

Keyboard shortcuts for QuickBooks Online

Using keyboard shortcuts to speed up navigation within QuickBooks Online is easy. These shortcuts will work in the following browsers:

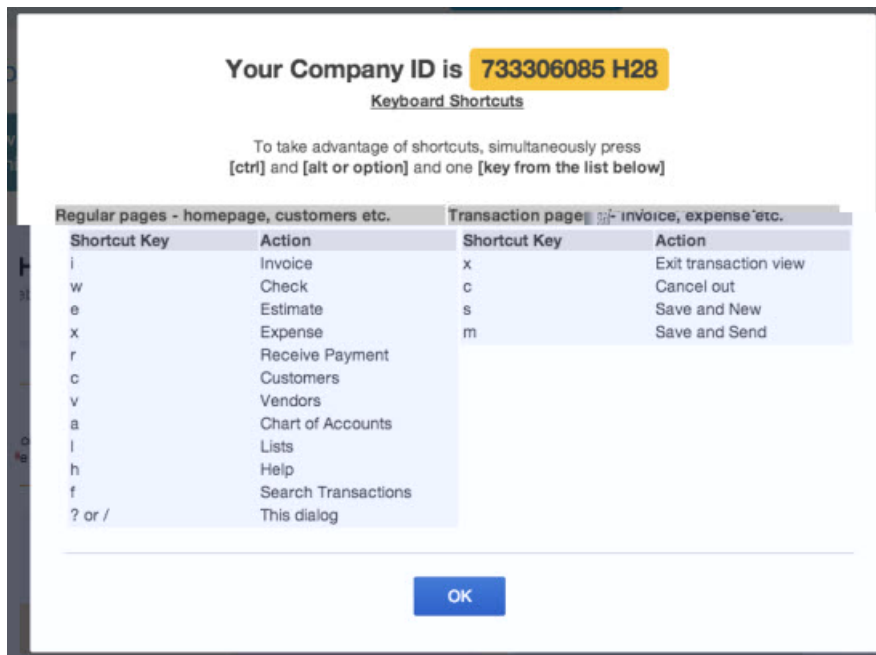
- Internet Explorer
- Firefox
- Chrome (except where noted)

Note: Mac users can try these shortcuts using the CMD ⌘ key instead of Alt or CTRL when noted below.

Keyboard shortcuts reference guide: Download or Access from within QuickBooks You can download and print a copy of the QuickBooks Online Keyboard Shortcuts reference guide. QuickBooks Online Keyboard Shortcuts for PC and Mac Users.

Note: This reference guide is available in English only.

You can access the quick reference guide within QuickBooks Online: To access this screen, simply hold Control + Option (Alt) + ? (for Mac).



Keyboard shortcuts available in QuickBooks Online

How to open a second window

- For Internet Explorer: Press Ctrl + N. (Note: You will be signed in to the existing company on both windows.)
- For Firefox: Press Ctrl + N. (Note: You won't be signed in to the second window but will remain signed in to the first one. The second window will allow you to log in to the existing company so that you may work using both screens.)
- For Chrome: Press Ctrl + N. (Note: If you go to QuickBooks Online in that window you will be signed in to the existing company.)

How to search for text in a window

- CTRL + F (works in Internet Explorer, Firefox, and Chrome, and Internet Explorer) will bring up a pop-up window to do the search.
- Firefox opens a Find toolbar on the bottom of your screen.
- Chrome opens a search field at the top right of the screen.

How to 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

- Press Alt+down arrow to open the pop-up calendar icon to the right of a date field.

How to calculate amounts and rates

- In any Amount or Rate field, enter a calculation. When you press Tab, QuickBooks Online calculates the result.
- Add + 1256.94+356.50
- Subtract - 48.95-15
- Multiply * 108*1.085
- Divide / 89.95/33
- Group () 13.95+(25.95*.75)

How to move around fields on most forms

- Use the Tab key to go forward.
- Use Shift+Tab to go back.
- Use the Space Bar to check a check box field.

How to choose items in drop-down lists

- Press Tab until you reach the field.
- Press Alt + down arrow to open the list.
- Press up arrow or down arrow to move through the items in the list.
- Press Tab to select the item you want and move to the next field.
- If you don't want to open the whole list, but just want to scroll through the items in the text box, press Ctrl + down arrow or Ctrl + up arrow.

How to choose items in a list that has sub-items

1. Type the first few characters of the parent item until it is selected.
 - To jump to the list of sub-items, type the first few characters of the sub-item until it is selected.
 - Press Alt + down arrow to open the list of sub items, and then press down arrow or up arrow to scroll through the sub-items
2. Press Tab to select the item you want and move to the next field.

How to save forms

- From any form, press Alt + S instead of clicking Save.
- In Firefox and Chrome, you must use Alt + Shift + S. For Mac users it is Option + Control + S.

How to respond to messages

Hold down the Alt key. If the button names have underlined letters, you can keep the Alt key held down and type the letter to select the button you want.

How to select a transaction type in an account register

- In a new, yellow transaction row, press Shift + Tab to select the transaction type field.
- Press Alt + down arrow to open the list.
- Press up arrow or down arrow to move through the list, or type the first letter of the transaction type you want. If there are two transaction types that begin with the same letter, type the letter twice to select the second one. For example, type C once to select Check, and type C the second time to select Cash Purchase.
- Press Tab to select the transaction type and to move to the next field. Once you are familiar with the transaction types available, you can tab to the field and type the first letter without opening the list.

What to do when the Ref # field is selected

- Press + to increase the Ref#.
- Press - to decrease the Ref#.
- Type T to enter To Print in the Ref# field for a Check, Bill Payment (from a checking account), or Paycheck.

How to save or edit a selected transaction

- Press Alt + S to save. Alt + Shift + S (for Firefox and Chrome).
- Press Alt + E to edit a saved transaction. This opens the transaction form.

How to move between transactions within the register, selecting the date field as you go

- Press up arrow to select the transaction above.
- Press down arrow to select the transaction below.

How to adjust print alignment

- Select the Vertical or Horizontal field, and then press "+" to raise the number or "-" to lower it.
- You must use the keys on the numeric keypad.

How to move around in journal entries

In the Journal Entry screen, press up arrow to move to the distribution line above and down arrow to move to the one below.

That's it. You now know the keyboard shortcuts available in QuickBooks Online.

Download PDF: QuickBooks Online shortcuts

Program information

QuickBooks Online is a subscription based cloud service for accounting by Intuit. As of May 2014, QuickBooks Online has most subscribers compared to rival services like Xero.

Web page: quickbooks.intuit.com/online

PDF (Portable Document Format) is a commonly used document format created by Adobe. Creating a PDF of a keyboard shortcut list may make it easier to print, quicker to open, and view offline. The PDF output is also without any ads, it's just the basic list presented in two or three columns.

Printing notice: Please consider environmental effect before printing on a paper.

Keyboard shortcuts in QuickBooks Desktop

Navigate around QuickBooks

ActionKeyboard shortcutOpen the Help windowF1Close current windowEscOpen the Product Information window (Product and License number, company file location, etc)F2 or Ctrl + IOpen the Find Transaction window (Transactions, invoices, etc)Ctrl + FOpen the Search window (Customers, accounts, transactions, etc)F3 or Ctrl + 2Open Tech Help / Technical Info window (System info)F2 to open the Product Info window, then press F3

Data fields on forms

ActionKeyboard shortcutIncrease or decrease the amount+ or -Go to the next data fieldTabGo to the previous data fieldShift + TabCopy, paste, undo, cutCtrl + C, Ctrl + V, Ctrl + Z, Ctrl + X

Date fields on forms

ActionKeyboard shortcutOpen calendar to select a dateAlt + ↓Advance a day+Back a day-GO to todayTGO to the first day of the weekWGO to the last day of the weekKGO to the same day next week] Go to the same day last week[Go to the first day of the month MGO to the last day of the monthHGO to the same day of the month next month;Go to the same day of the month last month' (apostrophe) Go to the first day of the year (Jan 1)Y

Forms and transactions (invoices, expenses, etc)

ActionKeyboard shortcutRecord or save a transactionEnterAdd a new transaction lineCtrl + InsDelete selected transaction lineCtrl + DelCopy a transaction lineHighlight a transaction line, then press Ctrl + Alt + Y. *Only available in QuickBooks 2018 and later.Paste a transaction lineHighlight a blank transaction line, then press Ctrl + Alt + V. *Only available in QuickBooks 2018 and later.Go to the next or previous transaction line↑ or ↓Open the full list for the selected dropdown menu (product, service, customer, etc)Highlight the ▼ dropdown menu, then press Ctrl + L. Press Ctrl + U to add a selected item from the list to your open form.Move between pages on forms and reportsPage Up or Page DownSave and close the current formAlt + SGO to your last open form of the same typeAlt + PSave and go to the next form of the same typeAlt + NPrint form (or list)CTRL + PMemorize current form and its transactionsCtrl + MOpen Memorized Transaction ListCtrl + TOpen transaction history (for current form)Ctrl + HOpen transaction journal (for current form)Ctrl + Y

Lists (Customer Center, Account Register, Item List, etc)

ActionKeyboard shortcutGo to the first item or last item on a list or registerCtrl + Page Up or Ctrl + Page DownCreate a new item on a list (account, customer, product or service, etc)Ctrl + NEdit an item on a list (account, customer, product or service, etc)Ctrl + EDelete an item on a list (account, customer, product or service, etc)Ctrl + DRun a Quick Report for an item on a listCtrl + F6Refresh list (You only see this if you are in the multi-user mode. This is useful if multiple users are editing the same list.)F5

Start a new task anywhere in QuickBooks

ActionKeyboard shortcutCreate a new invoiceCtrl + ICreate a new checkCtrl + WOpen the Customer CenterCtrl + JOpen the Chart of AccountsCtrl + AOpen an Account RegisterCtrl + R, then select an account. If you are in an account register, select a transaction and press Ctrl + G. This opens the register for the associated "transfer" account.

Open, set up, and close QuickBooks

ActionKeyboard shortcutOpen your company file with no open windows or menusHold Alt after you open your company file on the Open Company windowClose QuickBooksAlt + F4Open QuickBooks Service Keys (Payroll only)Ctrl + KSet up YTD Amounts for Payroll (Payroll only)Select the Help menu and then About QuickBooks. When the product screen appears, Ctrl + Alt + Y.