

QuickBooks Shortcuts

DATE		CUT, COPY, DELETE, PASTE	
IN DATE	CHANGE	IN FIELD	ACTION
Y	First day of the Year	Ctrl + C	Copy text to clipboard
R	Last day of the year	Ctrl + D	Delete transaction - item
M	First day of the Month	Ctrl + V	Paste text from clipboard
H	Last day of the month	Ctrl + X	Cut text to clipboard
T	Today	Ctrl + Z	Undo last change or drill down report
W	First day of the Week	Ctrl + Del	Delete line
K	Last day of the week	Ctrl + Ins	Insert line
+	Next day (also next form #)		
-	Prior day (also prior form #)		
MOVE AROUND		OTHERS	
ACTION	RESULT	ACTION	RESULT
1 (or 2, 3 ...)	Before popular list items (fast)	Alt + down arrow	Display list for a field
Down arrow	Move down a line	Alt + F4	Exit program
Up arrow	Move up a line	Ctrl + A	Chart of Accounts
Ctrl + 1	Show important QuickBooks data.	Ctrl + E	Edit
Ctrl + 2	Turn on QBWIN.LOG	Ctrl + F	Find
Ctrl + G	Go to other account register	Ctrl + I	Create Invoice
Ctrl + H	Get transaction history	Ctrl + J	Customers, Jobs
Ctrl + N	New transaction	Ctrl + L/DnArrow	List/Scroll through list in form
Ctrl + R	Go to transaction register	Ctrl + M	Memorize
Ctrl + Y	Display transaction journal	Ctrl + O	Copy transaction in register
Ctrl + Z	Drill down report/undo last change	Ctrl + P	Print
Ctrl + >	Next word in field (right arrow)	Ctrl + Q	Quick Report from List
Ctrl + <	Prior word in field (right arrow)	Ctrl + T	Recall memorized transaction
Ctrl + DownArrow	Scroll through list while in form	Ctrl + U	Use item on list
Ctrl + Enter	Record entry (if Enter moves)*	Ctrl + W	Write checks
Ctrl + Page Up	First item/ list, prior month/ register	Ctrl + F1	Hide / show cue cards
Ctrl + Page Down	Last item/ list (next month/ register)	Ctrl + F6	Next window
Ctrl + UpArrow	Scroll through list while in form	Ctrl + up arrow	Scroll through list entries in form
End	End of field	Diamond	Move list item, make sub-item
End End	End of transaction	Escape	Cancel entry or close window
End End End	End of register	F1	Help
Enter	Record transaction, default *	F2	Edit data
Esc	Cancel edit, close window	F5	Refresh
Home	Beginning of field	Ins	Insert
Home Home	Beginning of transaction	Shift	Open window in center of screen

HomeHomeHome	Beginning of register	Space bar	Mark or unmark check boxes
Page Down	Scroll down a page	Type initial letters	Quick Fill names in list
Page Up	Scroll up a page		
Shift + Tab	Move to prior field		
Shift	Center open window		
Tab	Move to next field (or Enter)*	* If Preference set to move between fields on Enter	

Complete QuickBooks Shortcuts by Entry

Ctrl + 1	Show important QuickBooks data	+	Next day (also next form #)
Ctrl + 2	Turn on QBWINLOG	-	Prior day (also prior form #)
Ctrl + A	Chart of Accounts	1 (or 2, 3 ...)	Before popular list items (fast)
Ctrl + C	Copy text to clipboard	Alt + down arrow	Display list for a field
Ctrl + D	Delete transaction - item	Alt + F4	Exit program
Ctrl + E	Edit	Diamond	Move list item, make sub-item
Ctrl + F	Find	Down arrow	Move down a line
Ctrl + G	Go to other account register	End	End of field
Ctrl + H	Get transaction history	End End	End of transaction
Ctrl + I	Create Invoice	End End End	End of register
Ctrl + J	Customers, Jobs	Enter	Record transaction, default *
Ctrl + L/Dn Arrow	List	Esc	Cancel edit, close window
Ctrl + M	Memorize	F1	Help
Ctrl + N	New transaction	F2	Edit data
Ctrl + O	Copy transaction in register	F5	Refresh
Ctrl + P	Print	H	Last day of the month (in date)
Ctrl + Q	Quick Report from List	Home	Beginning of field
Ctrl + R	Go to transaction register	Home Home	Beginning of transaction
Ctrl + T	Recall memorized transaction	HomeHomeHome	Beginning of register
Ctrl + U	Use item on list	Ins	Insert
Ctrl + V	Paste text from clipboard	K	Last day of the week (in date)
Ctrl + W	Write checks	M	First day of the Month (in date)
Ctrl + X	Cut text to clipboard	Page Down	Scroll down a page
Ctrl + Y	Display transaction journal	Page Up	Scroll up a page
Ctrl + Z	Drill down report/undo last change	R	Last day of the year (in date)
Ctrl + Up arrow	Scroll through list entries in form	Shift	Open window in center of screen
Ctrl + Del	Delete line	Shift + Tab	Move to prior field
Ctrl + DownArrow	Scroll through list while in form	Space bar	Mark or unmark check boxes
Ctrl + Enter	Record entry (if Enter moves)*	T	Today (in date)
Ctrl + F1	Hide / show cue cards	Tab	Move to next field (or Enter)*
Ctrl + F6	Next window	Type first letters	Quick Fill names in list
Ctrl + Ins	Insert line	Up arrow	Move up a line
Ctrl + LeftArrow	Prior word in field	W	First day of the Week (in date)