

Functions key in Tally.ERP 9

Function Key	Functionality	Availability
F2	1. To change the menu period.	At almost all screens in Tally.ERP 9
F4	1. To Select the contra vouchers.	At accounting voucher creation and alteration screen.
	2. To view the list of groups.	At the trial balance, cash/bank summary, group summary and group vouchers screens.
	3. To view the list of ledgers.	At the ledger vouchers screen.
	4. To change voucher type.	At the sales, purchase and journal register and day book screens.
	5. To switch between bills receivable and payable report.	At the bill receivable and payable report screens.
	6. To view other stock item's summary.	At the item monthly screen.
	7. To show/hide gross profit earned on sales made.	At the item monthly screen.

F5	1. To select the payment voucher.	At accounting voucher creation and alteration screens.
	2. To switch between grouped and ledger wise display.	At the trial balance, cash/bank summary and group summary screens.
	3. To reconcile bank accounts.	At the ledger vouchers screen, where the ledger is the bank ledger.
F6	1. To select the receipt voucher.	At accounting voucher creation and alteration screens.
	2. To view the age wise analysis of bills payable.	At the bills receivable and payable report screens.
F7	1. To select the journal voucher.	At accounting voucher creation and alteration screens.
	2. To switch between group summary and group vouchers.	At the group summary and group vouchers.
	3. To view the monthly summary.	At the ledger vouchers screen.
F8	1. To select the sales voucher.	At accounting voucher creation and alteration screens.

F9	1. To select the purchase voucher.	At accounting voucher creation and alteration screens.
F10	1. Navigate between accounting reports.	At the reports screens, trial balance, account books and day book screens.
F11	1. To select the features screen.	At almost all screens in Tally.ERP 9.
F12	1. To select the configure screen.	At almost all screens in Tally.ERP 9.