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QuickBooks Quick Guide

## QuickBooks Keyboard Shortcuts

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The following table includes a variety of helpful QuickBooks keyboard shortcuts.

<b>TO</b>	<b>PRESS</b>
Increase Transaction Number	+ (plus key)
Decrease Transaction Number	- (minus key)
Open Write Checks	Ctrl + W
Memorize	Ctrl + M
Open the Chart of Accounts	Ctrl + A
Open a New (anything)	Ctrl + N
Open Invoices	Ctrl + I
Open the Customer Center	Ctrl + J
<b>Enter dates:</b>	
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 from calendar	Alt+down arrow

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