QuickBooks Tips and Tricks

Software: QuickBooks Point of Sale v10 & 2013 (many functions applying to older versions as well)
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QuickBooks Point of Sale Keyboard Shortcuts

Let's be honest, we'll all take shortcuts when we know they are available – there is just no sense in doing things the hard way when we all have so little time!

Saving 30 seconds here, 30 seconds there… it all adds up. Think of what you would give for just one extra hour of time per week? Try these POS keyboard shortcuts as a start in adding more time to your day:

Basic Navigation

F10	Toggle focus between the menu and window.
Ctrl+Q	Log In/Out
Alt+O	Open I Want To… menu
Alt	Underscores shortcuts for menus
Alt+PgUp/Down	Cycle through open windows.
Tab	Accept entry and/or move to next field in a form.
Shift+Tab	Reverse tab navigation
Enter	Accept entry and/or move to next field in list or window.
Arrow Keys	Navigate within fields and columns.
Esc	Cancel current operation; back out 1 screen.
Spacebar	Select/clear a checkbox.
	Cycle through choices in drop-down lists.

Function Keys

F1	Get Help on current task.
F3	Open the Find window for the active field.
F4	From lookup fields, access associated list to select.
F5	On document, Edit selected Item.
F8	Toggle between list view and form view for a selected record.
F10	Toggle focus between the menu and window.
F11	Save (without printing transactional documents)
F12	Save (record, order document) or Save & Print (transactional document)
	From Receipt body, Go to Payment Screen.

Control Keys

POS Keyboard Shortcuts, Cont.

Ctrl+F   Open the Find window for the Active Field
Ctrl+Q   Log In/Out
Ctrl+F4   Go to Item list (from documents)
Ctrl+F7   Access Held documents (from history list)
Ctrl+F8   Open cash drawer
Ctrl+F10   Print Tags (where applicable)
Ctrl+n   Switch tabbed pages, (n=1,2,3, etc.)
Ctrl+Home   Go to first record in list
Ctrl+End   Got to last record in list
Ctrl+PgUp   Display previous record or form

Alt Keys

Alt   Access text menus
Alt+   Access visible options that contain an underlined letter by pressing <Alt+the underlined letter>. Ie, to access Copy, use <Alt+C>.
Alt+   Cycle through Open Windows
PgUp/Down

Alt+F4   Exit Point of Sale

Go ahead and try a few of these, you'll certainly discover a favorite or two. Even if you learn them one or two at a time, you'll soon find yourself mouse-free, making your checkout process quick and *slick*!