


QuickLists – or What’s that Blue Arrow all about?

Anywhere you see a Blue Down Arrow  to the right of a field you can create a list of **frequently** used “things”.

You can Add, Delete, and Select from this list. The list you create is specific to the Screen/Window you are working in.

Useful Quicklists:

- Descriptions
- City, State, Zip
- Payees that are not in your Vendor List

The benefit of using this tool is that you don’t have to retype and that spellings remain consistent. This is great for city names, i.e Tehachapi.

The downside is that the lists can become ridiculously long. Zip Codes are not a practical use for Quicklists.

To access a Quicklist, press the arrow with your mouse or click the F5 Key.

When you open the Quicklist Window you will always see the first six items listed numerically and then alphabetically . As your list grows past this point, you can type in the first number or letter of your “thing” and then open the Window. Master Builder will display the list starting at that point.

Once the Quicklist is open, double-click or arrow down to your selection and “enter”.