

QUICKBOOKS TIPS CORNER

BY LISA RUCKER

Shortcuts

In an effort to make your time using QuickBooks more efficient, I thought this month I would give you a list of shortcuts that can make working in QuickBooks that much easier. (Avoids having to use the mouse & Icons or the drop down menus)

General Shortcuts:

Record (always)	Ctrl-Enter
Display Information about QuickBooks	F2
Cancel	Esc

Editing Shortcuts:

Edit transaction selected in register	Ctrl-E
Delete character to right of insertion point	Del
Delete character to left of insertion point	Backspace
Delete line from Detail Area	Ctrl + Del
Insert line in detail area	Ctrl + Ins
Undo changes made in field	Ctrl + Z

Date Shortcuts: (While cursor is in the date field)

Next day	+ (Plus key)
Previous Day	- (minus key)
Today	T
First day of the W eek	W
Last day of the wee K	K
First day of the M onth	M
Lat day of the mont H	H
First day of the Y ear	Y
Last day of the year R	R

Activities Shortcuts:

Write a check	Ctrl + W
Delete check, invoice, transaction or item from list	Ctrl + D
Find a transaction	Ctrl + F
History of A/R or A/P transaction	Ctrl + H
Create invoice	Ctrl + I
New invoice, bill, check or item list	Ctrl + N
Print	Ctrl + P

Memorized Transactions:

Do you have repetitious transactions every month that QuickBooks could enter for you? Try memorizing the transaction – It's a great time saver– Call me for more details.

These are just a few of the shortcuts available in QuickBooks. If you would like more information on the shortcut keys, please feel free to contact me at (207) 773-1040.