

Common QuickBooks Keyboard Shortcuts

Ctrl + A	=	Opens the Chart of Accounts List
Ctrl + D	=	Deletes a list item, form, or transaction
Ctrl + Delete	=	Deletes a line item on a form
Ctrl + F	=	Find on a form, or Advanced Find
Ctrl + H	=	Displays the history of A/R or A/P transaction
Ctrl + I	=	Opens the Invoice form
Ctrl + Insert	=	Inserts a line above the selected line on a form
Ctrl + J	=	Opens the Customer/Job list
Ctrl + M	=	Memorizes a transaction
Ctrl + N	=	New Transaction, Item, Account, etc.
Ctrl + Q	=	Quick Report on selected List Item or Name
Ctrl + R	=	Use Register. Opens the Select Register window.
Ctrl + T	=	Opens the Memorized Transaction List
Ctrl + W	=	Opens the Write Checks window
Ctrl + Y	=	Runs the "Transaction Journal" report showing Debits & Credits
Ctrl + Z	=	Undoes the changes made to a field
Tab	=	Moves to the next field
Sift + Tab	=	Moves to the prior field
Alt + Tab	=	Moves between applications
Escape	=	Cancels transaction or closes the window
F1	=	Activates the Help menu
F2 or Ctrl + 1	=	Opens the Product Information Window
Space Bar	=	Used to mark or unmark Checkboxes or Option Boxes
Up Arrow	=	Moves to the line above in detail area
Down Arrow	=	Moves to the line below in detail area
Ctrl + Up Arrow	=	Scrolls through individual entries in a form
Alt + Down Arrow	=	Displays the list on a form

Date Shortcuts	Y	=	Changes the date back to the first day of the year
	R	=	Changes the date back to the last day of the year
	M	=	Changes the date back to the first day of the month
	H	=	Changes the date back to the last day of the month
	W	=	Changes the date back to the first day of the week
	K	=	Changes the date back to the last day of the week
	T	=	Takes you to the current calendar date
	(Minus key) -	=	Moves the date back one day at a time
(Plus key) +	=	Moves the date forward one day at a time	

Handy Links	To clean up your Accounts Receivable go to this website: http://support.quickbooks.intuit.com/support/Articles/SLN40545
	To clean up your Accounts Payable go to this website: http://support.quickbooks.intuit.com/Support/Articles/HOW12963
	To change your Admin Password go to this website http://support.quickbooks.intuit.com/support/PasswordRemoval.aspx