

## Keyboard Shortcuts for QuickBooks Online

### In Chrome or Firefox:

- Ctrl+Alt+I = Invoice
- Ctrl+Alt+W = Write Checks
- Ctrl+Alt+X = Expense
- Ctrl+Alt+R = Receive Payment
- Ctrl+Alt+E = Estimate
- Ctrl+Alt+L = Lists
- Ctrl+Alt+A = Accounts
- Ctrl+Alt+C = Customers
- Ctrl+Alt+V = Vendors
- Ctrl+Alt+F = Search transactions
- Ctrl+Alt+H = Help

### On Transaction Pages (Invoice, expense, etc.)

- Ctrl+Alt+D = Save & Close
- Ctrl+Alt+S = Save & New
- Ctrl+alt+M = Save & Send
- Ctrl+Alt+X = Exit transaction
- Ctrl+Alt+C = Cancel
- Calculate — in an amount or quantity field, type in the calculation and hit tab. For example for  $2 * 5 = 10$ , type in  $2*5$  and hit tab and the result of 10 will be calculated and entered in the field.

### Date Shortcuts:

- Today → T
- Year → Y = beginning of year R = end of year
- Month → M = beginning of month H = end of month
- Week → W = beginning of week K = end of week
- + or - → forward or back quickly

### Zoom Display (make it larger or smaller):

- Ctrl+ or Ctrl- (plus or minus or hold Control and scroll up or down with your mouse to zoom in or out)