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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 |

Filename: QuickBooks\_Shortcuts.docx

Handout created by Marsha Ann Tate, Ph.D., January 19, 2015. Last updated January 19, 2015.

Source: Intuit. QuickBooks Support. "[New User Resource Center: Tips for Getting Off to a Smooth Start with QuickBooks](#)" (accessed January 19, 2015).