

TALLY SHORTCUT KEYS

List of Function Keys

Sl. No.	Key	Functionality	Availability
1	F2	To Change the menu period.	At almost all screens in Tally.ERP9
2	F4	To select the contra voucher.	At accounting voucher creation and alteration screens.
		To view the list of groups.	At the Trial Balance, Cash/Bank summary, group summary and group vouchers scree.
		To view the list of ledgers.	At the ledger voucher screen.
		To change voucher type.	At the sales, purchase and journal register and day book screens.
		To switch between bills receivable and bills payable report.	At the bills receivable and payable report screen.
		To view other stock item's summary.	At the item monthly screen.
		To show/hide gross profit earned on sales made.	At the item monthly screen.
3	F5	To select the payment voucher.	At accounting voucher creation and alteration screens.
		To switch between grouped and ledger wise display.	At the trial balance, cash/bank summary and group summary screens.
		To reconcile bank accounts.	At the ledger voucher screen, where the ledger is the bank ledger.
4	F6	To select the receipt voucher.	At accounting voucher creation and alteration screen.
		To view the age wise analysis of bills payables.	At the bills receivables and payable report screens.
5	F7	To select the Journal voucher.	At accounting creation and alteration screen.

		To view the monthly summary.	At the ledger voucher screen.
		To switch between group summary and group vouchers.	At the group summary and group voucher screen.
6	F8	To select a sales voucher.	At accounting voucher creation and alterations screen.
7	F9	To select a purchase voucher.	At accounting voucher creation and alterations screen.
8	F10	Navigate between accounting reports.	At the report screens, Trial Balance, accounts book and day books screens.
9	F11	To select the features screen.	At almost all screens in Tally.ERP9
10	F12	To select the configure screen.	At almost all screens in Tally.ERP9

Key Combination Used For Navigation

Sl. No.	Key	Functionality	Availability
1	Enter	To accept anything you type into a field.	You have to use this key at most areas in Tally.ERP9.
		To accept a voucher or master.	
		To get a report with further details of an item in a report.	
2	Esc	To remove what you type into a field.	At almost all screens in Tally.ERP9.
		To exit a screen.	
		To indicate that you do not want to accept a voucher or ledger.	
3	Shift + Enter	To view next level details and condense the next level details.	At the balance sheet, profit and loss account, trial balance, cash/bank book(s), group summary, group vouchers, voucher register, day book and list of accounts screens.
4	Space	Select the current line.	At all reports screens in Tally.ERP9.

5	Ctrl + Space	Select all lines.	At all reports screens in Tally.ERP9.
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Special Function Key Combination

Sl. No.	Key	Functionality	Availability
1	Alt + F11	To close a company.	At all menu screens.
		To view detailed report.	At almost all report screens.
		To explode a line into its details.	At almost all screens in Tally.ERP9.
2	Alt + F2	To change system period.	At almost all screens in Tally.ERP9
3	Alt + F3	To select the company info menu.	At Gate of Tally.ERP9 Screen.
		To create/ alter/ shut a company.	
4	Alt + F5	To view sales and purchase register summary on a quarterly basis.	At the sales and purchase register screens.
5	Alt + F12	To view the filters screen where the range of information can be specified.	At all the report screens.
6	Alt + C	To create a ledger at a voucher screen.	At accounting voucher and alteration screens, at a field where you have to select a ledger from a list. If the necessary account has not been created earlier, use this key combination to create the ledger without quitting from the accounting voucher screen.
		To add a new column to reports.	At all the reports, trial balance, cash/bank book(s), group summary and journal register screens.
7	Alt + N	To add multiple columns to a report (Auto column).	At all the reports, trial balance, cash/bank book(s), group summary and journal register screens.
8	Alt + P	To print reports.	At all report screens in Tally.ERP9.

9	Alt + Z	To zoom.	At all the print preview screens.
10	Ctrl + F8	To select a Credit note.	At accounting voucher creation and alterations screen.
11	Ctrl + F9	To select a Debit note.	At accounting voucher creation and alterations screen.
12	Ctrl + Q	To quit a screen – wherever you use this key combination, it quits that screen without making any changes to it. It also does not ask for confirmation from user before quitting.	At almost all screens in Tally.ERP 9.
13	Ctrl + L	To mark a voucher as optional or regular.	At accounting voucher creation and alterations screen.
14	Alt + R	Recalls the last narration saved for the first ledger in the voucher irrespective of the voucher type.	At creation / alterations of voucher screen.
15	Ctrl + R	Recalls the last narration saved for the specific voucher type, irrespective of the ledger.	At creation / alterations of voucher screen.
16	Alt + D	To delete a voucher / master or To delete a column in any columnar report.	At voucher and master (single) alteration screens.
17	Alt + X	To cancel a voucher in Daybook/ list of vouchers.	At all voucher screens.
18	Alt + 2	To duplicate a voucher.	At list of vouchers – creates a voucher similar to the one where you positioned the cursor and used this key combination.
19	Alt + A	To add a voucher or to alter the column in columnar report.	At list of vouchers – adds a voucher after the one where you positioned the cursor and used this key combination.

20	Alt + I	To insert a voucher or To toggle between item and accounting invoice.	At list of vouchers – inserts a voucher before the one where you positioned the cursor and used this key combination.
21	Alt + R	To remove a line in a report.	At almost all screens in Tally.ERP9.
22	Alt + U	To retrieve the last line which is removed using Alt + R.	At almost all screens in Tally.ERP9.
23	Ctrl + U	To retrieve all lines which are removed using Alt + R.	At almost all screens in Tally.ERP9.