












BankLink Quick Reference Guide

	Help	F1	
	Chart lookup	F2	Ctrl + L
	Payee lookup	F3	Ctrl+P
	Memorise and entry	F4	Ctrl + M
	Job lookup	F5	
	GST Class lookup	F7	
	Go to the next uncoded entry	F8	Ctrl + G
	Sort the entries	F9	Ctrl + T
	Home page	Shift + F11	
	Dissect and entry	/	Ctrl + D
	Replace Narration with original Statement Details		Ctrl + H
	View all Entries or Uncoded Only		Ctrl + W
	Delete a manually entered line		Ctrl + Delete
	Repeat line above	+	
	Enter the remaining value (OR add/alter UPI/HDE/MDE amount)	=	
	For all shortcuts relevant to the area you are in		Right click

Report Group	Ctrl + Quick Key
Income	I
Purchases	P
Direct Expense	X
Expense	E
Other Income	J
Other Expense	O
Opening Stock	S
Closing Stock	T
Cash on Hand	B
Debtors	D
GST Receivable	R
Stock on Hand	H
Current Asset	U
Fixed Asset	F
Creditors	C
GST Payable	G
Current Liability	L
Long Term Liability	M
Equity	Q
Unknown (CR)	Y
Unknown (DR)	Z