

Quick reference guide – Curtains II shortcut keys

SHORTCUTS IN MENU ORDER

FILE

Exit Curtains Ctrl+X

MAINTENANCE

Member maintenance Ctrl+M
Credit union maintenance Ctrl+U
Juvenile to adult conversion Ctrl+J

PROCESSING

Automatic loan repayments Ctrl+R
Bank reconciliation Ctrl+B
Direct credit posting Ctrl+G
Loan application selection wizard Ctrl+W
Manual loan allocation Ctrl+L
Mortgage quick key facts Ctrl+K
Nominal posting Ctrl+C
Payroll posting Ctrl+P
Standing order posting Ctrl+O
Transaction posting Ctrl+T

ENQUIRY

Member enquiry Ctrl+E
Nominal enquiry Ctrl+N

REPORTS

Audit report Ctrl+A
Fixed asset schedule Ctrl+F
Loan application history report Ctrl+H
Payrun listing report Ctrl+Y
Quarterly return Ctrl+Q
Statement production Ctrl+S

STATISTICS

Cuna mutual LP/LS analysis Ctrl+I
Loan delinquency Ctrl+D

HELP

Balance/Transaction validation Ctrl+V
End of day routine Ctrl+Z

SHORTCUTS IN ALPHABETICAL ORDER

Audit report Ctrl+A
Bank reconciliation Ctrl+B
Nominal posting Ctrl+C
Loan delinquency Ctrl+D
Member enquiry Ctrl+E
Fixed asset schedule Ctrl+F
Direct credit posting Ctrl+G
Loan application history report Ctrl+H
Cuna mutual LP/LS analysis Ctrl+I
Juvenile to adult conversion Ctrl+J
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Automatic loan repayments Ctrl+R
Statement production Ctrl+S
Transaction posting Ctrl+T
Credit union maintenance Ctrl+U
Balance/Transaction validation Ctrl+V
Loan application selection wizard Ctrl+W
Exit Curtains Ctrl+X
Payrun listing report Ctrl+Y
End of day routine Ctrl+Z