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Summary of QuickBooks 2014 Shortcuts

	Shortcut	General Action
1.	Ctrl (while opening)	To start QuickBooks without a company file
2.	Alt (while opening)	To suppress the desktop windows (at Open Company window)
3.	F2	Display product information about your QuickBooks version
4.	Esc or Ctrl + F4	Close active window
5.	Alt + S	Save transaction
6.	Alt + N	Save transaction and go to next transaction
7.	Enter	Records when OK, Save & Close, Save & New, or Record is active
8.	Ctrl + Enter	Record (always)
9.	Shortcut key	To change to
10.	+ (plus key)	Next day
11.	- (minus key)	Previous day
12.	T	Today
13.	[(left bracket)	Same date in previous week
14.] (right bracket)	Same date in next week
15.	; (semicolon)	Same date in last month
16.	' (apostrophe)	Same date in next month
17.	W	First day of the week
18.	K	Last day of the week
19.	M	First day of the month
20.	H	Last day of the month
21.	Y	First day of the year
22.	R	Last day of the year
23.	Alt + down arrow	Date calendar
24.	Shortcut	Editing
25.	Ctrl + E	Edit transaction selected in register
26.	Del	Delete character to right of insertion point
27.	Backspace	Delete character to left of insertion point
28.	Ctrl + Del	Delete line from detail area
29.	Ctrl + Ins	Insert line in detail area
30.	Ctrl + X	Cut selected characters
31.	Ctrl + C	Copy selected characters

32.	Ctrl + V	Paste cut or copied characters
33.	+ (plus key)	Increase check or other form number by one
34.	- (minus key)	Decrease check or other form number by one
35.	Ctrl + Z	Undo changes made in field
36.	Shortcut	Help Window
37.	Shortcut	Activity
38.	Ctrl + O	Copy check transaction in register
39.	Ctrl + I	Create invoice
40.	Ctrl + D	Delete check, invoice, transaction, or item from list
41.	Ctrl + F	Find transaction
42.	Ctrl + G	Go to register of transfer account
43.	Ctrl + H	History of A/R or A/P transaction
44.	Ctrl + M	Memorize transaction or report
45.	Ctrl + N	New invoice, bill, check or list item in context
46.	Ctrl + A	Open account list
47.	Ctrl + J	Open Customer Center (Customers & Jobs list)
48.	F1	Open Help for active window
49.	Ctrl + L	Open list (for current drop-down menu)
50.	Ctrl + T	Open memorized transaction list
51.	Ctrl + R	Open split transaction window in register
52.	Ctrl + Y	Open transaction journal
53.	Ctrl + V	Paste copied transaction in register
54.	Ctrl + P	Print
55.	Ctrl + Q	QuickReport on transaction or list item
56.	Enter	QuickZoom on report
57.	Ctrl + S	Show list
58.	Ctrl + U	Use list item
59.	Ctrl + W	Write new check
60.	Shortcut	Moving around a window
61.	Tab	Next field
62.	Shift + Tab	Previous field
63.	Home	Beginning of current field
64.	End	End of current field
65.	Down arrow	Line below in detail area or on report
66.	Up arrow	Line above in detail area or on report
67.	Page Down	Down one screen
68.	Page Up	Up one screen
69.	Ctrl + Right arrow	Next word in field

70.

Ctrl + Left arrow

Previous word in field

71.	Ctrl + Page Up	First item on list or previous month in register
72.	Ctrl + Page Down	Last item on list or next month in register
73.	Esc or Ctrl + F4	Close active window