



## ***Short Cuts in TValue 6***

We have many handy and easy to use short cuts in TValue 6 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, Y for Year, and C for Century or you can move the date backwards using shift and (D, M, Y, or C). This can be very handy for handling irregular days.

**Calendar** – When you are on a date field, you can click on the calendar and it will show you the Month, and you can click on the Month and it will show you 12 Months, and you can click on the Year and it will show you 12 Years. From there, you can pick your day and the program will add it to your schedule. Once again, this is great for handling irregular 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).

**Function Keys** – You can use the F1 key for the Help menu. You can use the F4 key for the Amortization Schedule. You can use the F6 key to bring up the Configuration dialog box to change the computation methods. You can use the F9 to compute.

**Loan Details** – When you are in the Loan Details, you can click on the calendar and it will let you know the number of days to the 1st for the prepaid interest calculation. 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 6 that can make your inputs quick and easy.