QuickBooks Shortcuts

Navigating

Before popular list items (fast)	1 (or 2, 3 ...)	Copy text to clipboard	Ctrl + C
Move down a line	Down arrow	Delete transaction - item	Ctrl + D
Move up a line	Up arrow	Edit	Ctrl + E
Show important QuickBooks data	Ctrl + 1	Find	Ctrl + F
Turn on QBWIN.LOG	Ctrl + 2	Go to other account register	Ctrl + G
Go to other account register	Ctrl + G	Get transaction history	Ctrl + H
Get transaction history	Ctrl + H	Create Invoice	Ctrl + I
New transaction	Ctrl + N	Customers, Jobs	Ctrl + J
Go to transaction register	Ctrl + R	List	Ctrl + L/Down Arrow
Display transaction journal	Ctrl + Y	Memorize	Ctrl + M
Drill down report/undo last change	Ctrl + Z	New transaction	Ctrl + N
Next word in field (right arrow)	Ctrl + >	Copy transaction in register	Ctrl + O
Prior word in field (right arrow)	Ctrl + <	Print	Ctrl + P
Scroll through list while in form	Ctrl +DownArrow	Quick Report from List	Ctrl + Q
Record entry (if Enter moves)	Ctrl + Enter	Go to transaction register	Ctrl + R
First item/ list, prior month/ register	Ctrl + Page Up	Recall memorized transaction	Ctrl + T
Last item/ list (next month/ register)	Ctrl + Page Down	Use item on list	Ctrl + U
Scroll through list while in form	Ctrl + UpArrow	Paste text from clipboard	Ctrl + V
End of field	End	Write checks	Ctrl + W
End of transaction	End End	Cut text to clipboard	Ctrl + X
End of register	End End End	Display transaction journal	Ctrl + Y
Record transaction, default	Enter	Drill down report/undo last change	Ctrl + Z
Cancel edit, close window	Esc	Scroll through list entries in form	Ctrl + Up Arrow
Beginning of field	Home	Delete line	Ctrl + Del
Beginning of transaction	Home Home	Scroll through list while in form	Ctrl + Down Arrow
Beginning of register	Home Home Home	Record entry (if Enter moves)	Ctrl + Enter
Scroll down a page	Page Down	Hide / show cue cards	Ctrl + F1
Scroll up a page	Page Up	Next window	Ctrl + F6
Move to prior field	Shft + Tab	Insert line	Ctrl + Ins
Center open window	Shft	Prior word in field	Ctrl + Left Arrow
Move to next field (or Enter)	Tab	First item/ list, prior month/ register	Ctrl + Page Up
Show important QuickBooks data.	Ctrl + 1	Last item/ list (next month/ register)	Ctrl + Page Down
Turn on QBWIN.LOG	Ctrl + 2	Next word in field	Ctrl + Right Arrow
Chart of Accounts	Ctrl + A	Scroll through list while in form	Ctrl + Up Arrow

QuickBooks Shortcuts

Cut and paste

Copy text to clipboard	Ctrl + C
Delete transaction - item	Ctrl + D
Paste text from clipboard	Ctrl + V
Cut text to clipboard	Ctrl + X
Undo last change or drill down report	Ctrl + Z
Delete line	Ctrl + Del
Insert line	Ctrl + Ins

Miscellaneous

Display list for a field	Alt + Down Arrow
Exit program	Alt + F4
Chart of Accounts	Ctrl + A
Edit	Ctrl + E
Find	Ctrl + F
Create Invoice	Ctrl + I
Customers, Jobs	Ctrl + J
List/Scroll through list in form	Ctrl + L/Down Arrow
Memorize	Ctrl + M
Copy transaction in register	Ctrl + O
Print	Ctrl + P
Quick Report from List	Ctrl + Q
Recall memorized transaction	Ctrl + T
Use item on list	Ctrl + U
Write checks	Ctrl + W
Hide / show cue cards	Ctrl + F1
Next window	Ctrl + F6
Scroll through list entries in form	Ctrl + Up Arrow
Move list item, make sub-item	Diamond
Cancel entry or close window	Escape
Help	F1
Edit data	F2
Refresh	F5
Insert	Ins
Open window in center of screen	Shft
Mark or unmark check boxes	Space bar

Data entry

Quick Fill names in list	Type initial letters
Next day (also next form #)	+
Prior day (also prior form #)	-
Before popular list items (fast)	1 (or 2, 3 …)
Display list for a field	Alt + down arrow
Exit program	Alt + F4
Move list item, make sub-item	Diamond
Move down a line	Down arrow
End of field	End
End of transaction	End End
End of register	End End End
Record transaction, default	Enter
Cancel edit, close window	Esc
Help	F1
Edit data	F2
Refresh	F5
Last day of the montH (in date)	H
Beginning of field	Home
Beginning of transaction	Home Home
Beginning of register	Home Home Home
Insert	Ins
Last day of the weeK (in date)	K
First day of the Month (in date)	M
Scroll down a page	Page Down
Scroll up a page	Page Up
Last day of the yeaR (in date)	R
Open window in center of screen	Shft
Move to prior field	Shft + Tab
Mark or unmark check boxes	Space bar
Today (in date)	T
Move to next field (or Enter)	Tab
Quick Fill names in list	Type first letters
Move up a line	Up arrow
First day of the Week (in date)	W
First day of the Year (in date)	Y