



# Ynab cheat sheet

## Global

On Mac, use Command key instead of Ctrl.

Ctrl + Z	Undo
Ctrl + Y	Redo
Ctrl + A	Select all text in the active field
Ctrl + C	Copy selected text
Ctrl + X	Cut selected text
Ctrl + V	Paste from the clipboard into the selected cell
Enter	Commit
Esc	Cancel
Tab	Move to the next field or button

## Budget

Up arrow / Down arrow	Move to the previous/next budget cell
Ctrl + Left click or Shift + Up arrow / Down arrow	Select multiple categories
Ctrl + Up arrow / Down arrow	Collapse or expand category group
Tab	Move focus down to the next budget cell
Shift + Tab	Move focus up to the next budget cell
Enter	Commit selected category budget value

## Account

Ctrl + A	Select all transactions
Shift + Left click	Select a group of transactions
Ctrl + Left click or Shift + Up arrow / Down arrow	Select multiple transactions
C	Toggle cleared status of selected transactions
Up arrow / Down arrow	Move the selection up or down to the next transaction
Ctrl + Shift + N or Alt + N	Add new transaction

## Transactions

Up arrow / Down arrow	Move the list selection up or down
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## Date picker

Arrow keys	Navigate the date picker
+	Move the date one day forward
-	Move the date one day back
T	Select today
M	Select first day of month
Shift + M	Select last day of month
Y	Select first day of year
R	Select last day of year

Source: Ynab

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More information: [defkey.com/ynab-you-need-a-budget-shortcuts](https://defkey.com/ynab-you-need-a-budget-shortcuts)

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