

Tally ERP 9 All Shortcut Keys (60 Shortcut Keys) Download in PDF & Excel .xls

There are many types of shortcuts in Tally, below given all shortcuts are very useful to minimize your time to work, using shortcuts keys makes your work faster and easier. so check out, as all shortcuts are given hereunder:-

Tally ERP 9 Shortcuts with “ALT” Button

Alt+2 : Duplicate Voucher

Alt+A : Add voucher/To Alter the column in the columnar report

Alt+C : Create a master at a voucher screen, if it has not been already assigned a different function, as in reports like Balance Sheet.

Alt+D : Delete a voucher To delete Accounting or Inventory master which is not used by any voucher or elsewhere in the alteration mode

Alt+E : Export the report in ASCII, HTML, OR XML format

Alt+I : Import statutory masters

Alt+H : Help Shortcut

Alt+I : Insert a voucher/To toggle between Item and Accounting invoice

Alt+N : To view the report in automatic columns, Multiple Columns at all reports, Trial Balance, Cash/bank books, Group Summary & Journal Reg

Alt+P : Print the report

Alt+R : Remove a line in a report

Alt+Y : Register Tally

Alt+F2 : Maintain Date for Multiple Years by changing period on Gateway of Tally/Change of Period for Setting Period

Alt+S : Bring back a line you removed using Alt+R

Alt+U : Retrieve the last line which is deleted using Alt+R

Alt+W : To view the Tally Web browser.

Alt+O : To upload the report to the website

Alt+M : Email the report

Alt+F1 : Close a Company (At All Menu Screens). View detailed Report (Report Screens). Explore a line into its details (At Almost all Screens)

Alt+F3 : Select the company info menu (At Gateway of Tally Screen). Create/alter/shut a company (At Gateway of Tally Screen)

Alt+F5 : View sales and purchase register summary on a quarterly basis

Alt+F12 : View the filters screen where the range of information can be specified

Alt+X : Cancel a voucher in Day Book/List of Vouchers

Alt+R : Recalls the Last narration saved for the first ledger in the voucher, irrespective of the voucher type

Alt+D : Delete any voucher in Daere the range of information can be specified

Alt+Z : Zoom

Tally ERP 9 Shortcuts with “Function” Button

F10 : Navigate between Accounting Reports

F11 : Modify Company features specific to the current company only

F12 : Master Configurations, which will affect all companies in the same data directory.

F2 : Change the date

F6 : Select Receipt Voucher

F7 : Select Journal Voucher

F8 : Select Sales Voucher

F9 : Select Purchase Voucher

F4 : Contra Voucher (All voucher creation and alteration screens). View list of Groups (Reports groups summary, group voucher screen, cash/ bank summary)

F5 : Select Payment Voucher. Switch between Grouped and Ledger-wise Display

Tally ERP 9 Shortcuts with “Ctrl” Button

Ctrl+R : Repeat narration in the same voucher type irrespective of Ledger Account

Ctrl+T : Mark any voucher as Post Dated Voucher **Ctrl+N**: Switches to Calculator/ODBC Section of Tally Screen

Ctrl+Q : Abandon a form—wherever you use this key combination, it quits that screen without making any changes to it.

Ctrl+M : Switches to Main Area of Tally Screen

Ctrl+A : Accept a form—wherever you use this key combination, that screen or report gets accepted as it is.

Ctrl+G : Select Group

Ctrl+L : Mark a voucher as Optional or Regular

Ctrl+F9 : Select Debit Note Voucher

Ctrl+Alt+V : To paste the text from Tally (At creation and alternation screens)

Ctrl+Alt+R : Rewrite data for a Company

Ctrl+Alt+B : Check the Company Statutory details

Ctrl+Alt+C : Copy the text from Tally (At creation and alternation screens)

Ctrl+Alt+c : for copy

Ctrl+Alt+v : for paste

Shift+Enter : To view the next level of details and/or condense the next level of details

Tally ERP 9 Shortcuts in use of “Inventory Vouchers”

Alt+F4 : Purchase Order Voucher

Alt+F10 : Physical Stock

Alt+F5 : Sales Order Voucher

Alt+F7 : Stock Journal / Manufacturing Journal

Alt+F8 : Delivery Note

Alt+F9 : Receipt Note

Esc : Clear entry

Ctrl+F6 : Rejection In