

Tally ERP9 Renewal

Tally Shortcut Keys - Category Wise

Commonly used Tally Shortcut

KEY	FUNCTIONALITY
ALT+E	To export vouchers, reports or anything in Tally. You can export reports and vouchers from Tally in ASCII, Excel, HTML, JPEG, PDF, and XML formats.
ALT+H	To go to the Help in Tally from anywhere.
ALT+K	To change the language of the keyboard or for keyboard configuration in Tally.
ALT+M	To email any voucher or report from Tally to any email address along with CC and BCC.
ALT+O	To upload the vouchers or reports from Tally to your own website. Although, this option is not used by most of the people.
ALT+P	To print any voucher or report in Tally. You can also print in different printers and PDF as well.
ALT+Z	To zoom in the print preview while printing any voucher in Tally.
CTRL+A	To accept or save the ledger, voucher, report or anything else in Tally.
CTRL+Q	To exit or quit any screen in Tally. Although, ESC is mostly used for this by everyone including me.
ALT+N	To view the report in automatic columns (Multiple Columns at all reports, Trial Balance, Cash/bank books, Group Summary & Journal Reg.
ALT+R	Remove a line in a report.
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+Y	Register Tally.
CTRL+ALT+B	Check the Company Statutory details.
CTRL+ALT+R	Rewrite data for a Company.

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ALT+F2	Maintain Date for Multiple Years by changing period on Gateway of Tally / Change of Period for Setting Period.
CTRL+M	Switches to Main Area of Tally Screen.
CTRL+N	Switches to Calculator / ODBC Section of Tally Screen.
CTRL+R	Repeat narration in the same voucher type irrespective of Ledger Account.
CTRL+T	Mark any voucher as Post Dated Voucher.
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+F12	View the filters screen where the range of information can be specified.
CTRL+ALT+C	Copy the text from Tally (At creation and alteration screens).
CTRL+ALT+V	To paste the text from Tally (At creation and alteration screens).
SHIFT+ENTER	To view the next level of details and / or condense the next level of details.
F2	Change Date.
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.
F6	Select Receipt Voucher.
F7	Select Journal Voucher.
F8	Select Sales Voucher.
F9	Select Purchase Voucher.
CTRL+F9	Select Debit Note Voucher.
F10	Navigate between Accounting Reports.

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F11	Modify Company features specific to current company only.
F12	Master Configurations, which will affect all companies in same data directory.

Inventory Shortcuts in Tally

KEY	FUNCTIONALITY
CTRL+U	To go to the Unit Creation Screen in Tally.
CTRL+G	To go to the Stock Group Creation Screen in Tally.
CTRL+C	To go to the Stock Category Creation Screen in Tally.
CTRL+I	To go to the Stock Item Creation Screen in Tally..
CTRL+O	To go to the Godown Creation Screen in Tally.
CTRL+V	To go to the Voucher Type Creation Screen in Tally.
ALT+F4	Purchase Order Voucher.
ALT+F5	View sales and purchase register summary on a quarterly basis.
CTRL+F6	Rejection In.
ALT+F7	Stock Journal / Manufacturing Journal.
ALT+F8	Delivery Note.
ALT+F9	Receipt Note.
ALT+F10	Physical Stock.
ESC	To remove what you typed into a field.

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Voucher Shortcut Keys

KEY	FUNCTIONALITY
ALT+C	To create a ledger in Tally - whenever in a voucher in tally.
ALT+D	To delete a ledger in Tally - whenever in any voucher in tally. You can also delete a company in tally using this tally shortcut key.
ALT+X	To cancel a voucher in Day Book/List of Vouchers.
CTRL+V	To go to the Voucher Type Creation Screen in Tally.
ALT+V	From Invoice screen to bring Stock Journal screen
ALT+I	Insert a voucher / To toggle between Item and Accounting invoice.
ALT+A	To Add a voucher just after the cursor placed in a list of vouchers.
ALT+2	To duplicate the voucher from the list of the vouchers in Tally.
CTRL+L	Mark a voucher as Optional or Regular.
CTRL+ENTER	To alter a master while making an entry or viewing a report.