

QuickBooks Online Shortcuts

PC (CONTROL + ALT + KEY below)

MAC (CONTROL + OPTION + KEY below)

<i>To perform action while on regular pages</i>	
<i>SHORTCUT KEY</i>	<i>ACTION</i>
i	Invoice
w	Check
e	Estimate
x	Expense
r	Receive Payment
c	Customers
v	Vendors
a	Chart of Accounts
l	Lists
h	Help
f	Search Transactions
<i>TO PERFORM ACTION WHILE WORKING ON TRANSACTION FORMS</i>	
x	Exit transaction view
c	Cancel out
s	Save and New
d	Save and Close
m	Save and Send
p	Print

Shortcuts for dates while cursor is in a date field (only need to type the letter)

TODAY

T for Today (+ plus key to advance 1 day and - minus key to go back 1 day)

YEAR | MONTH | WEEK

Y (first day of the year)

R (last day of the year)

M (first day of the month)

H (last day of the month)

W (first day of the week)

K (last day of the week)

Resources

Web: sequentiasolutions.com

Blog: stevechasedocs.wordpress.com

