

Tally Basic Short Cut Keys which I use

ALT + 2 To Duplicate a voucher

ALT + A To Add a voucher / To Alter the column in columnar report

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)

To access Auto Value Calculator in the amount field during voucher entry

ALT + D To delete a voucher

To delete Accounting or Inventory master which is not used by any voucher or elsewhere in the alteration mode.

To delete a column in any columnar report

ALT + E To export the report in ASCII, HTML OR XML format

ALT + I To 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 Register

ALT + P To print the report

ALT + R To remove a line in a report

ALT + S To bring back a line you removed using ALT + R

ALT + U To retrieve the last line which is deleted using Alt + R

ALT + W To view the Tally Web browser.

ALT + X To cancel a voucher in Day Book/List of Vouchers

ALT + Y To Register Tally

CTRL + A To accept a form – wherever you use this key combination, that screen or report gets accepted as it is.

CTRL + ALT + B To check the Company Statutory details

CTRL + G To select the Group

CTRL + ALT + I To import statutory masters

CTRL + Q To abandon a form – wherever you use this key combination, it quits that screen without making any changes to it.

CTRL + Alt + R Rewrite data for a Company

ALT + H Tally's Online context-sensitive Help Shortcut

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

ALT + R Recalls the last narration saved for the first ledger in the voucher, irrespective of the voucher type

CTRL + R To repeat narration in the same voucher type irrespective of Ledger Account

CTRL + T To mark any voucher as Post Dated Voucher

ALT + D To delete any voucher in Day Book/ Deleting

ALT + O To upload the report at your website

ALT + M To Email the report

ALT + F1 To Close a Company (At All Menu Screens)

To view detailed Report (Report Screens)

To Explore a line into its details (At Almost all Screens)

ALT + F3 To select the company info menu (At Gateway of Tally Screen)
 To create/ alter / shut a company (At Gateway of Tally Screen)
ALT + F5 To view sales and purchase register summary on a quarterly basis
ALT + F12 To view the filters screen where the range of information can be specified
ALT + Z To Zoom
CTRL + ALT + C To copy the text from Tally (At creation and alternation screens)
CTRL + ALT + V To paste the text from Tally (At creation and alternation screens)
SHIFT + ENTER To view the next level of details and / or condense the next level of details
F2 Change the date
F4 Contra Voucher (all voucher creation and alteration screens)
 To view list of Groups (Reports groups summary, group voucher screens ,
 cash/ bank summary
F5 To select **Payment Voucher**
 To Switch between Grouped and Ledger-wise Display
F6 To select **Receipt Voucher**
F7 To select **Journal Voucher**
F8 To Select **Sales Voucher**
Tally 9 List of Shortcuts 3
CTRL + F8 To select **Credit Note Voucher**
F9 To Select Purchase Voucher
 Inventory Reports (Stock Report Screen)
CTRL + F9 To select **Debit Note Voucher**
F10 Navigate between Accounting Reports
F11 Modify Company features specific to current company only
F12 Master Configurations, which will affect all companies in same data directory.
CTRL + L To mark a voucher as Optional or Regular

Inventory Vouchers Shortcut Keys

ALT + F4 Purchase Order Voucher
ALT + F5 Sales Order Voucher
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
 To come out of a screen
 To indicate you do not want to accept a voucher or ledger