



for Windows

General

Start QuickBooks without a company file

ctrl (while opening)

Suppress the desktop windows (at Open Company window)

alt (while opening)

Display product information about your QuickBooks version

F2

Close active window

esc OR **ctrl** + **F4**

Save transaction

alt + **S**

Save transaction and go to next transaction

alt + **N**

Record

ctrl + **↵** **enter**

Dates

Next day;

+

Same date in last month;

;

Last day of the month;

H

Previous day;

-

Same date in next month;

"

First day of the year;

Y

Today;

T

First day of the week;

W

Last day of the year;

R

Same date in previous week;

{

Last day of the week;

K

Date calendar;

alt + **↓**

Same date in next week;

}

First day of the month;

M

Editing

Edit transaction selected in register;

ctrl + **E**

Copy selected characters;

ctrl + **C**

Delete character to right of insertion point;

Delete

Paste cut or copied characters;

ctrl + **V**

Delete character to left of insertion point;

← **backspace**

Increase check or other form number by one;

+

Delete line from detail area;

ctrl + **Delete**

Decrease check or other form number by one;

-

Insert line in detail area;

ctrl + **Insert**

Undo changes made in field;

ctrl + **Z**

Cut selected characters;

ctrl + **X**

Activities

Copy check transaction in register;

ctrl + **O**

Memorize transaction or report;

ctrl + **M**

Open split transaction window in register;

ctrl + **R**

Create invoice;

ctrl + **I**

New invoice, bill, check or item in context;

ctrl + **N**

Open transaction journal;

ctrl + **Y**

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

ctrl + **D**

Open account list;

ctrl + **A**

Paste copied transaction in register;

ctrl + **V**

Find transaction;

ctrl + **F**

Open Customer Center (Customers & Jobs list);

ctrl + **J**

Print;

ctrl + **P**

Go to register of transfer account;

ctrl + **G**

Open Help for active window;

F1

QuickReport on transaction or list item;

ctrl + **Q**

History of A/R or A/P transaction;

ctrl + **H**

Open list (for current drop-down menu);

ctrl + **L**

QuickZoom on report;

↵ **enter**

Use list item;

ctrl + **U**

Open memorized transaction list;

ctrl + **T**

Show list;

ctrl + **S**

Write new check;

ctrl + **W**