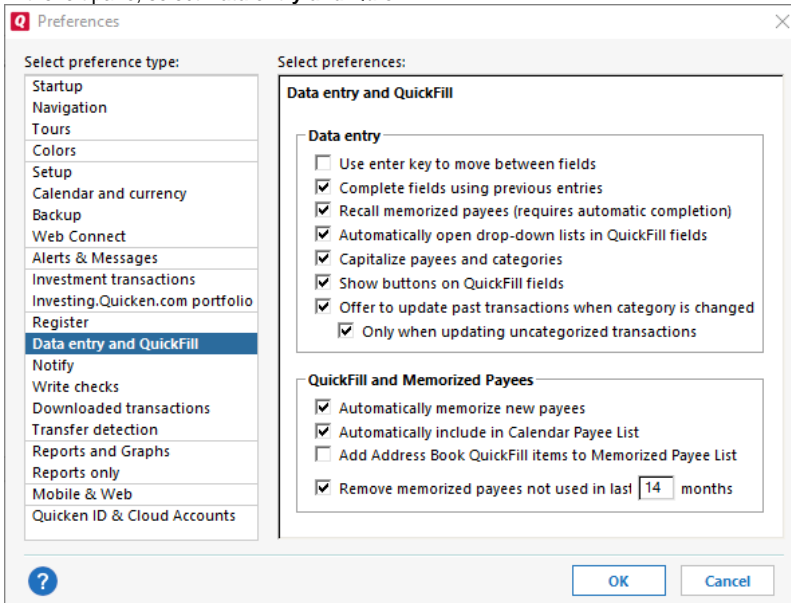# Data entry and QuickFill preferences

You can set a number of preferences for **Data entry and QuickFill**. To make these changes go to:

1. Choose **Edit** menu > **Preferences**.
2. In the left pane, select **Data entry and QuickFill**.

3. In the right pane, select the settings you want to use.

Use enter key to move between fields
When this preference is selected, you can use ENTER and TAB to move between fields in any account register and in the **Write Checks** (**Write Cheques** in Canada) window.

Complete fields using previous entries
Fills in each field in a transaction as you type it. Works with check numbers (Num field in the register), payees, categories, subcategories, tags, security names, investment actions, and transfer account names.

This is one of the features that lets you enter data quickly, so you probably don't want to turn it off.

If you turn off complete fields using previous entries, then Recall memorized payees isn't available either.

Recall memorized payees
Fills the register fields with memorized payee information when you press **TAB** to leave the Payee field.

You probably don't want to turn this off, because this is what makes QuickFill so convenient for reusing previous transactions.

Turning off Recall memorized payees also turns off complete fields using previous entries.

Automatically open drop-down lists in QuickFill fields
Opens a drop-down list when you tab to a field or place the insertion point in a field.

If you want the drop-down list sometimes, but find it gets in your way when it appears in every transaction, try selecting Show buttons on QuickFill fields instead.

Capitalize payees and categories
Automatically capitalizes payees and categories as you enter them in the register.

Show buttons on QuickFill fields
Use this preference if you want a register field drop-down list sometimes, but find it gets in your way when it appears in every transaction.

Automatically memorize new payees
Saves each transaction you enter for a new payee (except investment transactions) and adds it to the Memorized Payee List.

Once a payee is memorized, future downloads of transactions with the same payee name will use the memorized category.

Automatically include on Calendar payee list

Adds automatically memorized payees to the Financial Calendar's payee list. This makes it easy to create bill reminders (to pay recurring bills easily).

Add Address Book QuickFill items to Memorized Payee List

Adds names and addresses from the address book to the Memorized Payee List. In addition to selecting this check box, select the Include this payee in QuickFill list check box on the Payee tab in the Edit Address Book Record.

This lets you reuse these names in the register, when writing checks, or while creating bill & income reminders.

Remove memorized payees not used in last [X] months

When this option is selected, Quicken removes unlocked, unused memorized payees from the Memorized Payee List after the specified number of months.

This option is useful if your list is getting so detailed that using QuickFill gives you too many closely related choices.

1. Click OK to save your changes.

ⓘ **Note for our Canadian Customers**

The following terms will be different in the Canadian releases of Quicken.

Canada: "Cheque" / United States: "Check"
Canada: "Colour" / United States: "Color"
Canada: "Centre" / United States: "Center"
Canada: "Realise" / United States: "Realize"
Canada: "Behaviour" / United States: "Behavior"
Canada: "Analyse" / United States: "Analyze"