



TOTAL BUSINESS CARE, LLC

QuickBooks Online Keyboard Shortcuts for Mac Users

Learn keyboard shortcuts for doing things more efficiently in QuickBooks Desktop for Mac.

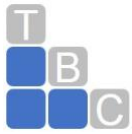
QuickBooks for Mac

Navigate around QuickBooks

Action	Keyboard shortcut
Open the Help window	Command + ?
Minimize current window	Command + M
Open Preferences	Command + , (comma)
Open the Product Information window (Product and License number, company file location, etc)	Command + 1
Open the Find Transaction window (Transactions, invoices, etc)	Command + F
Hide QuickBooks	Command + H

Data fields on forms

Action	Keyboard shortcut
Go to the next data field	Tab



TOTAL BUSINESS CARE, LLC

Go to the previous data field	Shift + Tab
Copy, paste, undo, cut	Command + C, Command + V, Command + Z, Command + X
Increase or decrease the check or form number by one	+ or -
Delete the character to the left	Delete

Date fields on forms

Action	Keyboard shortcut
Advance a day	+
Back a day	-
Go to today	T
Go to the first day of the week	W
Go to the last day of the week	K
Go to the first day of the month	M
Go to the last day of the month	H
Go to the first day of the year (Jan 1)	Y

ACCOUNTING | TAX | CONSULTING

QUICKCARESM | TAX CARESM | FINANCIAL CARESM | ENTITY CARESM

INFO@TOTALBIZCARE.COM | WWW.TOTALBIZCARE.COM



TOTAL BUSINESS CARE, LLC

Go to the last day of the year (Dec 31)	R
---	---

Forms and transactions (invoices, expenses, etc)

Action	Keyboard shortcut
Add a new transaction line	Command + Y
Delete selected transaction line	Command + B
Open the full list for the selected dropdown menu (product, service, customer, etc)	Highlight the ▼ dropdown menu, then press Command + L
Move between pages on forms and reports	FN + ↑ or ↓
Print form (or list)	Command + P
Memorize current form and its transactions	Command and + (plus)
Open transaction history (for current form)	Command + U

Lists (Customer Center, Account Register, Item List, etc)

Action	Keyboard shortcut
Create a new item on a list (account, customer, product or service, etc)	Command + N



TOTAL BUSINESS CARE, LLC

Edit an item on a list (account, customer, product or service, etc)	Command + E
Delete an item on a list (account, customer, product or service, etc)	Command + D
Open an Account Register	Command + R , then select an account

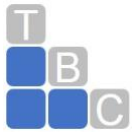
Start a new task anywhere in QuickBooks

Action	Keyboard shortcut
Action	Keyboard shortcut
Create a new invoice	Command + I
Create a new check	Command + K
Open the transaction journal	Command + T
Open the Chart of Accounts	Shift + Command + A
Open the Customer Center	Shift + Command + J
Open the Employee Center	Shift + Command + E
Open the Item list	Shift + Command + I

ACCOUNTING | TAX | CONSULTING

QUICKCARESM | TAX CARESM | FINANCIAL CARESM | ENTITY CARESM

INFO@TOTALBIZCARE.COM | WWW.TOTALBIZCARE.COM



TOTAL BUSINESS CARE, LLC

Open the Memorized Transactions list	Shift + Command + M
Open the Vendor Center	Shift + Command + V

Move to QuickBooks Online

Action	Keyboard shortcut
Export to QuickBooks Online	Shift + Command + D

Open, set up, and close QuickBooks

Action	Keyboard shortcut
Open a company file	Command + O