QuickBooks Online Desktop App
Windows Keyboard Shortcuts

File

Name	Shortcut	Action
New Window	Ctrl+N	Creates a new window.
Print	Ctrl+P	QBO supports the shortcut key for printing Invoices, Estimates, Sales Receipts, and Credit Memos.
Refresh	Ctrl+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 Window	Ctrl+W	Closes the active window.
Sign Out	Ctrl+Alt+U	Signs out of the company and returns to the Sign In screen.
Exit QuickBooks	Alt+F4	Quits the app and remembers all open windows along with their location (does not save transactions).

Edit

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

Create

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

Company

Name	Shortcut	Notes
Chart of Accounts	Alt+A	Loads the Chart of Accounts list.
Products and Services	Alt+P	Takes the customer to the Product and Services list.
Recurring Transactions	Alt+R	Takes the user to the Recurring Transactions list (If supported and enabled).
Manage Users	Alt+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	Alt+H	Loads the Dashboard homepage.
Customers	Alt+C	Opens the Customers list.
Vendors	Alt+V	Loads the Vendors list.
Employees	Alt+E	Loads the Employees list.
Banking	Alt+B	Opens the Banking and Credit Card section.
Sales	Alt+S	Loads the Sales list.
Expenses	Alt+X	Loads the Expense list.
Sales Tax	Alt+T	Opens the Sales Tax Center.

View

Name	Shortcut	Action
Enter Full Screen / Exit Full Screen	F11	Switches the app into Full Screen mode.
Zoom In	Ctrl+Shift+=	Increases the text size.
Zoom Out	Ctrl+-	Decreases the text size.
Zoom Reset	Ctrl+0	Resets the zoom level.

Window

Name	Shortcut	Notes
Minimize	Win+Down	Drops the program down to the toolbar.
Maximize	Win+Up	Maximizes the active app window to FullScreen
Snap to the Left	Win+Left	Moves the active window to the left half of the screen.
Snap to the Right	Win+Right	Moves the active window to the right half of the screen.

PC

Name	Shortcut	Notes
QuickBooks help	F1	Opens the Help window.
About QuickBooks	F2	Shows the About QuickBooks window.
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.