

## QuickBooks Online Desktop App macOS Keyboard Shortcuts

File		
Name	Shortcut	Action
New Window	Cmd-N	Creates a new window.
Print	Cmd+P	QBO supports the shortcut key for printing Invoices, Estimates, Sales Receipts, and Credit Memos.
Refresh	Cmd+R	Refreshes the active window.
Save and Close	Ctrl+Alt+D	Performs the corresponding "Save" event on the transaction.
Save and New	Ctrl+Alt+S	Performs the corresponding "Save" event and opens a new transaction.
Save and Send	Ctrl+Alt+M	Performs the corresponding "Save" event and opens the Send email page.
Save and Share	Ctrl+Alt+L	Performs the corresponding "Save" event and opens a dialogue box with a shareable link to the Invoice.
Close	Cmd-W	Closes the active window.
Close All	Opt-Cmd-W	Closes all QuickBooks windows.
Quit QuickBooks	Cmd+Q	Closes the app and remembers all open windows along with their location (does not save transactions).

Edit		
Name	Shortcut	Action
Undo	Cmd-Z	Reverses the effect of the user's previous operation.
Redo	Cmd-Shift-Z	Reverses the effect of the user's last Undo command.
Cut	Cmd-X	Removes selected text and stores it on the Clipboard.
Copy	Cmd-C	Copies selected text and stores it on the Clipboard.
Paste	Cmd-V	Inserts the Clipboard contents to the active cursor field.
Delete	Del	Deletes selected text.
Select All	Cmd-A	Selects all text in a text field.
Find in Page	Cmd-F	Turns on the Toolbar Search box.
Search Transactions	Alt-F	Loads the Advanced Search page.

Create		
Name	Shortcut	Notes
Invoice	Cmd-I	Opens a new Invoice.
Purchase Order	Cmd-O	Opens a new Purchase Order (If supported and enabled).
Estimate	Cmd-T	Generates a new Estimate.
Receive Payment	Cmd+Alt+R	Creates a new Receive Payment window.
Expense	Cmd-E	Opens a new Expense.
Check	Cmd-K	Generates a new Check.
Bill	Cmd-B	Creates a new Bill.
Sales Receipt	Cmd-L	Loads a new Sales Receipt.
Journal Entry	Cmd-J	Loads a new Journal Entry.

Company		
Name	Shortcut	Notes
Chart of Accounts	Opt-A	Loads the Chart of Accounts list.
Products and Services	Opt-P	Takes the customer to the Product and Services list.
Recurring Transactions	Opt-R	Takes the user to the Recurring Transactions list.
Manage Users	Opt-U	Loads the Manage Users list. New Users cannot be added in the desktop app's please guide customers to QBO via a web browser.

Navigate		
Name	Shortcut	Notes
Home	Opt-H	Loads the Dashboard homepage.
Customers	Opt-C	Opens the Customers list.
Vendors	Opt-V	Loads the Vendors list.
Employees	Opt-E	Loads the Employees list.
Banking	Opt-B	Opens the Banking and Credit Card section.
Sales	Opt-S	Loads the Sales list.
Expenses	Opt-X	Loads the Expense list.
Sales Tax	Opt-T	Opens the Sales Tax Center.

View		
Name	Shortcut	Action
Enter Full Screen / Exit Full Screen	Control-Cmd-F	Switches the app into FullScreen mode.
Zoom In	Cmd+	Increases the text size.
Zoom Out	Cmd--	Decreases the text size.
Zoom Reset	Cmd-0	Resets the zoom level.

Window		
Name	Shortcut	Notes
Minimize	Cmd-M	Minimizes the app to the Dock.
Minimize All	Opt-Cmd-M	Minimizes all open windows.

Mac		
Name	Shortcut	Notes
Sign Out	Control-Cmd-I	Signs you out of the app and returns to the login screen.
Hide QuickBooks	Cmd-H	Drops the program to the Dock.
Quit	Cmd-q	Quits the program entirely.
Open in New Window	Shift+Shortcut	To open a transaction or list in a new window use the shift key + shortcut. For example Shift+Ctrl+I will load an Invoice to a new window.