



QBO Tips to Rock Your World

Shortcuts

To quickly go to...	Press
Donors (Customers)	Ctrl + Alt + C
Suppliers Page	Ctrl + Alt + V
Lists Page	Ctrl + Alt + L
Chart of Accounts Page	Ctrl + Alt + A
Search Transactions Window	Ctrl + Alt + F
Help Window	Ctrl + Alt + H

To enter dates...	Press
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	Alt + down arrow

Calculate amounts in any amount or rate field by using + - * / keys and pressing TAB

Duplicate Tab in order to navigate around data file without losing current screen

Chrome & IE — right click on tab & duplicate

Firefox — 'Ctrl' & Refresh screen

Go to Module by hovering on relevant module on left navigation panel and clicking on mouse wheel