



Tip of the
month

TIP OF THE MONTH: QuickBooks Enterprise Users



RC ACTIVITIES, INC.



QBE Keyboard Shortcuts

Ctrl+A	Displays the Chart of Accounts window
Ctrl+C	Copies your selection to the Clipboard
Ctrl+D	Deletes check, invoice, transaction, or item from the list
Ctrl+E	Edit transaction selected in register
Ctrl+F	Displays the Find window
Ctrl+I	Create invoice
Ctrl+J	Open Customer Center
Ctrl+M	Memorize transaction or report
Ctrl+N	New invoice, bill, check, or list item in context
Ctrl+Q	QuickReport on transaction or list item
Ctrl+T	Open memorized transaction list
Ctrl+W	Displays the Write Checks window
Ctrl+X	Moves your selection to the Clipboard
Ctrl+Insert	Inserts a line into a list of items or expenses
Ctrl+Delete	Deletes the selected line from a list of items or expenses

All Together Now

