FIRM OF THE FUTURE TEAM

Help Your Clients Save Time With These QuickBooks Online Keyboard Shortcuts

There are several shortcuts that can speed up navigation within QuickBooks® Online (QBO). These will all work in Internet Explorer (IE), Firefox and Chrome, except where noted. Microsoft has a nice page of shortcuts on its IE9 website; click Show all.

We've also created PDFs of QuickBooks Online Shortcuts for the PC and Mac; here are the downloadable PDFs:

- QuickBooks Online Shortcuts for PCs

- QuickBooks Online Shortcuts for Macs

Note to Mac users: You can try these shortcuts using the **Option** key instead of **Alt**, where noted below.

To open a second window: check out this article from Intuit's® Valerie Heckman.

To search for text in a window: CTRL + F works in IE, Firefox and Chrome. IE will bring up a pop-up window to do the search, Firefox opens a **Find** toolbar on the bottom of your screen and Chrome opens a search field at the top right of the screen.

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.

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)

To move around fields on most forms:

- Use the **Tab** key to go forward.

- Use **Shift+Tab** to go back.

- **Space Bar** to check a check box field.

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**.

If a list 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.

To save forms: From any form, press **Ctrl + Alt + S**, instead of clicking **Save**. For Mac users, it is **Ctrl** + **Option + S**.

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.

To save or edit the selected transaction:

- Press **Alt + S** to save. **Alt + Shift + S** in Firefox and Chrome.

- Press **Alt + E** to edit a saved transaction. This opens the transaction form.

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.

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.

About the Author

This article is authored by the Intuit® Firm of the Future team. For more information, visit the Firm of the Future website.

Firm of the
Future Team