Custom Built QuickBooks Accounting Solutions

BOTTOMLINE consulting

303.997.1312 · info@QBottomLine.com

Save time with…

QuickBooks® KeyBoard Shortcuts

CTRL+Delete	Deletes the selected line from a transaction
CTRL+Insert	Inserts a blank line in selected area of transaction
CTRL+A	Show Account List
CTRL+R	Open Register
CTRL+W	Write Check
CTRL+I	Create Invoice
CTRL+D	Delete transaction
CTRL+E	Edit transaction
CTRL+Q	Quick Report on highlighted list element
CTRL+N	Create new account or item
CTRL+Y	Shows you the Journal Entry created for the transaction
Shift+Tab	Takes you to the previous field

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QuickBooks® Date Shortcuts

QuickBooks assumes the current year, so for any transaction in the current year, just type just the 2 digit month and the 2 digit day, then Tab or Enter to fill in the date quickly.

With the date field highlighted, you can also use these keys:

+	Next day
-	Previous day
T	Today
W	First day of the week
K	Last day of the week
M	First day of the month
H	Last day of the month
Y	First day of the year
R	Last day of the year

QuickBooks® List Shortcuts

Type the first letter in any field with a drop down box to take you to the first item in the list that starts with that letter.

Type the same letter again, and it will take you to the next item in the list that starts with that letter.

Press Enter to auto fill the field with your selection.

Windows Shortcuts in QuickBooks®

CTRL+C	Copy
CTRL+X	Cut
CTRL+V	Paste
CTRL+F	Find