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Window Navigating	Key
Opens QuickReport	Ctrl + q
Print	Ctrl + p
Open Write Checks	Ctrl + w
Create New Invoice	Ctrl + i
New Transaction or List Item	Ctrl + n
Edit Transaction or List Item	Ctrl + e
Open Find Box	Ctrl + f
Get History for Selected Transaction	Ctrl + h
Display Transaction Journal for Selected Transaction	Ctrl + y
Cancel Editing / Close Window	Esc

Cursor is in the Data Field	Key
Next Day	+ (plus key)
Previous Day	- (minus key)
Today	T
First Day of the Week	W
Last Day of the Week	K
First Day of the Month	M
Last Day of the Month	H
First Day of the Year	Y
Last Day of the Year	R
Date Calendar Opens	Alt + T

Editing	Key
Cut Text to Clipboard	Ctrl + x
Copy Selected Text to Clipboard	Ctrl + c
Paste Cut or Copied Text	Ctrl + v
Undo Last Change Made in Field	Ctrl + z
Delete the Transaction or List Item	Ctrl + d

# QuickBooks® Shortcuts

Transactions	Key
Insert a Line	Ctrl + Insert
Delete a Line	Ctrl + Delete
Next Field	Tab
Previous Field	Shift + Tab