

Quicken Keyboard Shortcuts

Registers and Write Checks

Copy payee name to check address	'
Delete transaction or split line	⌘ D
Fill in category & start subcategory	:
Fill in category & start class	/
Find transaction	⌘ F
Find again	⌘ G
Replace	⌘ R
Memorize transaction	⌘ Y
Create new transaction	⌘ N
Print checks	⇧ ⌘ P
Split transaction	⌘ E
Transfer, go to	⌘ [
Write Checks, go to	⌘ J
Previous/next date or check number	- or +

Dates (including register and calendar)

Today	t
First/last day of the week	w or k
First/last day of the month	m or h
First/last day of the year	y or r
Previous/next month	[or]
Previous/next year	{ or }

Reports

QuickZoom report or graph item	double-click item
Memorize report template	⌘ Y
Widen or narrow report column	drag bet. headings

Investments

Decrease/increase price by .1	- or +
Go to Portfolio	⌘ I
View/enter prices for previous/next day	⌘ - or ⌘ +
View earliest/latest known price	⇧ ⌘ - or ⇧ ⌘ +

Lists

Add new item to list	⌘ N
Edit selected item in list	⌘ E
Delete selected item in list	⌘ D
Select item in list	first letter
Go to	
Accounts	⌘ A
Bills and Scheduled Transactions	⌘ B
Categories	⌘ L
Classes	⌘ K
QuickFill Transactions	⌘ T

Go to...

Next field or column	Tab
Previous field or column	Shift-Tab
First transaction in register or Write Checks	Home
Last transaction in register or Write Checks	End

⌘ – Command, ⇧ – Shift, ⌘ – Option

Prevent QuickFill from filling in splits

If you press Option-Tab to leave the Payee field of a transaction, Quicken clears all the information that was QuickFilled except the payee name.

All the date shortcuts available in any date field are available in the Portfolio window. You can also use these shortcuts:

To go to this date	In the Set Prices As Of field, press	In the Price field for the security, press
Next day	+ (plus)	Option-plus
Previous day	– (minus)	Option-minus
Latest known price for a security	Option-Shift-plus	Option-Shift-plus
Earliest known price for a security	Option-Shift-minus	Option-Shift-minus
Next known price for a security	> (Shift-period)	Option-Shift-period
Previous known price for a security	< (Shift-comma)	Option-Shift-comma

For information about entering share prices for different kinds of securities, see page 253.

2 Select a security and enter a share price for the displayed date.

Type the price in the selected Share Price field, or press + or – to change the price to the next 1/10 (0.1).

Quicken uses the following symbols in the column to the right of the Share Price field in the Portfolio window:

This symbol	Tells you that
◆ (diamond)	This price is an estimate (Quicken uses the most recent share price you’ve entered for this security).