



QuickBooks Online Keyboard Shortcuts

For PC Users

Enter dates

Next day	+ (plus key)
Previous day	- (minus key)
Today	T
First day of the week	W
Last day of the week	K
First day of the month	M
Last day of the month	H
First day of the year	Y
Last day of the year	R
Open pop-up calendar icon to right of a date field	Alt + down arrow

Calculate amounts and rates

Add	+ (plus key)
Subtract	- (minus key)
Multiply	*
Divide	/
Group	()

Navigate fields on most forms

Go forward	Tab
Go backward	Shift + Tab
Check a checkbox field	Space Bar
Zoom	Ctrl + (zoom in) Ctrl - (zoom out)

Save forms

From any form	Ctrl + Alt + S
Save and send	Ctrl + Alt + M
Exit transaction	Ctrl + Alt + X
Cancel	Ctrl + Alt + C

Choose items in drop-down lists

Jump to desired field	Tab
Open list	Alt + down arrow
Move through items in list	Up arrow or down arrow
Select item you want, and move it to next field	Click field, then press Tab

If list has subitems

Type first few characters of parent item until selected.

To jump to list of subitems, type first few characters of subitem until selected.

Open list of subitems	Alt + down arrow
Scroll through subitems	Down or up arrow
Select item and move to next field	Tab

Move around number field in journal entries

Go to Journal Entry screen, then:

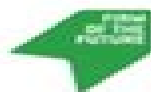
Move to distribution line above	Up arrow
Move to distribution line below	Down arrow

Move around list field in journal entries

Jump from field to field	Tab
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Find text

Search for text in a window	Ctrl + F
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Z.Y. HIMSAGAR



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