Unlock the Power of QuickBooks®

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General Actions	
Action	**Shortcut**
To start QuickBooks without a company file	Ctrl (without opening)
To suppress the desktop windows (at Open Company window)	Alt (while opening)
Display product information about your QuickBooks version	F2
Close active window	Esc or Ctrl + F4
Record (when black border is around OK, Save and Close, Save and New, or Record)	Enter
Record (always)	Ctrl + Enter

Keyboard Shortcuts for Dates	
To change to	**Shortcut key**
Next day	+ (plus key)
Previous day	- (minus key)
Today	T
Same date in previous week	[(left bracket)
Same date in next week	] (right bracket)
Same date in last month	; (semicolon)
Same date in next month	' (apostrophe)
First day of the **W**eek	W
Last date of the wee**K**	K
First day of the **M**onth	M
Last day of the mont**H**	H
First day of the **Y**ear	Y
Last day of the yea**R**	R
Date calendar	Alt + down

Keyboard Shortcuts for Editing	
Editing	**Shortcut**
Edit transaction selected in register	Ctrl + E
Delete character to right of insertion point	Del
Delete character to left of insertion point	Backspace
Delete line from detail area	Ctrl + Del
Insert line in detail area	Ctrl + Ins
Cut selected characters	Ctrl + X
Copy selected characters	Ctrl + C
Paste cut or copied characters	Ctrl + V
Save transaction & NEW	Alt + S
Save transaction & CLOSE	Alt + A
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

Keyboard Shortcuts for Activities	
Activity	**Shortcut**
Copy check transaction in register	Ctrl + O
Create Invoice	Ctrl + I
Delete check, invoice, transaction, or item from list	Ctrl + D
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 (Customers & Jobs list)	Ctrl + J
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

Keyboard Shortcuts for Moving Around in a Window	
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