

### BankLink Books Short Cut Keys

	Function	Key Board
Help	F1	
Chart Look up	F2	Ctrl+L
Payee Look up	F3	Ctrl+P
Memorise an Entry	F4	Ctrl+M
Job Look up	F5	
GST Class Look up	F7	
Go to the next uncoded entry	F8	Ctrl+G
Sort the Entries	F9	Ctrl+T
Displays the View menu (View All Entries or Uncoded Only)		Ctrl+W
Switch between Restricted to Account and All Editable Columns	*	Ctrl+A
Dissect an Entry	/	Ctrl+D
Copy this field from the previous transaction	+	
Find transactions		Ctrl+F
Replace Narration with Notes		Ctrl+J
Append Notes to Narration		Ctrl+Shift+J
Reinstate Statement Details to Narration		Ctrl+H
Append Statement Details to Narration		Ctrl+Shift+H
Send an email to your client querying uncoded transactions		Ctrl+Y
Close current bank account / budget window		Ctrl+F4
Toggle bank accounts		Ctrl+F6 or
Enter the remaining value in a Dissection, Memorisation or Journal, or alter and add amount in Historical Data Entry or Unpresented Items	=	

Free Quick Reference Cards are available from BankLink on request - these describe the keyboard shortcuts , including quick keys for report groups.