1.  = Search

2.  = Line Details and Schedule Detail (it depends on what page you’re on)
   Line Details

3.  = Schedule

4.  = Miscellaneous Charges

5.  = Sales/Use Tax Information

6.  = Distributions

7.  = Add or Delete row(s) *NEVER USE THE “-” (MINUS SIGN)*

8.  = Next row or page

9.  = previous row or page

10.  = Approve

11.  = finalize

12.  = undo finalize

13.  = Budget check