

## QuickBooks Shortcuts

Short Cut	Action	Type	PRIORITY	REMEMBER
<b>Y</b>	First day of the Year	Date	20	YeaR
<b>R</b>	Last day of the yeaR	Date	20	YeaR
<b>M</b>	First day of the Month	Date	20	MonthH
<b>H</b>	Last day of the monthH	Date	20	MonthH
<b>T</b>	Today	Date	20	Today
<b>W</b>	First day of the Week	Date	20	WeeK
<b>K</b>	Last day of the weeK	Date	20	WeeK
<b>+</b>	Next day (also next form #)	Date	20	+
<b>-</b>	Prior day (also prior form #)	Date	20	-
<b>Ctrl + A</b>	Chart of Accounts	OTHER	20	
<b>Ctrl + U</b>	Use item on list	OTHER	20	
<b>Ctrl + Ins</b>	Insert line	OTHER	20	
<b>Ctrl + Del</b>	Delete line	OTHER	20	
<b>Ctrl + E</b>	Edit	OTHER	20	
<b>Ctrl + F</b>	Find	OTHER	20	
<b>Ctrl + W</b>	Write checks	OTHER	20	
<b>Ins</b>	Insert	OTHER	20	
<b>Down arrow</b>	Move down a line	OTHER	20	
<b>Ctrl + D</b>	Delete transaction - item	OTHER	30	
<b>Down arrow</b>	Move down a line	OTHER	30	
<b>Up arrow</b>	Move up a line	OTHER	30	
<b>Enter</b>	Record transaction, default	OTHER	30	
<b>Esc</b>	Cancel edit, close window	OTHER	30	
<b>Ctrl + Z</b>	Drill down report/undo last change	OTHER	30	
<b>Ctrl + &gt;</b>	Next word in field (right arrow)	OTHER	30	
<b>Ctrl + &lt;</b>	Prior word in field (right arrow)	OTHER	30	
<b>End</b>	End of field	OTHER	30	
<b>End End</b>	End of transaction	OTHER	30	
<b>End End End</b>	End of register	OTHER	30	
<b>Home</b>	Beginning of field	OTHER	30	
<b>Home Home</b>	Beginning of transaction	OTHER	30	
<b>Home Home Home</b>	Beginning of register	OTHER	30	

## QuickBooks Shortcuts

Short Cut	Action	Type	PRIORITY	REMEMBER
Ctrl + C	Copy text to clipboard	OTHER	80	
1 (or 2, 3 ...)	Before popular list items (fast)	OTHER	80	
Ctrl + G	Go to other account register	OTHER	80	
Ctrl + H	Get transaction history	OTHER	80	
Ctrl + N	New transaction	OTHER	80	
Ctrl + R	Go to transaction register	OTHER	80	
Ctrl + Y	Display transaction journal	OTHER	80	
Ctrl + DownArrow	Scroll through list while in form	OTHER	80	
Ctrl + Enter	Record entry (if Enter moves)	OTHER	80	
Ctrl + Page Up	First item/ list, prior month/ register	OTHER	80	
Ctrl + Page Down	Last item/ list (next month/ register)	OTHER	80	
Ctrl + UpArrow	Scroll through list while in form	OTHER	80	
Page Down	Scroll down a page	OTHER	80	
Page Up	Scroll up a page	OTHER	80	
Shift + Tab	Move to prior field	OTHER	80	
Tab	Move to next field (or Enter)	OTHER	80	
Ctrl + 1	Show important QuickBooks data.	OTHER	80	
Ctrl + 2	Turn on QBWIN.LOG	OTHER	80	
Ctrl + J	Customers, Jobs	OTHER	80	
Ctrl + L/Down Arrow	List	OTHER	80	
Ctrl + M	Memorize	OTHER	80	
Ctrl + O	Copy transaction in register	OTHER	80	
Ctrl + P	Print	OTHER	80	
Ctrl + Q	Quick Report from List	OTHER	80	
Ctrl + T	Recall memorized transaction	OTHER	80	
Ctrl + V	Paste text from clipboard	OTHER	80	
Ctrl + X	Cut text to clipboard	OTHER	80	
Ctrl + Up Arrow	Scroll through list entries in form	OTHER	80	
Ctrl + Down Arrow	Scroll through list while in form	OTHER	80	
Ctrl + F1	Hide / show cue cards	OTHER	80	
Ctrl + F6	Next window	OTHER	80	
Ctrl + Left Arrow	Prior word in field	OTHER	80	
Ctrl + Right Arrow	Next word in field	OTHER	80	
Ctrl + I	Create Invoice	OTHER	80	
Diamond	Move list item, make sub-item	OTHER	80	
Escape	Cancel entry or close window	OTHER	80	
F1	Help	OTHER	80	
F2	Edit data	OTHER	80	
F5	Refresh	OTHER	80	
Shift	Open window in center of screen	OTHER	80	
Space bar	Mark or unmark check boxes	OTHER	80	
Type initial letters	Quick Fill names in list	OTHER	80	
Alt + F4	Exit program	OTHER	80	
1 (or 2, 3 ...)	Before popular list items (fast)	OTHER	80	
Alt + down arrow	Display list for a field	OTHER	80	
F2	Edit data	OTHER	80	
Type first letters	Quick Fill names in list	OTHER	80	