## QuickBooks Keyboard Shortcuts

### General

<table>
<thead>
<tr>
<th>Key</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTRL + double-click</td>
<td>To start QuickBooks without a company file</td>
</tr>
<tr>
<td>ALT (while opening)</td>
<td>To suppress the desktop windows (at Open Company window)</td>
</tr>
<tr>
<td>F2</td>
<td>Display information about QuickBooks</td>
</tr>
<tr>
<td>ESC</td>
<td>Cancel</td>
</tr>
<tr>
<td>CTRL + ↓</td>
<td>Record (when black border is around OK, Next, or Prev button)</td>
</tr>
<tr>
<td>CTRL + .</td>
<td>Record (always)</td>
</tr>
<tr>
<td>ALT + F4</td>
<td>Close QuickBooks</td>
</tr>
</tbody>
</table>

### Dates

<table>
<thead>
<tr>
<th>Key</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>+ (plus key)</td>
<td>Next day</td>
</tr>
<tr>
<td>− (minus key)</td>
<td>Previous day</td>
</tr>
<tr>
<td>T</td>
<td>Today</td>
</tr>
<tr>
<td>W</td>
<td>First day of the Week</td>
</tr>
<tr>
<td>K</td>
<td>Last day of the week</td>
</tr>
<tr>
<td>M</td>
<td>First day of the Month</td>
</tr>
<tr>
<td>H</td>
<td>Last day of the month</td>
</tr>
<tr>
<td>Y</td>
<td>First day of the Year</td>
</tr>
<tr>
<td>R</td>
<td>Last day of the year</td>
</tr>
<tr>
<td>ALT + down arrow</td>
<td>Date calendar</td>
</tr>
</tbody>
</table>

### Editing

<table>
<thead>
<tr>
<th>Key</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTRL + E</td>
<td>Edit transaction selected in register</td>
</tr>
<tr>
<td>DEL</td>
<td>Delete character to right of insertion point</td>
</tr>
<tr>
<td>BACKSPACE</td>
<td>Delete character to left of insertion point</td>
</tr>
<tr>
<td>CTRL + Del</td>
<td>Delete line from detail area</td>
</tr>
<tr>
<td>CTRL + Ins</td>
<td>Insert line in detail area</td>
</tr>
<tr>
<td>CTRL + X</td>
<td>Cut selected characters</td>
</tr>
<tr>
<td>CTRL + C</td>
<td>Copy selected characters</td>
</tr>
<tr>
<td>CTRL + V</td>
<td>Paste cut or copied characters</td>
</tr>
<tr>
<td>+ (plus key)</td>
<td>Increase cheque or other form number by one</td>
</tr>
<tr>
<td>− (minus key)</td>
<td>Decrease cheque or other form number by one</td>
</tr>
<tr>
<td>CTRL + Z</td>
<td>Undo changes made in a field</td>
</tr>
</tbody>
</table>

### Activity

<table>
<thead>
<tr>
<th>Key</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTRL + A</td>
<td>Account list, display</td>
</tr>
<tr>
<td>CTRL + W</td>
<td>Cheque, write</td>
</tr>
<tr>
<td>CTRL + O</td>
<td>Copy transaction in register</td>
</tr>
<tr>
<td>CTRL + J</td>
<td>Customer:Job list, display</td>
</tr>
<tr>
<td>CTRL + D</td>
<td>Delete cheque, invoice, transaction, or item from list</td>
</tr>
<tr>
<td>CTRL + E</td>
<td>Edit lists or registers</td>
</tr>
<tr>
<td>abc TAB</td>
<td>QuickFill and Recall (type first few letters of name and press Tab, name fills in)</td>
</tr>
<tr>
<td>CTRL + F</td>
<td>Find transaction</td>
</tr>
<tr>
<td>CTRL + G</td>
<td>Go to register of transfer account</td>
</tr>
<tr>
<td>F2</td>
<td>Display information about QuickBooks</td>
</tr>
<tr>
<td>CTRL + H</td>
<td>History of A/R or A/P transaction</td>
</tr>
<tr>
<td>CTRL + I</td>
<td>Invoice, create</td>
</tr>
<tr>
<td>CTRL + L</td>
<td>List (for current field), display</td>
</tr>
<tr>
<td>CTRL + M</td>
<td>Memorize transaction or report</td>
</tr>
<tr>
<td>CTRL + T</td>
<td>Memorized transaction list, display</td>
</tr>
<tr>
<td>CTRL + N</td>
<td>New invoice, bill, cheque or list item</td>
</tr>
<tr>
<td>CTRL + V</td>
<td>Paste copied transaction in register</td>
</tr>
<tr>
<td>CTRL + P</td>
<td>Print</td>
</tr>
<tr>
<td>CTRL + Q</td>
<td>QuickZoom on report</td>
</tr>
<tr>
<td>CTRL + O</td>
<td>QuickReport on transaction or list item</td>
</tr>
<tr>
<td>CTRL + R</td>
<td>Register, display</td>
</tr>
<tr>
<td>CTRL + S</td>
<td>Show list</td>
</tr>
<tr>
<td>CTRL + U</td>
<td>Use list item</td>
</tr>
<tr>
<td>CTRL + Y</td>
<td>Transaction journal, display</td>
</tr>
</tbody>
</table>

### Moving around a window

<table>
<thead>
<tr>
<th>Key</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tab</td>
<td>Next field</td>
</tr>
<tr>
<td>⌘ + Tab</td>
<td>Previous field</td>
</tr>
<tr>
<td>Right arrow</td>
<td>Report column to the right</td>
</tr>
<tr>
<td>Left arrow</td>
<td>Report column to the left</td>
</tr>
<tr>
<td>HOME</td>
<td>Beginning of current field</td>
</tr>
<tr>
<td>END</td>
<td>End of current field</td>
</tr>
<tr>
<td>Down arrow</td>
<td>Line below in detail area or on report</td>
</tr>
<tr>
<td>Up arrow</td>
<td>Line above in detail area or on report</td>
</tr>
<tr>
<td>⌘ + UP</td>
<td>Down one screen</td>
</tr>
<tr>
<td>PAGE DOWN</td>
<td>Up one screen</td>
</tr>
<tr>
<td>⌘ + ⌜</td>
<td>Next word in field</td>
</tr>
<tr>
<td>⌘ + ←</td>
<td>Previous word in field</td>
</tr>
<tr>
<td>⌘ + ↓</td>
<td>Next name down in a list</td>
</tr>
<tr>
<td>⌘ + ↑</td>
<td>Next name up in a list</td>
</tr>
<tr>
<td>⌘ + PAGE UP</td>
<td>First item on list or previous month in register</td>
</tr>
<tr>
<td>⌘ + PAGE DOWN</td>
<td>Last item on list or next month in register</td>
</tr>
<tr>
<td>ESC or ⌘ + F4</td>
<td>Close active window</td>
</tr>
</tbody>
</table>