

# Quest 2020 | NATO Sage Conference

## Sage 300 – Tips and Tricks

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SIMPLIFYING WHAT OTHERS MAKE COMPLEX

## ❖ Top Sage 300 Setup Tips

- Use Custom Folders
- Use a Startup Folder
- Customise your Application Icons
- Customise your Finders
- Use the Finder as an Enquiry tool





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## ❖ Top Data Entry Tips

- Use Space Bar instead of a mouse click
- F9 Key - Zoom
- Use '+' Key in numeric fields for Calculator
- Use F4 Key in Date fields for Calendar
- Insert Key – New Batch/Record/Entry





SIMPLIFYING WHAT OTHERS MAKE COMPLEX

## ❖ Bonus Tips

- Do not forget to use F1!
- Consider turning off Auto Clear
- Complete all blank description fields
- Use transaction 'drill-downs'
- Consider using Visual Process Flows





**Thank you!**

