

Keyboard Shortcuts

You can start almost every task you perform in QuickBooks by clicking something—a menu item, a button in a toolbar or icon bar, or a link in one of the Centers or the Company Snapshot. But the seconds you spend mousing and clicking add up over time, especially when you have to move overlapping windows out of the way to find the place to click.

If you use QuickBooks every day, it pays to learn the keyboard shortcuts that take you where you want to go in a fraction of a second, regardless of which windows are open. Here are some of QuickBooks' keyboard shortcuts.

Note: Each of the five sections in this appendix starts with the shortcuts you're most likely to commit to memory. (In QuickBooks' Help, you'll find these same shortcuts divided among six topics, but they're all the same shortcuts.)

Task Shortcuts

These shortcuts open the windows and dialog boxes for the bookkeeping tasks you perform the most.

Task	Keyboard Shortcut
Open the QuickBooks Help window to the topic for the current window or dialog box.	F1
Open the Chart of Accounts window.	Ctrl+A
Open the Customer Center window to the Customers & Jobs tab.	Ctrl+J

When a list window is active, open the dialog box for creating a new element in that list.	Ctrl+N
When a list window is active, open the dialog box for editing the selected element in that list.	Ctrl+E
Open the Memorized Transaction List.	Ctrl+T
Open the Create Invoices window to a new invoice.	Ctrl+I
Open the Write Checks window to a new check.	Ctrl+W
Print the current transaction or report.	Ctrl+P
When an account is selected in the Chart of Accounts window, open the register window for that account.	Ctrl+R

Transaction Shortcuts

Whether you're creating, editing, saving, or deleting transactions, these shortcuts make your work go faster.

Task	Keyboard Shortcut
For a transaction selected in a register window, open the corresponding editing window with that transaction displayed.	Ctrl+E
Record the current transaction (when the OK, Next, Previous, Save & New, or Save & Close button is highlighted).	Enter
Record the current transaction (anytime).	Ctrl+Enter
Memorize a transaction or report.	Ctrl+M
Close the active window or dialog box and clear any data entered or changed in the current transaction.	Esc
Copy the selected check in a register window.	Ctrl+O
Copy the selected transaction in a register window.	Ctrl+C
Paste a copied transaction in the register window.	Ctrl+V
Find a transaction.	Ctrl+F
Open the list window for current drop-down menu (for example, the Item List window if the cursor is in the Item field in the Create Invoice window).	Ctrl+L
When a transaction is selected in a report or an item is selected in a list, generate a QuickReport for that transaction or item.	Ctrl+Q
For a transfer between two accounts with registers (like a payment, which moves money from Accounts Receivable to a bank account), open the register window for the other account.	Ctrl+G
For an Accounts Receivable transaction (like a payment) or an Accounts Payable transaction (like a bill), show the history of the transaction.	Ctrl+H
For a transaction selected in a report, show the history of the transaction.	Ctrl+Y
Delete the current transaction or item.	Ctrl+D

Some of the following keyboard shortcuts are probably old friends, and they all help you edit transactions more quickly.

Task	Keyboard Shortcut
Recall a name and fill in the field (QuickFill).	Type the first few letters of the name and then press Tab.
Undo the edits in the current field.	Ctrl+Z
Increment an invoice, check, or other transaction number by one.	+ (plus key)
Decrease an invoice, check, or other transaction number by one.	– (minus key)
Delete a line in a transaction table, such as an item in an invoice.	Ctrl+Del
Insert a line in a transaction table, such as an item in an invoice.	Ctrl+Ins
Cut the selected characters.	Ctrl+X
Copy the selected characters.	Ctrl+C
Paste cut or copied characters.	Ctrl+V
Open the list window for the list associated with the current field.	Ctrl+L
Delete the character to the right of the insertion point.	Del
Delete the character to the left of the insertion point.	Backspace

Date Shortcuts

When you choose the date for a transaction, keyboard shortcuts are often faster than selecting from the calendar or even typing the date. When a date field is active, press the following keys to change the date.

Task	Keyboard Shortcut
Move to the next day.	+ (plus key)
Move to the previous day.	– (minus key)
Change the date back to today.	T
Choose the first day of the week.	W (first letter of the word “week”)
Choose the last day of the week.	K (last letter of the word “week”)
Choose the first day of the month.	M (first letter of the word “month”)
Choose the last day of the month.	H (last letter of the word “month”)
Choose the first day of the year.	Y (first letter of the word “year”)
Choose the last day of the year.	R (last letter of the word “year”)
Display the Date calendar.	Alt+Down arrow

Move to the same day in the previous week (for example, for 3/18/2011, a Friday, to 3/11/2011, the previous Friday). [(left bracket)

Move to the same day in the next week (for example, 3/18/2011, a Friday, to 3/25/2011, the next Friday).] (right bracket)

Move to the same date in the previous month (such as 4/15/2011 to 3/15/2011). ; (semi-colon)

Move to the same date in the next month (such as 4/15/2011 to 5/15/2011). ' (apostrophe)

Note: For M, W, and other shortcuts that move to the beginning or end of a financial period, pressing the key repeatedly advances the date incrementally. For example, if pressing M once selects March 1, pressing M twice more selects May 1.

Window Shortcuts

These shortcuts apply to QuickBooks' windows and dialog boxes.

Task	Keyboard Shortcut
Move to the line below in a table (as in the Create Invoices dialog box) or report.	Down arrow
Move to the line above in a table or report.	Up arrow
Move to the next field.	Tab
Move to the previous field.	Shift+Tab
Move to the beginning of the current field.	Home
Move to the end of the current field.	End
Move to the next word in the field.	Ctrl+Right arrow
Move to the previous word in the field.	Ctrl+Left arrow
Choose the first item in a list or the transaction dated the previous month in a register window.	Ctrl+Page Up
Choose the last item in a list or the transaction dated the next month in a register window.	Ctrl+Page Down
Move to the next column to the right in a report.	Right arrow
Move to the next column to the left in a report.	Left arrow
Move down one screen in a scrolling window.	Page Down
Move up one screen in a scrolling window.	Page Up

Miscellaneous Shortcuts

Finally, here are a few specialized shortcuts.

Task	Keyboard Shortcut
Launch QuickBooks without opening a company file.	On the Windows Start menu or in the Quick Launch bar, Ctrl-double-click the QuickBooks icon.
Open a company file without displaying any desktop windows.	In the Open Company window, press Alt while the company file is opening.
Display information about QuickBooks, such as the number of entries in lists, which version you're using, your license number, and the active data file.	F2