

QUICKBOOKS SURVIVAL SHORTCUTS

ACTION	SHORTCUT
To change date to: Next Day	+ (plus key)
To change date to: Previous Day	- (minus key)
To change date to: Today	T
Display product information about your QuickBooks version	F2
Create invoice	Ctrl + I
Delete cheque, invoice, transaction, or item from list	Ctrl + D
Find transaction	Ctrl + F
Open account list	Ctrl + A
Open Customer Centre (Customers & Jobs list)	Ctrl + J
Open Help for active window	F1
Open transaction journal	Ctrl + Y
Write new cheque	Ctrl + W