Unlock the Power of QuickBooks®



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Action To start QuickBooks without a company file To suppress the desktop windows (at Open Company window) Display product information about your QuickBooks version Close active window Record (when black border is around OK, Save and Close, Save and New, or Record) Record (always) Ctrl + Enter Keyboard Shortcuts for Dates To change to Next day Previous day Today Today Same date in previous week Same date in next week Same date in next week Same date in next wonth First day of the Week Last day of the Week Last day of the Year Last day of the year Date calendar Keyboard Shortcuts for Editing Editing Editing Shortcut Edit transaction selected in register Delete character to right of insertion point Delete line from detail area Cut selected characters Ctrl + Z Ctrl + Z Ctrl + Z Ctrl + C Ctrl + C Ctrl + C Ctrl + Z Ctrl + C Ctrl + C Ctrl + Z Ctrl + C Ctrl + Z Ctrl + C Ctrl + Z	General Actions		
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Keyboard Shortcuts for Activities		
Activity	Shortcut	
Copy check transaction in register	Ctrl + O	
Create Invoice	Ctrl + I	
Delete check, invoice, transaction,	Ctrl + D	
or item from list		
Find transaction	Ctrl + F	
Go to register of transfer account	Ctrl + G	
History of A/R or A/P transaction	Ctrl + H	
Memorize transaction or report	Ctrl + M	
New invoice, bill, check or list item in context	Ctrl + N	
Open account list	Ctrl + A	
Open Customer Center	Ctrl + J	
(Customers & Jobs list)		
Open Help for active window	F1	
Open list (for current drop-down menu)	Ctrl + L	
Open memorized transaction list	Ctrl + T	
Open split transaction window in register	Ctrl + R	
Open transaction journal	Ctrl + Y	
Paste copied transaction in register	Ctrl + V	
Print	Ctrl + P	
QuickReport on transaction or list item	Ctrl + Q	
QuickZoom on report	Enter	
Show list	Ctrl + S	
Use list item	Ctrl + U	
Write new check	Ctrl + W	
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Working around a window	Chartaut	

VVIIIdOW		
Working around a window	Shortcut	
Next field	Tab	
Previous field	Shift + Tab	
Beginning of current field	Home	
End of current field	End	
Line below in detail area or on report	Down arrow	
Line above in detail area or on report	Up arrow	
Down one screen	Page Down	
Up one screen	Page Up	
Next word in field	Ctrl + Right arrow	
Previous word in field	Ctrl + Left arrow	
First item on list or previous month in register	Ctrl + Page Up	
Last item on list or next month in register	Ctrl + Page Down	
Close active window	Esc or Ctrl + F4	



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