

# myob 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 payments
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Command Centres > Time Billing (Plus, Premier)

Ctrl + 4	Command Centre
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Ctrl + 4 or Ctrl + 5 Command Centre

Ctrl + E	Enter purchases
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Ctrl + M Pay bills

Command Centres > Payroll (Australia Plus and Premier only)

Ctrl + 6	Command Centre
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Ctrl + 6 or Ctrl + 7 Command Centre

Ctrl + 6 or Ctrl + 7 or Ctrl + 8	Command Centre
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## Misc

Ctrl + F	Cards list
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Ctrl + I Index to reports

F5	Refresh all
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F1 Help

Ctrl + F4	Close window
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Ctrl + F6 or Ctrl + Tab Next window

Alt + O	Record transaction
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More information: [defkey.com/ur/myob-accountright-shortcuts](http://defkey.com/ur/myob-accountright-shortcuts)

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