QUICKBOOKS SHORTCUTS

CHAPTER 18

Presented below are a variety of keyboard shortcuts available within QuickBooks:

DATE RELATED SHORTCUTS	
Y	First day of the Year
R	Last day of the yeaR
M	First day of the Month
H	Last day of the montH
T	Today
W	First day of the Week
K	Last day of the weeK
+	Next day (also next form #)
-	Prior day (also prior form #)

MOVING AROUND IN QUICKBOOKS SHORTCUTS	
1 (or 2, 3 ...)	Before popular list items (fast)
Down arrow	Move down a line
Up arrow	Move up a line
Ctrl + 1	Show important QuickBooks data.
Ctrl + 2	Turn on QBWIN.LOG
Ctrl + G	Go to other account register
Ctrl + H	Get transaction history
Ctrl + N	New transaction
Ctrl + R	Go to transaction register
Ctrl + Y	Display transaction journal
Ctrl + Z	Drill down report/undo last change
Ctrl + >	Next word in field (right arrow)
Ctrl + <	Prior word in field (right arrow)

Ctrl +DownArrow	Scroll through list while in form
Ctrl + Enter	Record entry (if Enter moves)
Ctrl + Page Up	First item/ list, prior month/ register
Ctrl + Page Down	Last item/ list (next month/ register)
Ctrl + UpArrow	Scroll through list while in form
End	End of field
End End	End of transaction
End End End	End of register
Enter	Record transaction, default
Esc	Cancel edit, close window
Home	Beginning of field
Home Home	Beginning of transaction
Home Home Home	Beginning of register
Page Down	Scroll down a page
Page Up	Scroll up a page
Shift + Tab	Move to prior field
Shift	Center open window
Tab	Move to next field (or Enter)
Ctrl + 1	Show important QuickBooks data.
Ctrl + 2	Turn on QBWIN.LOG
Ctrl + A	Chart of Accounts
Ctrl + C	Copy text to clipboard
Ctrl + D	Delete transaction - item
Ctrl + E	Edit
Ctrl + F	Find
Ctrl + G	Go to other account register

Ctrl + H	Get transaction history
Ctrl + I	Create Invoice
Ctrl + J	Customers, Jobs
Ctrl + L/Down Arrow	List
Ctrl + M	Memorize
Ctrl + N	New transaction
Ctrl + O	Copy transaction in register
Ctrl + P	Print
Ctrl + Q	Quick Report from List
Ctrl + R	Go to transaction register
Ctrl + T	Recall memorized transaction
Ctrl + U	Use item on list
Ctrl + V	Paste text from clipboard
Ctrl + W	Write checks
Ctrl + X	Cut text to clipboard
Ctrl + Y	Display transaction journal
Ctrl + Z	Drill down report/undo last change
Ctrl + Up Arrow	Scroll through list entries in form
Ctrl + Del	Delete line
Ctrl + Down Arrow	Scroll through list while in form
Ctrl + Enter	Record entry (if Enter moves)
Ctrl + F1	Hide / show cue cards
Ctrl + F6	Next window
Ctrl + Ins	Insert line
Ctrl + Left Arrow	Prior word in field
Ctrl + Page Up	First item/ list, prior month/ register

Ctrl + Page Down	Last item/ list (next month/ register)
Ctrl + Right Arrow	Next word in field
Ctrl + Up Arrow	Scroll through list while in form

CUT & PASTE SHORTCUTS	
Ctrl + C	Copy text to clipboard
Ctrl + D	Delete transaction - item
Ctrl + V	Paste text from clipboard
Ctrl + X	Cut text to clipboard
Ctrl + Z	Undo last change or drill down report
Ctrl + Del	Delete line
Ctrl + Ins	Insert line
OTHER SHORTCUTS	
Alt + Down Arrow	Display list for a field
Alt + F4	Exit program
Ctrl + A	Chart of Accounts
Ctrl + E	Edit
Ctrl + F	Find
Ctrl + I	Create Invoice
Ctrl + J	Customers, Jobs
Ctrl + L/Down Arrow	List/Scroll through list in form
Ctrl + M	Memorize
Ctrl + O	Copy transaction in register
Ctrl + P	Print
Ctrl + Q	Quick Report from List

Ctrl + T	Recall memorized transaction
Ctrl + U	Use item on list
Ctrl + W	Write checks
Ctrl + F1	Hide / show cue cards
Ctrl + F6	Next window
Ctrl + Up Arrow	Scroll through list entries in form
Diamond	Move list item, make sub-item
Escape	Cancel entry or close window
F1	Help
F2	Edit data
F5	Refresh
Ins	Insert
Shift	Open window in center of screen
Space bar	Mark or unmark check boxes
Type initial letters	Quick Fill names in list

QUICKBOOKS DATA ENTRY SHORTCUTS

+	Next day (also next form #)
-	Prior day (also prior form #)
1 (or 2, 3 ...)	Before popular list items (fast)
Alt + down arrow	Display list for a field
Alt + F4	Exit program
Diamond	Move list item, make sub-item
Down arrow	Move down a line
End	End of field
End End	End of transaction
End End End	End of register

Enter	Record transaction, default
Esc	Cancel edit, close window
F1	Help
F2	Edit data
F5	Refresh
H	Last day of the montH (in date)
Home	Beginning of field
Home Home	Beginning of transaction
Home Home Home	Beginning of register
Ins	Insert
K	Last day of the weeK (in date)
M	First day of the Month (in date)
Page Down	Scroll down a page
Page Up	Scroll up a page
R	Last day of the yeaR (in date)
Shift	Open window in center of screen
Shift + Tab	Move to prior field
Space bar	Mark or unmark check boxes
T	Today (in date)
Tab	Move to next field (or Enter)
Type first letters	Quick Fill names in list
Up arrow	Move up a line
W	First day of the Week (in date)
Y	First day of the Year (in date)