QuickBooks Online Keyboard Shortcuts

For Mac Users

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**
Open pop-up calendar icon to right of a date field	**Option + down arrow**

Calculate amounts and rates

Add	**+** (plus key)
Subtract	**-** (minus key)
Multiply	*****
Divide	**/**
Group	**( )**

Navigate fields on most forms

Go forward	**Tab**
Go backward	**Shift + Tab**
Check a checkbox field	**Space Bar**
Zoom	**Ctrl +** (zoom in)
	Ctrl - (zoom out)

Save forms

From any form	**Ctrl + Option + S**
Save and send	**Ctrl + Option + M**
Exit transaction	**Ctrl + Option + X**
Cancel	**Ctrl + Option + C**

Choose items in drop-down lists

Jump to desired field	**Tab**
Open list	**Option + down arrow**
Move through items in list	**Up arrow or down arrow**
Select item you want, and move it to next field	Click **field,** then press **Tab**

If list has subitems

Type first few characters of parent item until selected.

To jump to list of subitems, type first few characters of subitem until selected.

Open list of subitems	**Option + down arrow**
Scroll through subitems	**Down or up arrow**
Select item and move to next field	**Tab**

Move around number field in journal entries

Go to Journal Entry screen, then:

Move to distribution line above	**Up arrow**
Move to distribution line below	**Down arrow**

Move around list field in journal entries

Jump from field to field	**Tab**

Find text

Search for text in a window	**Command + F**

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