Custom Built QuickBooks Accounting Solutions

QuickBooks Online Keyboard Shortcuts

To use a shortcut, press and hold **ctrl/control** and **alt/option** at the same time. Then press one of the keys below.

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

On main pages, like the dashboard or customers:

SHORTCUT KEY	ACTION
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
d	Focus the left menu

On transactions, like an invoice or expense:

SHORTCUT KEY	ACTION
x	Exit transaction view
c	Cancel out
s	Save and New
d	Save and Close
m	Save and Send
p	Print