

“ SHORTCUT KEYS OF TALLY ERP 9.0 BY G ● ● GLER ”

ALT + N	To view the report in automatic columns	At all the reports where columns can be added
ALT + P	To print the report	At all reports screens in TALLY.ERP 9
ALT + R	To remove a line in a report	At all reports screens in TALLY.ERP 9
ALT + S	To bring back a line you removed using ALT + R	At all reports screens in TALLY.ERP 9
ALT + U	To retrieve the last line which is deleted using Alt + R	At all reports screens in TALLY.ERP 9
ALT+ V	From Invoice screen to bring Stock Journal screen	At Invoice screen > Quantity Field > Press Alt + V to select the Stock Journal.
ALT + X	To cancel a voucher in Day Book/List of Vouchers	At all voucher screens in TALLY.ERP 9
ALT + R	To Register TALLY.ERP 9	At almost all screens in TALLY.ERP 9.
CTRL + A	To accept a form ♦ wherever you use this key combination, that screen or report gets accepted as it is	At almost all screens in TALLY.ERP 9, except where a specific detail has to be given before accepting
CTRL + B	To select the Budget	At Groups/Ledgers/Cost Centres/ Budgets/Scenarios /Voucher Types/ Currencies (Accounts Info) creation and alteration screen
CTRL + ALT + B	To check the Company Statutory details	At all the menu screens
CTRL + C	To select the Cost Centre	At Groups/Ledgers/Cost Centres/ Budgets/Scenarios /Voucher Types/ Currencies (Accounts Info) creation and alteration screen
	To select the Cost Category	At Stock Groups/ Stock Categories/ Stock Items/ Reorder Levels/ Godowns/ Voucher Types / Units of Measure (Inventory Info) creation/alteration screen
CTRL+ E	To select the Currencies	At Groups/Ledgers/Cost Centres/ Budgets/Scenarios /Voucher Types/ Currencies (Accounts Info) creation and alteration screen
CTRL + G	To select the Group	At Groups/Ledgers/Cost Centres/ Budgets/Scenarios /Voucher Types/ Currencies (Accounts Info) creation and alteration screen
CTRL + H	To view the Support Centre	At Almost all screens in TALLY.ERP 9
CTRL + I	To select the Stock Items	At Stock Group/ Stock Categories/ Stock Items/ Reorder Levels/ Godowns/ Voucher Types / Units of Measure (Inventory Info) creation/alteration screen
Ctrl + Alt + I	To import statutory masters	At all menu screens

Windows	Functionality	Availability
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
ALT + A	To Add a voucher	At List of Vouchers ♦ adds a voucher after the one where you positioned the cursor and used this key combination.
	To Alter the column in columnar report	Alters the column in all the reports which can be viewed in columnar format
ALT + C	To create a master at a voucher screen (if it has not been already assigned a different function, as in reports like Balance Sheet, where it adds a new column to the report)	At voucher entry and alteration screens, at a field where you have to select a master from a list. If the necessary account has not been created already, use this key combination to create the master without quitting from the voucher screen.
	To access Auto Value Calculator in the amount field during voucher entry	At all voucher entry screens in the Amount field
ALT + D	To delete a voucher	At Voucher and Master (Single) alteration screens. Masters can be deleted subject to conditions, as explained in the manual.
	To delete a master	
	To delete a column in any columnar report	All the reports screen which can be viewed in columnar format
	(if it has not been already assigned a different function, as explained above)	
ALT + E	To export the report in ASCII, Excel, HTML OR XML format	At all reports screens in TALLY.ERP 9
ALT + I	To insert a voucher	At List of Vouchers ♦ inserts a voucher before the one where you positioned the cursor and used this key combination.
	To toggle between Item and Accounting invoice	At creation of sales and purchase invoice
ALT + G	To select the Language Configuration	At almost all screens in TALLY.ERP 9
ALT + K	To select the Keyboard Configuration	At almost all screens in TALLY.ERP 9
ALT + O	To upload the report at your website	At all reports screens in TALLY.ERP 9
ALT + G	To select language for TALLY.ERP 9 Interface	At almost all screens of TALLY.ERP 9
ALT + M	To Email the report	At all reports screens in TALLY.ERP 9

CTRL + K	To Login as Remote Tally.NET User	At Almost all screens in TALLY.ERP 9
CTRL + L	To select the Ledger	At Groups/Ledgers/Cost Centres/ Budgets/Scenarios /Voucher Types/ Currencies (Accounts Info) creation and alteration screen
	To mark a Voucher as Optional	At the creation and alteration of Vouchers
CTRL + O	To select the Godowns	At Stock Group/ Stock Categories/ Stock Items/ Reorder Levels/ Godowns/ Voucher Types / Units of Measure (Inventory Info) creation/alteration screen
CTRL + Q	To abandon a form ♦ wherever you use this key combination, it quits that screen without making any changes to it.	At almost all screens in TALLY.ERP 9.
CTRL + R	To repeat narration in the same voucher type	At creation/alteration of voucher screen
CTRL + Alt + R	Rewrite data for a Company	From Gateway of Tally screen
CTRL + S	Allows you to alter Stock Item master	At Stock Voucher Report and Godown Voucher Report
CTRL + U	To select the Units	At Stock Groups/ Stock Categories/ Stock Items/ Reorder Levels/ Godowns/ Voucher Types / Units of Measure (Inventory Info) creation/alteration screen
CTRL + V	To select the Voucher Types	At Groups/Ledgers/Cost Centres/ Budgets/Scenarios /Voucher Types/ Currencies (Accounts Info) creation and alteration screen
	To toggle between Invoice and Voucher	At creation of Sales/Purchase Voucher screen
CTRL + K	To login to Control Centre	At almost all screens of TALLY.ERP 9

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