

QuickBooks Keyboard Shortcuts

Keyboard Strokes	Effect
Ctrl + I	Displays important information about QuickBooks®
Ctrl + D	Delete transaction
Ctrl + F	Find transaction
Ctrl + H	History of A/R or A/P transaction
Ctrl + L	Display list
Ctrl + M	Memorize transaction
Ctrl + O	Copy transaction in a register
Ctrl + Q	Quick report of list item
Ctrl + R	Use register
Ctrl + U	Use item on a list
Ctrl + V	Paste transaction in register
Ctrl + Y	Display transaction journal
Ctrl + (right arrow)	Next word in field
Ctrl + (left arrow)	Previous word in field
Ctrl + Del	Delete line item
Ctrl + Ins	Insert line item
Ctrl + PageUp	First item in list or previous month in register
Ctrl + PageDown	Last item in list of next month in register
Type first few letters	QuickFill name on a list
Shift	Window opened is centered on the screen
Ctrl + Enter	Records Transaction
Tab	Moves to the next field
Shift + Tab	Moves to the prior field
Escape	Cancel transaction or closes window
Ctrl + Z	Undoes changes made to field
Up Arrow	Moves to line above in detail area
Down Arrow	Moves to line below in detail area
+	Increase form number or increase date
-	Decrease form number or decrease date
R	Changes date to end of year
Y	Changes date to beginning of year
M	Changes date to beginning of month
H	Changes date to end of month
T	Changes date to today's date
Space Bar	Use to mark or unmark boxes with check marks
Ctrl + Up Arrow	Scrolls through individual entries on a list while in a form
Alt + Down Arrow	Displays the list on a form
Diamond	Use the diamond on lists to move the item to another position or to make subaccounts, sub-items, or jobs.

