QuickBooks

Keyboard Shortcuts for QuickBooks Online

In Chrome or Firefox:

- **Ctrl+Alt+I** = Invoice
- **Ctrl+Alt+W** = Write cheques
- **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
- **Ctrl+Alt+/** = Access the shortcut list

On transaction pages (invoice, expense, etc.)

- **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)