

HOT KEYS

Check Payment	~rcf
Credit Card Payment (Cat 2)	~ctf
Category 1	~ec1
Category 3	~ec3
Category 4	~ec4
Category 5	~ec5
Category 7	~ec7
Category 9	~ec9
Fedex Label	~label
Void/Copy of Check	~ccv
Escalation to AM (Non-Rush/RUSH)	~amt
Chartswap/ChartFast/Itemizedbillingstatements,etc	~chart
Fee Approval HOLD	~fee
California Hand-Serve	~chs
Aging	~age
Update new "confirmed" fax number	~fax