

QuickBooks Tips and Shortcuts

Tips

Tab Key (not Enter)

Use the tab key to move from field to field
The enter key usually means "Save and New"

Auto-fill Saves Typing

In any field, start typing and QuickBooks auto-fills the name for you. Tab to select the name, or use the arrow keys to select other options in the list.

Previous and Next Buttons – Use "Find" Instead

"Previous" and "Next" buttons (or arrows) in QuickBooks forms are not always in the order you think they might be. In many cases, the "Find" tool is more efficient.

Shortcuts

- "+" or "-" increases or decreases the date or amount by one (when the entire date is highlighted – tab to the field and it will be!)
- "+" brings date to today
- Shift + Tab moves to prior field
- CTRL + F opens "Find" tool
- CTRL + R opens Register – either for highlighted account, or choose from drop-down
- CTRL + W opens Write Checks
- CTRL + I opens Invoice
- CTRL + Q creates Quick Report
- CTRL + A opens Chart of Accounts
- CTRL + M memorizes transaction
- CTRL + T opens Memorized Transaction List
- F1 opens Help
- F2 shows Product Information (with version, release, etc.)
- CTRL + Delete deletes single line or row within a transaction
- CTRL + D **Warning!** deletes entire transaction – use with caution!

