QuickBooks Keyboard Shortcuts makeusenf





for Windows

General

Start QuickBooks without a company file

Suppress the desktop windows (at Open Company window)

Display product information about your Quick-Books version

Close active window

Save transaction

Save transaction and go to next transaction

Record

Same date in last

Same date in next

month;

month:



Dates

Next day;

Previous day;

Today;

Same date in previous week;

Same date in next week:

First day of the week;

Last day of the week;

First day of the month;

W

K

M

Last day of the month;

First day of the year;

Last day of the year;

Date calendar;



+

Editing

Edit transaction selected in register;

Delete character to right of insertion point;

Delete character to left of insertion point;

ctrl

ctrl

ctrl

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ctrl

0

D

F

G

Η

Delete line from detail area;

Insert line in detail area:

Cut selected characters;

Ē Delete backspace +Delete ctrl Insert ctrl

+

Χ

Copy selected characters;

Paste cut or copied characters;

Increase check or other form number by one;

Decrease check or other form number by one;

Undo changes made in field;



ctrl

ctrl

ctrl

R

V

Activities

Copy check transaction in register;

Create invoice;

Delete check, invoice, transaction, or item from list;

Find transaction;

Go to register of transfer account;

History of A/R or A/P transaction;

Use list item:

Memorize transaction or report;

ctrl

New invoice, bill, check or item in context;

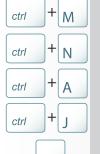
Open account list;

Open Customer Center (Customers & Jobs list);

Open Help for active window;

Open list (for current

drop-down menu); Open memorized transaction list;



F1

ctrl

ctrl

Open split transaction window in register;

Open transaction journal;

Paste copied transaction in register;

Print:

QuickReport on transaction or list item;

QuickZoom on report;

Show list;

Write new check;

