



Keyboard Shortcuts

Universal keyboard shortcuts

To	Press	Restrictions
Copy selection	CRTL+C	-
Cut selection	CRTL+X	-
Paste copied selection	CRTL+V	-
Undo changes	CRTL+Z	Only in record and transaction windows
Open Help	F1	-
Move to next option	TAB	Only in record and transaction windows
Move to previous option	SHIFT+TAB	Only in record and transaction windows
Close window or exit program	ALT+F4	-

Home window keyboard shortcuts

To	Press	Restrictions
Create a new company	CTRL+N	-
Open an existing company	CTRL+O	-
Search	CTRL+F	-
Save as new filename	CTRL+S	-
Upgrade this company	CTRL+U	Only in Accountants' Edition

Keyboard shortcuts in record windows (customers, vendors, inventory/services, employees, and projects)

To	Press	Restrictions
Open an existing record	CTRL+O	-
Create a new record	CTRL+N	-
Find a record	CTRL+F	-
Bring Home window to front	CTRL+B	-
Remove this record	CTRL+R	-

Keyboard shortcuts in transaction windows

To	Press	Restrictions
Find an invoice	CTRL+L	Only in Invoices
Go to the next invoice	CTRL+N	Only in Invoices
Go to the previous invoice	CTRL+E	Only in Invoices
Store as a recurring transaction	CTRL+T	-
Recall a recurring transaction	CTRL+R	-
Display transaction details in report	CTRL+J	-
Enter shipment tracking details	CTRL+K	Only in Orders and Invoices
Add time slip activities	CTRL+SHIFT+T	Only in Sales Invoices and Payroll
Allocate to project	CTRL+SHIFT+A	Not available in Quotes and Orders

Keyboard shortcuts in transaction windows (continued)

To	Press	Restrictions
Allocate to departments	CTRL+SHIFT+D	Only in Payroll
Switch between the Employee Listing and the Cheque Details	CTRL+SHIFT+E	Only in Payroll Cheque Run
Show tax summary for this line	CTRL+Y	Not available in General Journal and Payroll
Show tax summary for this transaction	CTRL+SHIFT+Y	Not available in Payments, General Journal, and Payroll
Record sales taxes for this transaction	ALT+T	Only in General Journal if transaction involves sales tax account
Adjust this transaction	CTRL+A	-
E-mail this transaction	CTRL+SHIFT+M	Not available in Payments, General Journal, and Payroll
Print this transaction	CTRL+P	Not available in Payments
Print this invoice and packing slip	CTRL+SHIFT+K	Only in Sales Invoices
Print this packing slip	CTRL+SHIFT+P	Only in Sales Invoices
Record/Process this transaction	ALT+P	-
Remove this quote, order, or time slip	CTRL+SHIFT+R	Only in Quotes, Orders, and Time Slips
Use the same customer/vendor in next transaction	CTRL+U	Only in Quotes, Orders, and Invoices
Open the form option settings for this type of transaction	CTRL+SHIFT+F	Not available in Payments and General Journal. For Packing Slips, use CTRL+SHIFT+S
Open the form option settings for packing slips	CTRL+SHIFT+S	Only in Sales Invoices
Bring Home window to front	CTRL+B	-

Keyboard shortcuts in displayed reports

To	Press	Restrictions
Print this report	CTRL+P	Only in reports that have in-viewer options
Export this report	CTRL+E	-
Find in report	CTRL+F	Only in reports that have in-viewer options
Find next occurrence	CTRL+G	Only in reports that have in-viewer options
Change the form options for reports	CTRL+SHIFT+F	-