



QuickBooks Keyboard Shortcuts:

Keys	Description
Ctrl (while opening)	To start QuickBooks without a company file
Alt (while opening)	To suppress the desktop windows (at Open Company window)
F2	Display product information about your QuickBooks version
Esc or Ctrl + F4	Close active window
Enter	Record (black border is around OK, Save&Close, Save&New, or Record)
Ctrl + Enter	Record (always)
+ (plus key)	Next day
- (minus key)	Previous day
T	T oday (in a date field)
W	First day of the W eek (in a date field)
K	Last day of the wee K (in a date field)
M	First day of the M onth (in a date field)
H	Last day of the month (in a date field)
Y	First day of the Y ear (in a date field)
R	Last day of the yea R (in a date field)
Alt + down arrow	Date calendar (in a date field)

Keys	Description
Ctrl + E	Edit transaction selected in register
Del	Delete character to right of insertion point
Backspace	Delete character to left of insertion point
Ctrl + Del	Delete line from detail area
Ctrl + Ins	Insert line in detail area
Ctrl + X	Cut selected characters
Ctrl + C	Copy selected characters
Ctrl + V	Paste cut or copied characters
+ (plus key)	Increase check or other form number by one
- (minus key)	Decrease check or other form number by one
Ctrl + Z	Undo changes made in field
M	First day of the M onth (in a date field)
H	Last day of the month (in a date field)
Y	First day of the Y ear (in a date field)
R	Last day of the year R (in a date field)
Alt + down arrow	Date calendar (in a date field)
Ctrl + O	Copy check transaction in register
Ctrl + I	Create invoice
Ctrl + D	Delete check, invoice, transaction, or item from list
Ctrl + F	Find transaction
Ctrl + G	Go to register of transfer account
Ctrl + H	History of A/R or A/P transaction
Ctrl + M	Memorize transaction or report
Ctrl + N	New invoice, bill, check or list item in context

Keys	Description
Ctrl + A	Open account list
Ctrl + J	Open Customer Center (Customers & Jobs list)
F1	Open Help for active window
Ctrl + L	Open list (for current drop-down menu)
Ctrl + T	Open memorized transaction list
Ctrl + R	Open split transaction window in register
Ctrl + Y	Open transaction journal
Ctrl + V	Paste copied transaction in register
Ctrl + P	Print
Ctrl + Q	QuickReport on transaction or list item
Enter	QuickZoom on report
Ctrl + S	Show list
Ctrl + U	Use list item
Ctrl + W	Write new check
Tab	Next field
Shift + Tab	Previous field
Home	Beginning of current field
End	End of current field
Down arrow	Line below in detail area or on report
Up arrow	Line above in detail area or on report
Page Down	Down one screen
Page Up	Up one screen
Ctrl + Right arrow	Next word in field
Ctrl + Left arrow	Previous word in field

Keys	Description
Ctrl + Page Up	First item on list or previous month in register
Ctrl + Page Down	Last item on list or next month in register
Esc or Ctrl + F4	Close active window