

QUICKBOOKS ONLINE KEYBOARD SHORTCUTS



Simultaneously press [Ctrl] + [Alt or option] + [key from list below]

| Regular Pages – homepage, customer, vendor etc. | | Transaction Pages – Invoice, Expense etc. | |
|---|---------------------|---|---------------------------------------|
| Shortcut Key | Action | Shortcut Key | Action |
| i | Invoice | X | Exit transaction view |
| W | Check | C | Cancel Out |
| E | Estimate | S | Save and New |
| X | Expense | M | Save and Send |
| R | Receive Payment | Date Shortcuts – Whenever a Date Field is Selected (Do not need to press [Ctrl] + [Alt or option]. Just press the key by itself) | |
| C | Customers | | |
| V | Vendors | | |
| A | Chart of Accounts | | |
| L | Lists | | |
| H | Help | | |
| F | Search Transactions | | |
| ? or / | This Dialog | | |
| | | | |
| | | + or - | Advance or Go Back 1 Day Respectively |
| | | W | First Day of Week |
| | | K | Last Day of Week |
| | | M | First Day of Month |
| | | H | Last Day of Month |
| | | Y | First Day of Year |
| | | R | Last Day of Year |

For QuickBooks Help and Consulting Please Contact Us at accounting@firstclasstaxsolutions.com or 954-358-9487