

QuickBooks Keyboard Shortcuts

General		Editing	
	Key		Key
To start QuickBooks without a company file	Ctrl + double click	Edit transaction selected in register	Ctrl + E
To suppress the desktop windows (at Open Company window)	Alt (while opening)	Delete character to right of insertion point	Del
Display information about QuickBooks	Ctrl + 1 (one)	Delete character to left of insertion point	Backspace
Cancel	Esc	Delete line from detail area	Ctrl + Del
Record (when black border is around OK, Next, or Previous button)	Enter	Insert line in detail area	Ctrl + Ins
Record (always)	Ctrl + Enter	Cut selected characters	Ctrl + X
		Copy selected characters	Ctrl + C
		Paste cut or copied characters	Ctrl + V
		Increase check or other form number by one	+ (plus key)
		Decrease check or other form number by one	- (minus key)
		Undo changes made in field	Ctrl + Z
Dates		Help window	
	Key		Key
Next day	+ (plus key)	Display Help in context	F1
Previous day	- (minus key)	Select next option or topic	Tab
Today	T	Select previous option or topic	Shift + Tab
First day of the Week	W	Display selected topic	Enter
Last day of the week	K	Close popup box	Esc
First day of the Month	M	Close Help window	Esc
Last day of the month	H		
First day of the Year	Y		
Last day of the year	R		
Date calendar	Alt + down arrow		
Activity		Moving around a window	
	Key		Key
Account list, display	Ctrl + A	Next field	Tab
Check, write	Ctrl + W	Previous field	Shift + Tab
Copy transaction in register	Ctrl + O	Toggle between form and navigation bar	Ctrl + 0 (zero)
Customer: Job list, display	Ctrl + J	Report column to the right	Right arrow
Delete check, invoice, transaction, or item from list	Ctrl + D	Report column to the left	Left arrow
Edit lists or registers	Ctrl + E	Beginning of current field	Home
Quickfill and Recall (type first few letters of name and press Tab. name fills in)	abc Tab	End of current field	End
Find transaction	Ctrl + F	Line below in detail area or on report	Down arrow
Go to register of transfer account	Ctrl + G	Line above in detail area or on report	Up arrow
Help in context, display	F1	Down one screen	Page Down
History of A/R or A/P transaction	Ctrl + H	Up one screen	Page Up
Invoice, create	Ctrl + I	Next word in field	Ctrl + →
List (for current field), display	Ctrl + L	Previous word in field	Ctrl + ←
Memorize transaction or report	Ctrl + M	First item on list or previous month in register	Ctrl + Page up
Memorized transaction list, display	Ctrl + T	Last item on list or next month in register	Ctrl + Page down
New invoice, bill, check or list item	Ctrl + N	Close active window	Esc or Ctrl + F4
Paste copied transaction in register	Ctrl + V		
Print	Ctrl + P		
QuickZoom on report	Enter		
QuickReport on transaction or list item	Ctrl + Q		
Register, display	Ctrl + R		
Show list	Ctrl + S		
Use list item	Ctrl + U		
Transaction journal, display	Ctrl + Y		



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