MYOB AccountRight cheat sheet

File menu

Ctrl + N	New company file
Ctrl + O	Open
Esc	Close window
Ctrl + P	Print

Edit

Ctrl + Z or Alt + Backspace	Undo
Ctrl + X or Shift + Del	Cut
Ctrl + C or Ctrl + Insert	Copy
Ctrl + V or Shift + Insert	Paste
Ctrl + A	Select all
Ctrl + L	Select from list
Ctrl + R	Recap transaction
Ctrl + Shift + D	Delete line
Ctrl + Shift + L	Insert blank line
Ctrl + Shift + I	Intert transaction line
Ctrl + Shift + R	Insert header
Ctrl + Shift + S	Insert subtotal

Command Centres

Command Centres > Accounts	
Ctrl + T	To do list
Ctrl + Y	Find transactions
Command Centres > Accounts	
Ctrl + 1	Command Centre
Ctrl + G	Record journal entry
Command Centres > Banking	
Ctrl + 2	Command Centre
Ctrl + K	Bank register
Ctrl + H	Spend money
Ctrl + D	Receive money
Command Centres > Sales	
Ctrl + 3	Command Centre
Ctrl + J	Enter invoices
Ctrl + B	Receive paymants
Command Centres > Time Billing (Plus, Premier)	
Ctrl + 4	Command Centre
Ctrl + 4 or Ctrl + 5	Command Centre
Ctrl + E	Enter purchases
Ctrl + M	Pay bills
Command Centres > Payroll (Australia Plus and Premier only)	
Ctrl + 6	Command Centre
Ctrl + 6 or Ctrl + 7	Command Centre
Ctrl + 6 or Ctrl + 7 or Ctrl + 8	Command Centre

Misc

Ctrl + F	Cards list
Ctrl + I	Index to reports
F5	Refresh all
F1	Help
Ctrl + F4	Close window
Ctrl + F6 or Ctrl + Tab	Next window
Alt + O	Record transaction

Source: myob

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More information: *defkey.com/myob-accountright-shortcuts*

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