

Dates	Shortcut
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

Activity	Shortcut
Copy cheque transaction in register	Ctrl + O
Create invoice	Ctrl + I
Delete cheque, 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



QUICKBOOKS KEYBOARD SHORTCUTS

Memorise transaction or report	Ctrl + M
New invoice, bill, cheque or list item in context	Ctrl + N
Open account list	Ctrl + A
Open Customer Centre (Customers & Jobs list)	Ctrl + J
Open Help for active window	F1
Open list (for current drop-down menu)	Ctrl + L
Open memorised 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 cheque	Ctrl + W