

Ctrl and F Shortcut Key Functions

Insta-Pay™ offers you many shortcut options to quickly get you where you need to go. If you have a large amount of data to run, the shortcuts will save you a great deal of time.

The Ctrl Shortcuts

Tip: To use the Ctrl shortcut, you need to hold down the Ctrl key while pressing the letter.

When you have opened the software and selected a company:

Ctrl M will open the Modify a Company window for whatever company you have selected at that time.

Ctrl S will open the Select a Company window if you choose to switch the company you're in.

To Run A Payroll

Ctrl E will open the Enter Payroll window.

Ctrl D will open the Display Payroll / View-Void Checks window.

Ctrl R will open the Print Checks, Reports, Post Payroll window

Additional Ctrl Shortcuts

Ctrl F will open the Tax Forms-Criteria window

Ctrl T will open the Check Tax Payment / Reconciliation window

Ctrl P will open the Set Up a New Employee Tax Wizard window

Ctrl N will open the Add a New 1099 or Non Employee window

Ctrl L will open the Modify an Employee window

Ctrl Q will Exit the software

F Key Shortcuts

F 3 Opens a handy little calendar you can use to check dates, or pay periods

F 4 (Networks Only) Opens a window in which you can send a message to another terminal

F 7 Opens a window in which you can locate an employee by SS #