

Keyboard Shortcuts

Key(s)	Quickbook Action Taken
Ctrl+A	Displays the Chart of Accounts window
Ctrl+C	Copies your selection to the Clipboard
Ctrl+D	Deletes check, invoice, transaction, or item from the list
Ctrl+E	Edits transaction selected in the register
Ctrl+F	Displays the Find window (Find transaction)
Ctrl+G	Goes to the other side of a transfer transaction
Ctrl+H	History of A/R or A/P transaction
Ctrl+I	Displays the Create Invoice window
Ctrl+J	Displays the Customer-Job List window
Ctrl+L	Open list (for current drop-down menu)
Ctrl+M	Memorizes a transaction or report
Ctrl+N	Creates a new <fill in the blank> where <fill in the blank> is whatever is active at the time
Ctrl+O	Copy check transaction in register
Ctrl+P	Almost always prints the currently active register, list, or form
Ctrl+Q	Creates and displays a QuickReport on the selected transaction
Ctrl+R	Open split transaction window in Register
Ctrl+S	Show list
Ctrl+T	Displays memorized transaction list
Ctrl+U	Use list item
Ctrl+V	Pastes contents of the Clipboard
Ctrl+W	Displays Write Checks window
Ctrl+X	Moves your selection to the Clipboard
Ctrl+Y	Open transaction journal
Ctrl+Z	Undoes your last action — usually
Ctrl+line ent	Inserts a line into a list of items or expenses
Ctrl+Del ete	Deletes the selected line from a list of items or expenses
?	QuickZoom on report
RETURN	QuickZoom on report

QuickBooks keyboard shortcuts to make your day-to-day data entry easier and faster. Save valuable time and energy using these handy key combinations to undo actions, display windows, and insert lines.

Date Field Shortcut Keys

Key(s)	Quickbook Action Taken
+	Adds one day to the date shown
-	Subtracts one day from the date already shown
1	Same date in last month
2	Same date in next month
3	Same date in previous week
4	Same date in next week
T	Replaces date shown with today's date
Y	Changes date to January 1 of the current year
R	Changes date to December 31 of the current year
M	Changes date to the first day in the month — for example, March 1 if the current month is March
H	Changes date to the last day in the month — for example, March 31, if the current is March
Alt+D OWN	Date calendar

If the selection cursor is on a date field, you can use these shortcuts to edit/modify the date

General Shortcut Keys

Key(s)	Quickbook Action Taken
F1	Display Help in context
F2	Display product information about your QuickBooks version
Esc	Close active window
Alt+S	Save transaction
Alt+N	Save transaction & go to next transaction
?	Record (when black border is around OK, Save and Close, Save and New, or Record)
Ctrl+?	Record (always)

Moving Around a Window

Key(s)	Quickbook Action Taken**
TAB or Shift+TAB	Next field or Previous field
HOME or END	Beginning of current field or the End
DOWN	Line below in detail area or on report
UP	Line above in detail area or on report
Ctrl+PAGEUP	First item on list or previous month in register
Ctrl+PGEDOWN	Last item on list or next month in register
ESC	Close active window



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Stephen L. Nelson

A red circular graphic with a gradient, appearing as a stylized arrow or a partial circle, located to the right of the author's name.

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