



# TOTAL BUSINESS CARE, LLC

## QuickBooks Online Keyboard Shortcuts for Windows Users

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Learn keyboard shortcuts for doing things more efficiently in QuickBooks Desktop for Windows.

### QuickBooks for Windows (Desktop Pro, Premier, Enterprise)

#### Navigate around QuickBooks

Action	Keyboard shortcut
Open the Help window	<b>F1</b>
Close current window	<b>Esc</b>
Open the Product Information window (Product and License number, company file location, etc)	<b>F2</b> or <b>Ctrl + 1</b>
Open the Find Transaction window (Transactions, invoices, etc)	<b>Ctrl + F</b>
Open the Search window (Customers, accounts, transactions, etc)	<b>F3</b> or <b>Ctrl + 2</b>
Open Tech Help / Technical Info window (System info)	<b>F2</b> to open the Product Info window, then press <b>F3</b>

#### Data fields on forms

Action	Keyboard shortcut
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Increase or decrease the amount	+ or -
Go to the next data field	<b>Tab</b>
Go to the previous data field	<b>Shift + Tab</b>
Copy, paste, undo, cut	<b>Ctrl + C, Ctrl + V, Ctrl + Z, Ctrl + X</b>

## Date fields on forms

<b>Action</b>	<b>Keyboard shortcut</b>
Open calendar to select a date	<b>Alt + ↓</b>
Advance a day	<b>+</b>
Back a day	<b>-</b>
Go to today	<b>T</b>
Go to the first day of the week	<b>W</b>
Go to the last day of the week	<b>K</b>
Go to the same day next week	<b>J</b>

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Go to the same day last week	[
Go to the first day of the month	M
Go to the last day of the month	H
Go to the same day of the month next month	;
Go to the same day of the month last month	' (apostrophe)
Go to the first day of the year (Jan 1)	Y

## Forms and transactions (invoices, expenses, etc)

Action	Keyboard shortcut
Record or save a transaction	Enter
Add a new transaction line	Ctrl + Ins
Delete selected transaction line	Ctrl + Del
Copy a transaction line	Highlight a transaction line, then press <b>Ctrl + Alt + Y</b> .
Paste a transaction line	Highlight a blank transaction line, then press <b>Ctrl + Alt + V</b> .

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Go to the next or previous transaction line	↑ or ↓
Open the full list for the selected dropdown menu (product, service, customer, etc)	Highlight the ▼ dropdown menu, then press <b>Ctrl + L</b> . Press <b>Ctrl + U</b> to add a selected item from the list to your open form.
Move between pages on forms and reports	<b>Page Up</b> or <b>Page Down</b>
Save and close the current form	<b>Alt + S</b>
Go to your last open form of the same type	<b>Alt + P</b>
Save and go to the next form of the same type	<b>Alt + N</b>
Print form (or list)	<b>CTRL + P</b>
Memorize current form and its transactions	<b>Ctrl + M</b>
Open Memorized Transaction List	<b>Ctrl + T</b>
Open transaction history (for current form)	<b>Ctrl + H</b>
Open transaction journal (for current form)	<b>Ctrl + Y</b>



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## Lists (Customer Center, Account Register, Item List, etc)

Action	Keyboard shortcut
Go to the first item or last item on a list or register	<b>Ctrl + Page Up</b> or <b>Ctrl + Page Down</b>
Create a new item on a list (account, customer, product or service, etc)	<b>Ctrl + N</b>
Edit an item on a list (account, customer, product or service, etc)	<b>Ctrl + E</b>
Delete an item on a list (account, customer, product or service, etc)	<b>Ctrl + D</b>
Run a Quick Report for an item on a list	<b>Ctrl + F6</b>
Refresh list ( <b>You only see this if you are in the multi-user mode. This is useful if multiple users are editing the same list.</b> )	<b>F5</b>

## Start a new task anywhere in QuickBooks

Action	Keyboard shortcut
Create a new invoice	<b>Ctrl + I</b>
Create a new check	<b>Ctrl + W</b>



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Open the Customer Center	<b>Ctrl + J</b>
Open the Chart of Accounts	<b>Ctrl + A</b>
Open an Account Register	<b>Ctrl + R</b> , then select an account. If you are in an account register, select a transaction and press <b>Ctrl+G</b> . This opens the register for the associated "transfer" account.

## Open, set up, and close QuickBooks

Action	Keyboard shortcut
Open your company file with no open windows or menus	Hold <b>Alt</b> after you open your company file on the Open Company window
Close QuickBooks	<b>Alt + F4</b>
Open QuickBooks Service Keys (Payroll only)	<b>Ctrl + K</b>
Set up YTD Amounts for Payroll (Payroll only)	Select the <b>Help</b> menu and then <b>About QuickBooks</b> . When the product screen appears, <b>Ctrl + Alt + Y</b> .

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