Keyboard Shortcuts – QuickBooks Desktop

General keyboard shortcuts

General action	Shortcut
To start QuickBooks without a company file	Ctrl (while opening)
To suppress the desktop windows (at Open Company window)	Alt (while opening)
Display product information about your QuickBooks version	F2 or Ctrl + 1
Close active window	Esc or Ctrl + F4
Save transaction	Alt + S
Save transaction and go to next transaction	Alt + N
Record (when black border is around OK, Save and Close, Save and New, or Record)	Enter
Record (always)	Ctrl + Enter

Keyboard shortcuts for dates

In date fields, press the key for the symbol shown to quickly enter the date you want.

To change to	Shortcut key
Next day	+ (plus key)
Previous day	- (minus key)
Today	T
Same date in previous week	[(left bracket)
Same date in next week	] (right bracket)
Same date in last month	; (semicolon)
Same date in next month	' (apostrophe)
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

Keyboard shortcuts for activities

Activity	Shortcut
Copy check transaction in register	Ctrl + O
Create invoice	Ctrl + I
Delete check, 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
Memorize transaction or report	Ctrl + M
New invoice, bill, check or list item in context	Ctrl + N
Open account list	Ctrl + A
Open Customer Center (Customers & Jobs list)	Ctrl + J
Open Help for active window	F1
Open list (for current drop-down menu)	Ctrl + L
Open memorized 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 check	Ctrl + W

Keyboard shortcuts for editing

Editing	Shortcut
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 field	Ctrl + Z

Keyboard shortcuts for moving around a window

Moving around a window	Shortcut
Next field	Tab
Previous field	Shift + Tab
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 + Right arrow
Previous word in field	Ctrl + Left arrow
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

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