



## QuickBooks Short-cuts

CTRL+F will open the Find Screen. There you can search for transaction in a variety of ways.

CTRL+A will open Chart of Accounts

ALT+F4 closes QuickBooks

CTRL+T will bring up your Memorized Transaction list

The = button will bring up the calculator when adding or subtracting from an account while working in a register

Keys that help you save lots of time when working with dates  
(Just type the key shown in the date field.)

- T = today's date
- M = First day of the month you are working in
- H = Last day of the month you are working in
- Y = First day of the year
- R = Last day of the year
- + = Move the date forward by one day
- - = Move the date backward by one day