

MYOB Keyboard Shortcuts

Note: If you are using a Mac, substitute the Command (CMD) or Apple symbol key for the Control (CTRL) key.

* File menu shortcuts

New: CTRL+N

Open: CTRL+O

Print: CTRL+P

* Edit menu shortcuts

Copy: CTRL+C

Cut: CTRL+X

Paste: CTRL+V

Recap Transaction: CTRL+R

Select All: CTRL+A

Select from List: CTRL+L

Undo: CTRL+Z

* Command Centre shortcuts

* All Command Centres

To Do List: CTRL+T

Find Transactions: CTRL+Y

* Accounts

Command Centre: CTRL+1

Record Journal Entry: CTRL+G

* Banking

Command Centre: CTRL+2

Receive Money: CTRL+D

Spend Money: CTRL+H

* Sales

Command Centre: CTRL+3

Enter Invoices: CTRL+J

Receive Payments: CTRL+B

* Time Billing (1)

Command Centre: CTRL+4

* Purchases (2)

Command Centre: CTRL+5

Enter Purchases: CTRL+E

Pay Bills: CTRL+ M

* Payroll (1)

Command Centre: CTRL+6

* Inventory (2)

Command Centre: CTRL+7

* Card File

Command Centre: CTRL+8

Cards List: CTRL+F

* Reports Menu

Index to Reports: CTRL+I

* Help Menu shortcuts

MYOB Help: F1