

## Short Cuts in TValue Online

We have many handy and easy to use short cuts in TValue Online that will make your inputs easier.

**Date** – You can put in 6 Characters (010118) and the program will put in the dashes and year for you (01/01/2018).

**Date Adjustment** – When you are on the date field, you can move the date forward with D for Day, M for Month, and Y for Year or you can move the date backwards using shift and (D, M, or Y). This is very handy for handling irregular dates for payments.

**Amount** – When you are putting in an amount, you can use these short cuts to put in the 000s. You can use K for thousands, H for hundred thousand, M for millions, and B for billions. (e.g. 500K becomes 500,000 or 1.2B becomes 1,200,000).

**Term** – For the term, you can put in the number of years and the letter Y (i.e. 12Y) and the program will calculate the number of months for you (e.g. 144).

**Loan Details** – For the Points, you can input the points and it will give you the amount or you can input the amount and it will give you the points.

These are the helpful short cuts within TValue Online that can make your inputs quick and easy.