

Keyboard Shortcuts – QuickBooks Desktop

General keyboard shortcuts

| General action | Shortcut |
|--|----------------------|
| To start QuickBooks without a company file | Ctrl (while opening) |
| To suppress the desktop windows (at Open Company window) | Alt (while opening) |
| Display product information about your QuickBooks version | F2 or Ctrl + 1 |
| Close active window | Esc or Ctrl + F4 |
| Save transaction | Alt + S |
| Save transaction and go to next transaction | Alt + N |
| Record (when black border is around OK, Save and Close, Save and New, or Record) | Enter |
| Record (always) | Ctrl + Enter |

Keyboard shortcuts for dates

In date fields, press the key for the symbol shown to quickly enter the date you want.

| To change to | Shortcut key |
|--------------------------------|----------------------|
| Next day | + (plus key) |
| Previous day | - (minus key) |
| Today | T |
| Same date in previous week | [(left bracket) |
| Same date in next week |] (right bracket) |
| Same date in last month | ; (semicolon) |
| Same date in next month | ' (apostrophe) |
| First day of the W eek | W |
| Last day of the week K | K |
| First day of the M onth | M |
| Last day of the month H | H |
| First day of the Y ear | Y |
| Last day of the year R | R |
| Date calendar | Alt + down arrow |

Keyboard shortcuts for activities

| Activity | Shortcut |
|---|----------|
| Copy check transaction in register | Ctrl + O |
| Create invoice | Ctrl + I |
| Delete check, invoice, transaction, or item from list | Ctrl + D |
| Find transaction | Ctrl + F |
| Go to register of transfer account | Ctrl + G |
| History of A/R or A/P transaction | Ctrl + H |
| Memorize transaction or report | Ctrl + M |
| New invoice, bill, check or list item in context | Ctrl + N |
| Open account list | Ctrl + A |
| Open Customer Center (Customers & Jobs list) | Ctrl + J |
| Open Help for active window | F1 |
| Open list (for current drop-down menu) | Ctrl + L |
| Open memorized transaction list | Ctrl + T |
| Open split transaction window in register | Ctrl + R |
| Open transaction journal | Ctrl + Y |
| Paste copied transaction in register | Ctrl + V |
| Print | Ctrl + P |
| QuickReport on transaction or list item | Ctrl + Q |
| QuickZoom on report | Enter |
| Show list | Ctrl + S |
| Use list item | Ctrl + U |
| Write new check | Ctrl + W |

Keyboard shortcuts for editing

| Editing | Shortcut |
|--|---------------|
| Edit transaction selected in register | Ctrl + E |
| Delete character to right of insertion point | Del |
| Delete character to left of insertion point | Backspace |
| Delete line from detail area | Ctrl + Del |
| Insert line in detail area | Ctrl + Ins |
| Cut selected characters | Ctrl + X |
| Copy selected characters | Ctrl + C |
| Paste cut or copied characters | Ctrl + V |
| Increase check or other form number by one | + (plus key) |
| Decrease check or other form number by one | - (minus key) |
| Undo changes made in field | Ctrl + Z |

Keyboard shortcuts for moving around a window

| Moving around a window | Shortcut |
|--|--------------------|
| Next field | Tab |
| Previous field | Shift + Tab |
| Beginning of current field | Home |
| End of current field | End |
| Line below in detail area or on report | Down arrow |
| Line above in detail area or on report | Up arrow |
| Down one screen | Page Down |
| Up one screen | Page Up |
| Next word in field | Ctrl + Right arrow |
| Previous word in field | Ctrl + Left arrow |
| First item on list or previous month in register | Ctrl + Page Up |
| Last item on list or next month in register | Ctrl + Page Down |
| Close active window | Esc or Ctrl + F4 |