.
- Favourites are per user and are stored in the Accgnprm.dat file.
- The "&" is a flag so Pastel knows that the character to the right of the "&" can be used as a shortcut key to reach the particular favourite. Press Alt + A to invoke Favourites, then Alt + T for the Trial Balance. In the Favourites menu, the letter to the shortcut is underlined.
- Special characters are allowed in the description of the favourites.

Adding options to Favourites

Select Favourites... Manage Favourites

🛃 Software Sales (_DEMO)	
FILE EDIT PROCESS VIEW CHANGE SETUP UT	TILITY WINDOW FAVOURITES HELP
	Manage Favourites

Only options from the enabled menus can be added





You can move options up or down on the list and edit the description of the options

🖬 Manage Favourites	23
Select the menu items that you would like to add to your Favourites while Manage Favourites is open.	
&Trial Balance	
&Process Cash Books	
&Exchange Rates	-
Help Delete OK	



Select options to add

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	General Ledger	Financial Reports Trial Balance
	Customers	Transactions Income Statement
	Suppliers	Cheques Balance Sheet
	Inventory	Account Balances Cash Movement s while
	Price Lists	> Tax >
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Projects Foreign Currency Open Batches Graphs Financial Ratios Notes Time and Billing	Report Writer	
	Receipts	▶
	Intelligence Reporting	>
		Help Delote OK

The Favourites menu is updated

