| http://BlockTax.com/ Complete QuickBooks Shortcuts | | | |
|---|---|---|---|
| **DATE** | | **CUT, COPY, DELETE, PASTE** | |
| **IN DATE** | **CHANGE** | **IN FIELD** | **ACTION** |
| Y | First day of the Year | Ctrl + C | Copy text to clipboard |
| R | Last day of the yeaR | Ctrl + D | Delete transaction - item |
| M | First day of the Month | Ctrl + V | Paste text from clipboard |
| H | Last day of the montH | Ctrl + X | Cut text to clipboard |
| T | Today | Ctrl + Z | Undo last change (or drill down report) |
| W | First day of the Week | Ctrl + Del | Delete line |
| K | Last day of the weeK | Ctrl + Ins | Insert line |
| + | Next day (also in check #) | | |
| - | Prior day (also in check #) | | |
| **MOVE AROUND** | | **OTHERS** | |
| **ACTION** | **RESULT** | **ACTION** | **RESULT** |
| 1 (or 2, 3 ...) | Before popular list items (fast) | Alt + down arrow | Display list for a field |
| (up arrow) | Move up one line | Alt + F4 | Exit program |
| (down arrow) | Move down one line | Ctrl + A | Chart of Accounts |
| Ctrl + 1 | Show QuickBooks version + info. | Ctrl + E | Edit |
| Ctrl + 2 | Turn on QBWIN.LOG | Ctrl + F | Find |
| Ctrl + G | Go to other account register | Ctrl + I | Create Invoice |
| Ctrl + H | Get transaction history | Ctrl + J | Customers, Jobs |
| Ctrl + N | New transaction | Ctrl + L/Dn Arrow | List |
| Ctrl + R | Go to transaction register | Ctrl + M | Memorize |
| Ctrl + Y | Display transaction journal | Ctrl + O | Copy transaction in register |
| Ctrl + Z | Drill down report (undo last change) | Ctrl + P | Print |
| Ctrl + > | Next word in field (right arrow) | Ctrl + Q | Quick Report |
| Ctrl + < | Prior word in field (right arrow) | Ctrl + T | Recall memorized transaction |
| Ctrl + Enter | Record entry (if Enter moves)* | Ctrl + U | Use item on list |
| Ctrl + Page Up | First item/ list (prior month/ register) | Ctrl + W | Write checks |
| Ctrl + Page Down | Last item/ list (next month/ register) | Ctrl + F1 | Hide / show cue cards |
| End | End of field | Ctrl + F6 | Next window |
| End End | End of transaction | Ctrl + up arrow | Scroll through list entries in form |
| End End End | End of register | Diamond | Move list item, make sub-item |
| Enter | Record transaction, default * | F1 | Help |
| Esc | Cancel edit, close window | F2 | Edit data |
| Home | Beginning of field | F5 | Refresh |
| Home Home | Beginning of transaction | Ins | Insert |
| HomeHomeHome | Beginning of register | Space bar | Mark or unmark check boxes |
| Page Down | Scroll down a page | Type initial letters | Quick Fill names in list |
| Page Up | Scroll up a page | | |
| Tab | Move to next field (or Enter)* | | |
| Shift + Tab | Move to prior field | | |
| Shift | Center open window | * Ctrl + Enter if Enter moves between fields. | |