

Quickbooks - Shortcut Keys

General		Activity	
	Key		Key
To start QuickBooks without a company file	Ctrl +double-click	Account List Display	Ctrl + A
To suppress the desktop windows (at open company file)	Alt (while opening)	Cheque Write	Ctrl + W
Display Information	Ctrl + 1	Copy Transactions in Register	Ctrl + O
Tech Support Helper	Ctrl + 2	Customer Job list display	Ctrl + J
Cancel	Esc	Delete cheque invoice	Ctrl + D
Record (when border is around button)	Enter, Save and Enter	Transaction or item from list	Ctrl + E
Record (Always)	Ctrl + Enter	Edit lists or registers	Abc Tab
		Quickfill and Recall (type in few Letters and press Tab, name fills in)	
		Find Transactions	Ctrl + F
		Go to register of transfer account	Ctrl + G
		Display help in context	F1
		Hide/Show Q cards ctrl (previous version)	Ctrl + F1
		History of A/R or A/P transactions	Ctrl + H
		Invoice Create	Ctrl + I
		List for current field, display	Ctrl + L
		Memorise Transaction report	Ctrl + M
		Memorise Transaction list, display	Ctrl + T
		New Invoice, bill, cheque or list item	Ctrl + N
		Paste or copy in register	Ctrl + V
		Print	Ctrl + P
		Quick Report on transaction or list	Ctrl + Q
		Register Display	Ctrl + R
		Use List item	Ctrl + U
Dates		Moving around a Window	
	Key		Key
Next Day	+ (Plus Key)	Next Field	Tab
Previous Day	-(Minus Key)	Previous Field	Shift + Tab
Today	T	Report column to right	Right arrow
First Day of week	W	Report column to left	Left arrow
Last Day of week	K	Beginning of current field or Report row	Home + End
First Day of month	M	End of current field or report row	Home + End
Last Day of month	H	Line below in detail area or on report	Down arrow
First Day of year	Y	Line above in detail area or on report	Up arrow
Last Day of year	R	Down one screen	Page down
Date Calender	Alt + down arrow	Up one screen	Page Up
		Next word in field	Ctrl + →
		Previous word in field	Ctrl + ←
		First item on list or previous month in register	Ctrl + Page Up
		Last item on list or previous month in register	Ctrl + Page Down
		Close active window	Esc
Help Window		Editing	
	Key		Key
Display help in context	F1	Edit transaction selected in register	Ctrl + E
Select next option or topic	Tab	Delete character to right of insertion point	Del
Select previous option or topic	Shift + Tab	Delete character to left of insertion point	Backspace
Close pop up window	Esc	Delete line from detail area	Ctrl + Del
Close help window	Alt + F4	Insert line in detail area	Ctrl + Insert
		Cut selected characters	Ctrl + X
		Copy selected characters	Ctrl + C
		Paste cut or copy characters	Ctrl + V
		Increase cheque or other form No by 1	+ (plus key)
		Decrease cheque or other form No by 1	- (minus key)
		Undo changes made in field	Ctrl + Z