

## Moneydance Short Cuts

+ means whilst pressing the first key additional press the second key.  
Key board letter can be upper or lower case, shown as upper case.  
For Mac **Alt** is  $\rceil$  and **Ctrl** is  $\text{⌘}$

### General

#### Under EDIT:

**Ctrl + Z** Undo last action.

**Ctrl + shift + Z** Redo last undo.

**Ctrl + F** Puts curser in Search box.

**Ctrl + shift + F** Open advance search window.

**Ctrl + W** Multiple windows, to close current window .

**Ctrl + S** Save Data Set.

**Ctrl + S** Force Moneydance Sync, assuming Moneydance syncing is set up.

**Ctrl + Shift + H** Return to Summary page.

**Ctrl + F** Find.

**Ctrl + Shift + F** Advanced Find.

**Ctrl + Shift + S** Hide/Restore Side Bar.

**Right-click** Items in Side Bar/Summary page, etc, Displays available actions.

### Transaction Register

**Ctrl + N** Begin entry of a new transaction.

**Double Click** on transaction to enter Edit Mode.

**Tab** in Edit Mode to move from field to field.

**Esc** to exist Edit Mode without saving changes.

**Return** to exist Edit Mode saving changes.

**Alt or Ctrl + DOWNLOAD (Register button)** Opens window showing online banking options including external Browser, if address is included under EDIT ACCOUNT.

**Ctrl + DOWNLOAD (Register button)** Open external instead of embedded Browser, address in EDIT ACCOUNT.

**Ctrl + RETURN** If a downloaded and not-yet-confirmed transaction is selected, confirm the transaction using the default option.

**Mouse hover over a transaction + Alt** shows downloaded data if applicable, plus in single line mode second line.

#### Highlight any transaction then.

Next four Windows & Linux. NOTE: some keyboards require **Fn +** to perform the function.

**PgUp** move one page up within a Register.

**PgDn** move one page down within a Register.

**Home** move to the top page within a Register.

**End** move to the bottom page within a Register.

Mac - **CMD** + right ARROW - move to the bottom page within a Register

#### Highlight a transaction then:

**Right-click** Displays available actions.

**Ctrl + Backspace** Delete transaction.

**Ctrl + T** go to latest date area.

**Fn + End** (Mac fn, + right arrow) go to latest future date area, if one exists.

**Alt** Split transactions, display a list of splits.

**Ctrl + [** Open the "other side" of the selected transaction in a new register.

**Ctrl + A** Select all transactions in the register.

**Ctrl + highlight next, etc.** Highlight non-consecutive transactions.

**Shift + highlight last.** Highlight consecutive transactions.

Next 3 can be used on individual/grouped transactions selected by Ctrl +, Ctrl + A or Shift +

**Ctrl + Alt + U** Mark as Uncleared.

**Ctrl + Alt + R** Mark as Reconciled

**Ctrl + Alt + C** Mark as Cleared

**Ctrl + Alt + 1 or 2** to change mode single/two line (Mac **Option + CMD + 1 or 2**)

Double click on transaction to enter edit mode. In transaction edit:

**Ctrl + L** Bring up the split editor.

**Ctrl + N** Add a new line for a Split transaction.

**Ctrl + W** To exit the split editor.

**Ctrl + C** Copy highlighted data.

**Ctrl + V** Paste into selected field.

### ***Date Fields***

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+ or = Advance or "spin" the date forward.

- or \_ "spin" the date backward.

**T** - Select the current date.

**M** - Select the first day in the month.

**H** - Select the last day in the month.

**Y** - Select the first day in the year.

**R** - Select the last day in the year.

The jump-to-date shortcuts are easy to remember as the first and last letter in the words:

Today, MonthH and YeaR.

### ***Check Number Fields***

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+ or = key in an empty check number field automatically calculates the next check number based on past transactions in that account.

+ or = "spin" the check number up.

- or \_ "spin" the check number down.

### ***Reconciling***

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**Ctrl + B** Opens the Reconcile window for the current account

### ***Amount and Rate Fields***

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You can enter math expressions ( "(200 + 86) \* 0.25" for example) in any numeric field and Moneydance will calculate the answer.

Entering a value followed by a three digit currency ID (USD, GBP, EUR, etc) will automatically convert the entered amount from the given currency to the native currency of the field.