

TOP 20 SHORTCUT KEYS

Ctrl+A	Calculator	F1	Open Help Center
Ctrl+D	Override	F5	Refresh View
Ctrl+E	Return Errors	F6	Select Form
Ctrl+F	Search (HomeBase)	F7	Find Next Error
Ctrl+G	Go to State	F8	Mark as Estimated
Ctrl+M	Go to QuickEntry Mode	F9	Calculate Return
Ctrl+Q	QuickZoom	F10	Save Tax Return
Ctrl+T	Tax Summary	F11	Add/Edit Missing Client Info
Ctrl+U	Forms in Use	Tab	Go to Next Field
Ctrl+ →	Next form in Use		
Ctrl+ ←	Previous form in Use		

STANDARD SHORTCUT KEYS

Ctrl+B	Billing Clock	Ctrl+F6	Select/Create Multiple Copy
Ctrl+C	Copy	Ctrl+Shift+F	Find/List Notes
Ctrl+F	Select Form (Forms)	Ctrl+Shift+J	Find Again
Ctrl+J	Find Field-entered Data	Ctrl+Shift+L	Select Line
Ctrl+K	K-1 Summary	Ctrl+Shift+N	Add/Edit Note
Ctrl+L	Trial Balance Import	Ctrl+Shift+R	Trial Balance Reverse Sign
Ctrl+N	New Client	Ctrl+Shift+S	Supporting Statements
Ctrl+P	Print Client	F11	Add/Edit Missing Client Info
Ctrl+S	Save Client	Shift+Tab	Go to Previous Field
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	Redo	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	Open Help Center
Alt+F11	Client Snapshot	F12	EF Reports (EF View Only)
Ctrl+F	Find	F5	Refresh View
Ctrl+P	Print Client	Alt+F5	Resync Database (Network Only)
Ctrl+Y	Print Options		