

QuickBooks Shortcut Keys

Dates	Key	Activity	Key
Next day	+ (plus key)	Account list	ctrl + a
Previous day	- (minus key)	Write Check	ctrl + w
Today	T	Copy transaction in register	ctrl + o
First day of the W eek	W	Customer; Job list	ctrl + j
Last day of the wee K	K	Delete any transaction	ctrl + d
First day of the M onth	M	Edit lists or register	ctrl + e
Last day of the mont H	H	Find transaction	ctrl + f
First day of the Y ear	Y	Go to register of transfer account	ctrl + g
Last day of the yea R	R	History of A/R or A/P transaction	ctrl + h
Date calendar	Alt + down arrow	Open new Invoice	ctrl + i
		List for current field	ctrl + l
Editing	Key	Memorize transaction	ctrl + m
Edit transactions selected in register	ctrl + e	Memorized transaction list	ctrl + t
Delete line from detail area	ctrl + del	Go to new invoice, bill, item	ctrl + n
Insert line in detail area	ctrl + ins	Print	ctrl + p
Copy selected text	ctrl + c	QuickReport on transaction	ctrl + q
Paste selected text	ctrl + v	Display register	ctrl + r
Increase number by one	+ (plus key)	Show list	ctrl + s
Decrease number by one	- (minus key)	Transaction journal display	ctrl + y