



# QuickBooks Shortcuts for QuickBooks Online


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|                   |                                    |
|-------------------|------------------------------------|
| Control + Alt + W | Opens the Checks Window            |
| Control + Alt + X | Opens the Expense Window           |
| Control + Alt + E | Opens the Estimates Window         |
| Control + Alt + I | Opens the Invoice Window           |
| Control + Alt + R | Opens the Receive Payment Window   |
| Control + Alt + H | Displays Help Screen               |
| Control + Alt + L | Displays the Lists Page            |
| Control + Alt + C | Opens the Customers Page           |
| Control + Alt + V | Opens the Vendors Page             |
| Control + Alt + A | Opens Chart of Accounts            |
| Control + Alt + F | Opens the Search Transactions Page |
| Control + Alt + / | Displays Keyboard Shortcuts        |

Use the following shortcuts while working in the transactions window:

|                   |                                    |
|-------------------|------------------------------------|
| Control + Alt + S | Saves Transaction & Opens Next One |
| Control + Alt + D | Saves Transaction & Closes Window  |
| Control + Alt + M | Save and Send the Transaction      |
| Control + Alt + P | Print the Transaction              |

And my very, very favorite one:   
Press + or - while in the date field and date changes to  
Next Day/Previous Day