

TALLY ERP 2023 UPDATED SHORTCUTS

Tally 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.
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
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 godowns 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 forsee 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
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
PgUp	Helps display the previous voucher when you change the voucher.
PgDn	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
Shift + ENTER	To condense next level of details
CTRL + ENTER	To change the master while entering or displaying a message

TALLY PRIME 2023 UPDATED SHORTCUTS

Tally Prime Shortcut Keys	Functions
ALT + D	To delete the voucher group and stock items
ALT + X	Cancel current voucher
ALT + F1	It helps in shutting down the company
ALT + C	It creates a master
ALT + E	It exports the menu
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
Alt+I	To insert a voucher in a report
Alt+2	To create an entry in the report, by duplicating a voucher
Enter	To drill down from a line in a report
Alt+D	To delete an entry from 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
Alt+U	To display all hidden line entries, if they were removed
Ctrl+U	To display the last hidden line
Shift+Enter	To expand or collapse information in a report
Ctrl+Enter	To alter a master during voucher entry or from drill-down of a report
Alt+F1 / Alt+F5	To view the report in detailed or condensed format
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
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+C	To add a new column
Alt+A	To alter a column
Alt+D	To delete a column
Alt+N	To auto repeat columns
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
F4	To open contra voucher
F5	To open payment voucher
F6	To open receipt voucher
F7	To open journal voucher

Alt+F7	To open stock journal voucher
Ctrl+F7	To open physical stock
F8	To open sales voucher
Alt+F8	To open delivery note
Ctrl+F8	To open sales order
F9	To open purchase voucher
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
Ctrl+T	To mark a voucher as post-dated
Alt+D	To delete a voucher/transaction
Alt+V	To open a manufacturing journal from the quantity field of a journal voucher
Ctrl+D	To remove item/ledger line in a voucher
Ctrl+F	To autofill details
Ctrl+R	To retrieve the narration from the previous voucher, for the same voucher type.
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

Tally GST Shortcut

Tally GST Shortcut Keys	Actions
Alt + J	To get Statutory Adjustment Vouchers.
Alt + S	For availing Statutory Payment Voucher.
CTRL + O	For opening GST portal.
CTRL + E	To export any return.
CTRL + A	For viewing it accepted for as it is.

