

QuickBooks Keyboard Shortcuts

DATES	SHORTCUT
Next day	+ (plus key)
Previous day	- (minus key)
Today	T
First day of the Week	W
Last day of the week	K
First day of the Month	M
Last day of the month	H
First day of the Year	Y
Last day of the year	R
Date calendar	Alt + down arrow

EDITING TASK	SHORTCUT
Edit transaction selected in register	Ctrl + E
Delete character to the right of curser	Del
Delete character to the left of curser	Backspace
Delete line from detail area	Ctrl + Del
Cut selected characters	Ctrl + X
Copy selected characters	Ctrl + C
Paste cut or copied characters	Ctrl + V
Increase check or form number by one	+ (plus key)
Decrease check or form number by one	- (minus key)
Undo changes in field	Ctrl + Z
Save & New	Ctrl + Enter

CALCULATIONS

When in an amount field, press number key followed by a mathematical symbol (+, -, /, *).

Use just like a calculator.

Press ENTER to save your work (*if you press tab you will lose your work*)

DEBITS & ATM TRANSACTIONS

For online and point of sale transactions, use a code such as Debit or EFT in the check number field

For ATM withdrawals, use ATM in the check number field

NOTE: Be consistent with the code and the spelling, including capitalization, or they won't be grouped together in the bank reconciliation screen



QuickBooks Questions? Answers Provided!



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