QuickBooks Tips and Tricks

Software: QuickBooks Pro, Premier and Enterprise
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QuickBooks Shortcut Keys

Couldn't we all use a few extra minutes in our day? Here are some of our favorite QuickBooks shortcuts that we find most useful in our day to day use:

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Ctrl-I	Create Invoice
Ctrl-D	Delete Check, Invoice, Transaction or Item from a list
Ctrl-N	Create a New Transaction or list item
Ctrl-F	Find Information
Ctrl-H	History of A/R or A/P transaction
Ctrl-M	Memorize transaction or report
Ctrl-A	Open Chart of Accounts
Ctrl-J	Open Customer Center (Customers and Jobs List)
Ctrl-W	Write new check
Ctrl-Ins	Insert a blank detail line in a transaction
Ctrl-Del	Delete a detail line in a transaction
F1	Open Help for Active Window
F2	Display Product Information about your QuickBooks Version
F3	Search
F4	QuickBooks Support
Esc	Close Active Window
Alt-S	Save transaction
Alt-N	Save and go to Next Transaction
Enter	Record transaction – When OK, Save & Close, Save & New, or Record is selected (outlined or highlighted in a different color).
Ctrl-Enter	Record transaction – No matter the location of the curser

A general note on the Alt key that you might find helpful – and this applies throughout Windows and many other programs you may use in addition to QuickBooks:

QuickBooks Shortcut Keys, Cont.

Alt Key -   You will notice throughout the program that certain letters are underlined in various dropdown menus. By holding the Alt key and tapping the underlined letter on your keyboard, the dropdown is expanded to access additional activities. For example, when you are in the Customer Center, you will notice the "N" is underlined in the New Customer and Job dropdown.
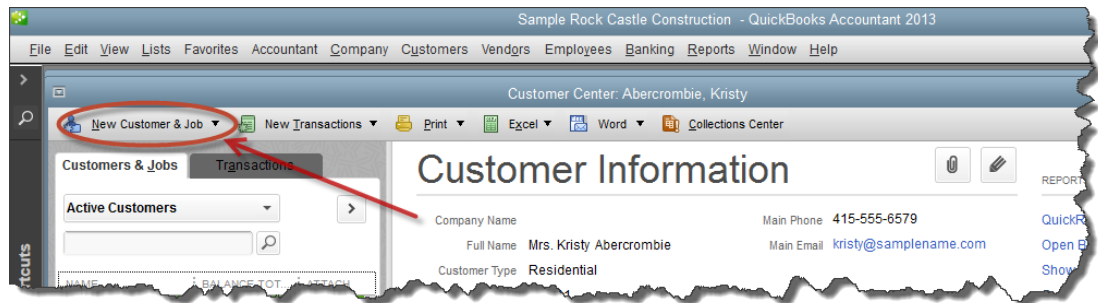
By typing **Alt-N**, this dropdown will extend, and you then have the option of keying other options, such as **"A"** for **Add a Job**.
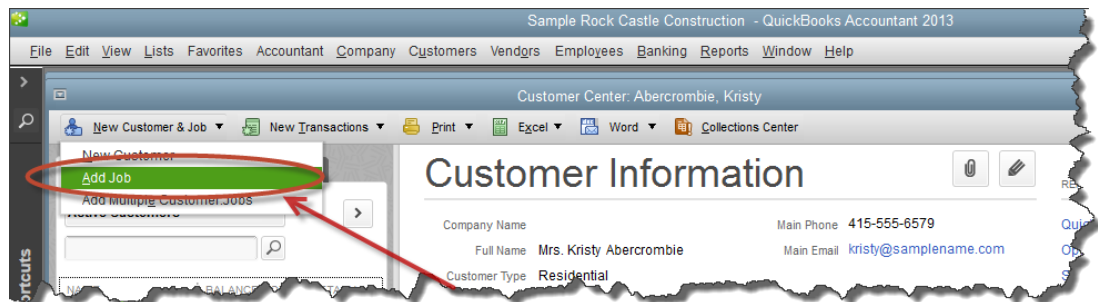
Remembering all of the shortcuts might be a bit tricky, but if there are certain tasks you repeat over and over, it may be worth your time to see if there is a shortcut for it, and memorize it. Before you know it, you won't even think before keying, you will instinctively hit **Alt-N-N** to add a New Customer!

Now… what to do with all that extra time in your day!?