

TALLY ERP 9 SHORTCUT KEYS

Shortcut Keys	Functions
CTRL + F1	To select payroll voucher from the inventory voucher
CTRL + F2	To select sales order voucher from the accounting voucher
CTRL + F4	To select the purchase order voucher from the accounting voucher screen
CTRL + F10	To select the memorandum voucher
CTRL + F9	To select the debit note voucher
CTRL + F8	To select the credit note voucher
F8	To select the sales voucher
F9	To select the purchase voucher
F7	To select the journal voucher
F6	To select the receipt voucher
F5	To select the payment voucher
F4	To select the contra voucher
F3	To select the company
F2	To change the menu period
F1	To select the account button and inventory buttons
Alt + F1	To see the constrained messages, use this shortcut key to select the inventor
Alt + 2	To initiate the use of duplicate voucher
Alt + B	To check outstanding balances
Alt + C	To create a master on voucher screen
Alt + D	To remove the voucher or delete the master. Remove the table in the column report using this key.

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Shortcut Keys	Functions
Alt + E	To export the reports in ASCII, Excel, HTML, PDF, or XML format
Alt + I	To insert voucher/changes between items and accounting
Alt + G	For selecting language configuration
Alt + K	For making keyword configurations
Alt + O	To upload reports
Alt + G	To arrive at the language selection for tally ERP 9
Alt + M	For deleting any message
Alt + N	For displaying messages in automatic columns
Alt + P	To initiate printing of the report
Alt + R	For removing the line from report
Alt + S	To check the public return of the line removed with Alt + R
Alt + U	To get the last used line which was also removed before
Alt + V	For connecting invoice screen with stock journals screen
Alt + X	To cancel voucher in daily list or voucher list
Alt + R	For registering your Tally ERP 9
Ctrl + B	For accommodation of budget
Ctrl + Alt + B	To check the statutory details of the company
Ctrl + C	For choosing the cost category
Ctrl + E	To select any currency
Ctrl + G	For selecting groups
Ctrl + H	To take help from the Help & Support center
Ctrl + I	For selecting the items in stock

Head office :- Kanwali Road Dehradun Uttarakhand India

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Shortcut Keys	Functions
Ctrl + Alt + I	For implementation of legal masters
Ctrl + K	For logging into remote user Http://Tally.Net
Ctrl + L	For ledger selection
Ctrl + O	For checking the go downs in tally selection
Ctrl + Q	The screen exits and is left without changes saved
Ctrl + R	Helps you to return directly to the voucher type
Ctrl + Alt + R	To access the company's data
Ctrl + S	To change the master of the attack items
Ctrl + U	For selecting any unit
Ctrl + V	To initiate selection of voucher types and wiring between billing and goods
Ctrl + K	For connecting directly to the control center
Ctrl + H	To access the help center directly where you can send questions directly to the Tally ERP9 developer and Tally executives
Alt + ENTER	To view the voucher display
Alt + S	To see the financial report
Alt + F1	For detailed news
Alt + F2	To change the period
Alt + F3	To modify company information
Alt + F4	To select the trading order type
Alt + F5	For the selection of sales order. Also, to gain monthly and quarterly display.
Alt + F6	For the selection of the order. To select or reject the voucher type.
Alt + F7	For choosing an additional vehicle type to accept all kinds of tests

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Shortcut Keys	Functions
Alt + F8	For initiating the display of columnar report
Alt + F9	For the selection of external paper type
Alt + F10	To select the physical vehicle type
Alt + F12	For filtering of money value information
Alt + J	For the selection of job work out order voucher
Alt + W	For selecting job work in order voucher
CTRL + A	For selecting a form
CTRL + N	To switch to calculator
R	To generate ratio
S	To look for stock
P	To go to P&L
B	To go to the balance sheet
D + T	To go to trial balance
E	For developing order voucher
T	For developing inventory voucher
Ctrl + Alt + F12	For going to advanced configuration
Pg Up	Helps display the previous voucher when you change the voucher.
Pg Dn	Helps to display the next voucher while changing the voucher
Esc + Enter	To exit
Q + Enter	For quitting
ENTER	To accept anything in a field
ESC	For clearing the entry

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Shortcut Keys	Functions
Shift + ENTER	To condense next level of details
CTRL + ENTER	To change the master while entering or displaying a message

TALLY PRIME SHORTCUT KEYS

Shortcut Keys	Functions
ALT + F1	It helps in shutting down the company
ALT + M	To keep the mail menu open
ALT + F4	It helps you to quit
ALT + F5	It helps you to credit notes
ALT + F6	It helps you to debit note
Enter	To drill down from a line in a report
Alt+A	To add a voucher in a report
Ctrl+R	To remove an entry from a report
Alt+T	To hide or show the details in a table
Ctrl+U	To display the last hidden line
Space bar	To select/deselect a line in a report
Shift+Space bar	To select or deselect a line in a report
Shift+Up/Down	To perform linear selection/deselection of multiple lines in a report
Ctrl+Spacebar	To select or deselect all lines in a report
Ctrl+Shift+End	To select or deselect lines till the end

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Shortcut Keys	Functions
Ctrl+Shift+Home	To select or deselect lines till the top
Ctrl+Alt+I	To invert selection of line items in a report
Alt+V	To open the GST portal
Alt+A	To alter a column
Alt+F12	To filter data in a report, with a selected range of conditions
Ctrl+F12	To calculate balances using vouchers that satisfy the selected conditions
Ctrl+B	To views values in different ways in a report
Ctrl+H	To change view - display report details in different views / To navigate to voucher view from summary reports / To navigate to post-dated cheque related transactions report
Ctrl+J	To view the exceptions related to a report
Ctrl+F7	To open physical stock
Alt+F8	To open delivery note
Ctrl+F8	To open sales order
Alt+F9	To open receipt note
Ctrl+F9	To open purchase order
Alt+F6	To open credit note
Alt+F5	To open debit note
Ctrl+F4	To open payroll voucher
Ctrl+F6	To open rejection in voucher
Ctrl+F5	To open rejection out voucher
F10	To view list of all vouchers
Alt+R	To retrieve narration from the previous ledger
Alt+C	To open the calculator panel from amount field

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Shortcut Keys	Functions
Ctrl+T	To mark a voucher as post-dated
Ctrl+D	To remove item/ledger line in a voucher
Ctrl+F	To autofill details
Ctrl+H	To change mode - open vouchers in different modes
Alt+S	To open the stock query report for the selected stock item
Ctrl+L	To mark a voucher as optional

COMMONLY USED TALLY SHORTCUT

Shortcut Keys	Functions
ALT + V	It is used to open and view the file menu.
ALT + A	It saves the entry
ALT + N	It is used to add images ,tables, shapes.
CTRL + Q	It is used to abandon the form

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