

Quickbooks Shortcut Keys

Keyboard shortcut	Action
F1	Open the Help window
Esc	Close current window
F2 or Ctrl + 1	Open the Product Information window (Product and License number, company file location, etc)
Ctrl + F	Open the Find Transaction window (Transactions, invoices, etc)
F3 or Ctrl + 2	Open the Search window (Customers, accounts, transactions, etc)
F2 to open the Product Info window, then press F3	Open Tech Help / Technical Info window (System info)
+ or -	Increase or decrease the amount
Tab	Go to the next data field
Shift + Tab	Go to the previous data field
Ctrl + C, Ctrl + V, Ctrl + Z, Ctrl + X	Copy, paste, undo, cut
	Date fields on forms
Alt + ↓	Open calendar to select a date
+	Advance a day
-	Back a day
T	Go to today
W	Go to the first day of the week
K	Go to the last day of the week
]	Go to the same day next week
[Go to the same day last week
M	Go to the first day of the month
H	Go to the last day of the month
;	Go to the same day of the month next month
' (apostrophe)	Go to the same day of the month last month
Y	Go to the first day of the year (Jan 1)
	Forms and transactions (invoices, expenses, etc)
Enter	Record or save a transaction
Ctrl + Ins	Add a new transaction line

Ctrl + Del	Delete selected transaction line
Highlight a transaction line, then press Ctrl + Alt + Y. *Only available in QuickBooks 2018 and later.	Copy a transaction line
Highlight a blank transaction line, then press Ctrl + Alt + V. *Only available in QuickBooks 2018 and later.	Paste a transaction line
↑ or ↓	Go to the next or previous transaction line
Highlight the ▼ dropdown menu, then press Ctrl + L. Press Ctrl + U to add a selected item from the list to your open form.	Open the full list for the selected dropdown menu (product, service, customer, etc)
Page Up or Page Down	Move between pages on forms and reports
Alt + S	Save and close the current form
Alt + P	Go to your last open form of the same type
Alt + N	Save and go to the next form of the same type
CTRL + P	Print form (or list)
Ctrl + M	Memorize current form and its transactions
Ctrl + T	Open Memorized Transaction List
Ctrl + H	Open transaction history (for current form)
Ctrl + Y	Open transaction journal (for current form)
	Lists (Customer Center, Account Register, Item List, etc)
Ctrl + Page Up	Go to the first item or last item on a list or register
or	
Ctrl + Page Down	
Ctrl + N	Create a new item on a list (account, customer, product or service, etc)
Ctrl + E	Edit an item on a list (account, customer, product or service, etc)
Ctrl + D	Delete an item on a list (account, customer, product or service, etc)
Ctrl + F6	Run a Quick Report for an item on a list

F5	Refresh list (You only see this if you are in the multi-user mode. This is useful if multiple users are editing the same list.)
	Start a new task anywhere in QuickBooks
Keyboard shortcut	Action
Ctrl + I	Create a new invoice
Ctrl + W	Create a new check
Ctrl + J	Open the Customer Center
Ctrl + A	Open the Chart of Accounts
Ctrl + R, then select an account. If you are in an account register, select a transaction and press Ctrl+G. This opens the register for the associated "transfer" account.	Open an Account Register
Hold Alt after you open your company file on the Open Company window	Open your company file with no open windows or menus
Alt + F4	Close QuickBooks
Ctrl + K	Open QuickBooks Service Keys (Payroll only)
Select the Help menu and then About QuickBooks. When the product screen appears, Ctrl + Alt + Y.	Set up YTD Amounts for Payroll (Payroll only)