TO THE PENNY BOOKKEEPING, INC.

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QuickBooks Keyboard Shortcuts

General	Key
To start QuickBooks without a company file	CTRL + double-click
To suppress the desktop windows (at Open Company window)	ALT (while opening)
Display information about QuickBooks	F2
Cancel	ESC
Record (when black border is around OK, Next,or Prev button)	↵
Record (always)	CTRL + ↵
Close QuickBooks	ALT + F4

Dates	Key
Next Day	+ (plus key)
Previous day	− (minus key)
Today	T
First day of the **W**eek	W
Last day of the wee**K**	K
First day of the **M**onth	M
Last day of the mont**H**	H
First day of the **Y**ear	Y
Last day of the yea**R**	R
Date calendar	ALT + down arrow

Editing	Key
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 a field	CTRL + Z

Help window	Key
Display Help in context	F1
Select next option or topic	TAB
Select previous option or topic	SHIFT + TAB

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

Moving around a window	Key
Next field	Tab
Previous field	SHIFT + TAB
Report column to the right	Right arrow
Report column to the left	Left arrow
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 + →
Previous word in field	CTRL + ←
Next name down in a list	CTRL + ↓
Next name up in a list	CTRL + ↑
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