

QuickBooks Online cheat sheet

In Chrome and Firefox

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More information: defkey.com/quickbooks-online-qbo-shortcuts

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Ctrl + Alt + I	Invoice
Ctrl + Alt + W	Write checks
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

Ctrl + Alt + S	Save & New
Ctrl + Alt + M	Save & Send
Ctrl + Alt + X	Exit transaction
Ctrl + Alt + C	Cancel
Tab	Type in the calculation and press Tab. E.g. for $2 * 5 = 10$, type $2*5$ and press Tab. The result of 10 will be calculated and entered in the field

Date shortcuts

T	Today
Y	Beginning of year
R	End of year
M	Beginning of month
H	End of month
W	Beginning of week
K	End of week
+	Forward
-	Back

Zoom

Ctrl + +	Zoom in
Ctrl + -	Zoom out