



# TOTAL BUSINESS CARE, LLC

## QuickBooks Online Keyboard Shortcuts for Windows and Mac Users

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Learn keyboard shortcuts for doing things more efficiently in QuickBooks Online for Windows and Mac.

Keyboard shortcuts reference guide: [Download](#) or [Access from within QuickBooks](#).

You can access the quick reference guide within QuickBooks Online: To access this screen, simply hold Control + Option (Alt) + ? (for Mac).

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

### How to open a second window

- **For Internet Explorer:** Press **Ctrl + N**. (**Note:** You will be signed in to the existing company on both windows.)
- **For Firefox:** Press **Ctrl + N**. (**Note:** You won't be signed in to the second window but will remain signed in to the first one. The second window will allow you to log in to the existing company so that you may work using both screens.)
- **For Chrome:** Press **Ctrl + N**. (**Note:** If you go to QuickBooks Online in that window you will be signed in to the existing company.)

### How to search for text in a window

- **CTRL + F** (works in Internet Explorer, Firefox, and Chrome, and Internet Explorer) will bring up a pop-up window to do the search.
- Firefox opens a **Find** toolbar on the bottom of your screen.
- Chrome opens a search field at the top right of the screen.

### How 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.

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## How 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)

## How to move around fields on most forms

- Use the **Tab** key to go forward.
- Use **Shift+Tab** to go back.
- Use the **Space Bar** to check a check box field.

## How to choose items in dropdown 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**.

## How to choose items in a list that has sub-items

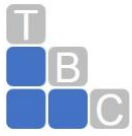
1. Type the first few characters of the parent item until it is selected.
  - To jump to the list of sub-items, type the first few characters of the sub-item until it is selected.
  - Press **Alt + down arrow** to open the list of sub items, and then press **down arrow** or **up arrow** to scroll through the sub-items
2. Press **Tab** to select the item you want and move to the next field.

## How to save forms

- From any form, press **Alt + S** instead of clicking **Save**.
- In Firefox and Chrome, you must use **Alt + Shift + S**. For Mac users it is **Option + Control + S**.

## How 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.



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## How to select a transaction type in an account register

- In a new, yellow transaction row, press **Shift + Tab** to select the transaction type field.
- Press **Alt + down** arrow to open the list.
- Press **up arrow** or **down arrow** to move through the list, or type the first letter of the transaction type you want. If there are two transaction types that begin with the same letter, type the letter twice to select the second one. For example, type **C** once to select **Check**, and type **C** the second time to select **Cash Purchase**.
- Press **Tab** to select the transaction type and to move to the next field. Once you are familiar with the transaction types available, you can tab to the field and type the first letter without opening the list.

## What to do when the Ref # field is selected

- Press **+** to increase the Ref #.
- Press **-** to decrease the Ref #.
- Type **T** to enter **To Print** in the **Ref #** field for a Check, Bill Payment (from a checking account), or Paycheck.

## How to save or edit a selected transaction

- Press **Alt + S** to save. **Alt + Shift + S** (for Firefox and Chrome).
- Press **Alt + E** to edit a saved transaction. This opens the transaction form.

## How 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.

## How to adjust print alignment

- Select the **Vertical** or **Horizontal** field, and then press **+** to raise the number or **-** to lower it.
- You must use the keys on the numeric keypad.

## How 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.