

Rediscover the least-known, yet highest-impact time saving features as rated by your peers

intuit®
ProSeries® Tax

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Shortcut Keys

TOP 20 SHORTCUT KEYS

- | | |
|---------------------------------------|--|
| Ctrl+A Calculator | F1 Program Help |
| Ctrl+D Override | F4 Tax Help |
| Ctrl+E Return Errors | F5 Final Review |
| Ctrl+G Go to State/City | F6 Select Form |
| Ctrl+J Find | F7 Find Next Error |
| Ctrl+M Go to QuickEntry Mode | F8 Mark as Estimated |
| Ctrl+Q QuickZoom | F9 Calculate Return |
| Ctrl+U Forms in Use | F10 Save Tax Return |
| Ctrl+→ Next Form in Use | F11 Add/Edit Missing Client Info |
| Ctrl+← Previous Form in Use | Tab Go to Next Field |
| Ctrl+B Billing Clock | Ctrl+F6 Select/Create Multiple Copy |
| Ctrl+C Copy | Ctrl+Shift+F Find/List Notes |
| Ctrl+F Select Form | Ctrl+Shift+J Find Again |
| Ctrl+K K-1 Summary | Ctrl+Shift+L Select Line |
| Ctrl+L Trail Balance Import | Ctrl+Shift+N Add/Edit Note |
| Ctrl+N New Client | Ctrl+Shift+R Trial Balance Reverse Sign |
| Ctrl+O Open Client | Ctrl+Shift+S Supporting Statements |
| Ctrl+P Print Client | Shift+Tab Go to Previous Field |
| Ctrl+S Save Client | Shift+F1 Help |
| Ctrl+T Tax Summary | Alt+F4 Exit |
| Ctrl+V Paste | Ctrl+Home Top of Form |
| Ctrl+W Remove Form | Ctrl+End Bottom of Form |
| Ctrl+X Cut | PgUp Page Up |
| Ctrl+Y Print Options | PgDn Page Down |
| Ctrl+Z Undo | Home Front of Field |
| Ctrl+F2 Go to Parked Window | End End of Field |
| Ctrl+F3 Sort Data Table | |

TOP HOMEBASE SHORTCUT KEYS

- | | |
|----------------------------------|--|
| Ctrl+N New Client | Ctrl+A Calculator |
| Ctrl+O Open Client | F1 Program Help |
| Alt+F11 Client Snapshot | F11 Add/Edit Missing Client Info |
| Alt+J Find | F12 EF Reports (EF View Only) |
| Ctrl+P Print Client | F5 Final Review |
| Ctrl+Y Print Options | Alt+F5 Resync Database (Network Only) |

Press F1 for a complete list of shortcut keys, found in the *ProSeries User Guide*.

WE SURVEYED YOUR PEERS AND THEY SAID:

**“WHERE DO I ENTER”
LOOK-UP TOOL**
Find the appropriate form and field when you are not sure where to enter certain data into your client's return.
Saves 15 minutes per return

K1 TRANSFER
Import information from the Schedule(s) K-1 in a ProSeries 1065, 1120S or 1041 client file to Schedule K-1 worksheets) in a client's Form 1040 return.
Saves 29 minutes per return

FINANCIAL INSTITUTION DOWNLOAD
Download your client's 1099-B, 1099-INT and 1099-DIV data directly from participating financial institutions by way of a website that is easy for you and your clients to use and access. This is fully integrated and included with ProSeries.
Saves 50 minutes per return

CLIENT ADVISOR
Generate a list of up to 71 tax planning suggestions on how your clients can help reduce their future taxes.
Saves 24 minutes per return

INTUIT LINK
A digital version of the Client Checklist with an expanded client questionnaire that helps you get the information you will need from your clients to prepare their returns (e.g. itemized deductions)—on average, 30% faster than traditional paper organizers.
Saves 18 minutes per return

For more time-saving features, visit IntuitAccountants.com/PSTimeSavers

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