

Quickbooks Pro 2011 Shortcuts

Platform: Windows/English

Access Main Functions / Windows	
alt+c, then enter	Company - home
alt+u, then enter (or ctrl+j)	Customer Center: Customers & Jobs list
alt+o, then enter	Vendor Center
alt+y, then enter	Employee Center
alt+r then enter	Report Center
ctrl+i	Customer Center - Create Invoice
ctrl+r	Use Register / select account
ctrl+w	Write new check
ctrl+t	Open memorized transaction list
ctrl+y	Open transaction journal
ctrl+a	Open Chart of Accounts
esc	Close active window (or ctrl+f4)
ctrl+tab / ctrl+shift+tab	Go to next / go to previous Window with multiple sub-windows open

Chart of Accounts	
ctrl+a	Open Chart of Accounts
up arrow / down arrow	Go up one line / down one line
home / end	Go to beginning / go to end of account list
a?z	Type name of account to select automatically
ctrl+r	Open Register (for asset, liability and equity accounts)
ctrl+q	Open Quick Report for item
ctrl+e	Edit Account
ctrl+u	Use Account
ctrl+d	Delete Account

Account Register Shortcuts	
up arrow / down arrow	Up one transaction / down one transaction
ctrl+home / ctrl+end	First transaction/ last transaction
alt+1	Toggle between 1-line and 2-line view
alt+down arrow with drop-down field available	Open drop-down to select account
ctrl+l in drop down field	Open list (e.g. Chart of Accounts when in Account Field)
alt+d	Record Transaction
ctrl+o	Copy check transaction (complete line)
ctrl+v	Paste Transaction
ctrl+d	Delete Transaction
ctrl+m	Memorize transaction or report
ctrl+e	Edit transaction selected in register
ctrl+n	New invoice, bill, check or list item in context
ctrl+s	Show / hide transaction details
ctrl+q	QuickReport on transaction or list item
ctrl+q	Open Quick Report for item
ctrl+g	Go to register of transfer account
ctrl+h	Show History (for Accounts Payables / Accounts Receivables transactions)

Working with Date Fields	
+ / -	Change to next day / previous day
t	Change to Today
t	Change to same date in previous week / same date in next week
; / '	Change to same date in previous month / next month
w / k	Change to first day of the week / last day of the week
m / h	Change to first day of the month / Last day of the month
y / r	Change to first day of the year / Last day of the year
alt+down arrow	Date calendar

Quick Reports	
ctrl+q	On any applicable item: open Quick report
up arrow / down arrow	Go up / go down one line
enter	Show item detail / QuickZoom on report
ctrl+a	Hide/ show header
ctrl+p	Print report (or alt+t)
alt+d, then down arrow	Change Date Range of Report
alt+i	Email report as Excel or PDF

Managing Invoices	
alt+p / alt+n	Go to previous / go to next invoice
ctrl+p	Print invoice (or alt+t)
tab / shift+tab	Jump to next / jump to previous invoice field
alt+a	Save and close
alt+s	Save and New

General Editing	
tab / shift+tab	Next field / previous field
home / end	Beginning of current field
down arrow / up arrow	Line below / line above in detail area or on report
page down / page up	Down one screen / up one screen
ctrl+right arrow / ctrl+left arrow	Next word / previous word in field
ctrl+page up / ctrl+page down	First item on list / last item on list (or first/previous month in register)
esc	Close active window (or ctrl+f4)
alt+down arrow	Display Drop down list in combo box
delete	Delete character to right of insertion point
backspace	Delete character to left of insertion point
ctrl+delete	Delete line from detail area
ctrl+insert	Insert line in detail area
ctrl+x	Cut selected characters
ctrl+c	Copy selected characters
ctrl+v	Paste cut or copied characters
+ / -	Increase / decrease check or other form number by one
ctrl+z	Undo changes made in field

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The Rest	
ctrl while opening QB	To start QuickBooks without a company file
alt while opening QB	To suppress the desktop windows (at Open Company window)
f1	Open Help
alt+f4with Help Active	Close Help
alt+f4	Close Quickbooks
ctrl+f	Simple and Advanced Find
f3	Open Search
ctrl+k	Display Service Keys (license and tax numbers)
ctrl+shift+u	Get Payroll Updates
f2	Display product information about your QuickBooks version
ctrl+2 in Product Information	Open Tech Help