

Tally short cuts

S.No.	Keys	Functions
1	ALT + 2	<i>To Duplicate a voucher</i>
2	ALT + A	<i>To Add a voucher / To Alter the column in columnar report</i>
3	ALT + C	<i>To create a master at a voucher screen (if it has not been already)</i>
4	ALT + D	<i>To delete a voucher</i>
5	ALT + E	<i>To export the report in ASCII, HTML OR XML format</i>
6	ALT + I	<i>To insert a voucher</i>
7	ALT + N	<i>To view the report in automatic columns (Multiple Columns at all</i>
8	ALT + P	<i>To print the report</i>
9	ALT + R	<i>To remove a line in a report</i>
10	ALT + S	<i>To bring back a line</i>
11	ALT + U	<i>To retrieve the last line</i>
12	ALT + W	<i>To view the Tally Web browser.</i>
13	ALT + X	<i>To cancel a voucher in Day Book/List of Vouchers</i>
14	ALT + Y	<i>To Register Tally</i>
15	CTRL + A	<i>To accept a form</i>
16	CTRL + ALT + B	<i>To check the Company Statutory details</i>
17	CTRL + G	<i>To select the Group</i>
18	CTRL + ALT + I	<i>To import statutory masters</i>
19	CTRL + Q	<i>To abandon a form – wherever you use this key combination, it quits that screen without making any changes to it.</i>
20	CTRL + Alt + R	<i>Rewrite data for a Company</i>
21	ALT + H	<i>Tally's Online context-sensitive Help Shortcut</i>
22	ALT+ F2	<i>Maintain Date for Multiple Years by changing period on Gateway of Tally / Change of Period for Setting Period</i>
23	CTRL + M	<i>Switches to Main Area of Tally Screen</i>
24	CTRL + N	<i>Switches to Calculator / ODBC Section of Tally Screen</i>
25	ALT + R	<i>Recalls the last narration saved for the first ledger in the voucher , irrespective of the voucher.</i>
26	CTRL + R	<i>To repeat narration in the same voucher type irrespective of Ledger Account.</i>
27	CTRL + T	<i>To mark any voucher as Post Dated Voucher</i>
28	ALT + D	<i>To delete any voucher in Day Book/ Deleting</i>
29	ALT + O	<i>To upload the report at your website</i>
30	ALT + M	<i>To Email the report</i>
31	ALT + F1	<i>To Close a Company</i>
32	ALT + F3	<i>To select the company info menu</i>
33	ALT + F5	<i>To view sales and purchase register summary on a quarterly basis</i>
34	ALT + F12	<i>To view the filters screen where the range of information can be specified</i>
35	ALT + Z	<i>To Zoom</i>
36	CTRL + ALT + C	<i>To copy the text from Tally (At creation and alternation screens)</i>

Tally short cuts

37	CTRL + ALT + V	<i>To paste the text from Tally (At creation and alternation screens)</i>
38	SHIFT + ENTER	<i>To view the next level of details and / or condense the next level of details</i>
39	F2	<i>Change the date</i>
40	F4	<i>Contra Voucher (all voucher creation and alteration screens)</i>
41	F5	<i>To select Payment Voucher</i>
42	F6	<i>To select Receipt Voucher</i>
43	F7	<i>To select Journal Voucher</i>
44	F8	<i>To Select Sales Voucher</i>
45	CTRL + F8	<i>To select Credit Note Voucher</i>
46	F9	<i>To Select Purchase Voucher/ Inventory Reports (Stock Report Screen)</i>
47	CTRL + F9	<i>To select Debit Note Voucher</i>
48	F10	<i>Navigate between Accounting Reports</i>
49	F11	<i>Modify Company features specific to current company only</i>
50	F12	<i>Master Configurations, which will affect all companies in same data directory.</i>
51	CTRL + L	<i>To mark a voucher as Optional or Regular</i>

Inventory voucher shortcut Keys

S.No.	Keys	Functions
1	ALT + F4	<i>Purchase Order Voucher</i>
2	ALT + F5	<i>Sales Order Voucher</i>
3	CTRL + F6	<i>Rejection In/Rejection Out</i>
4	ALT + F7	<i>Stock Journal / Manufacturing Journal</i>
5	ALT + F8	<i>Delivery Note</i>
6	ALT + F9	<i>Receipt Note</i>
7	ALT + F10	<i>Physical Stock</i>
8	ESC	<i>To remove what you typed into a field and to come out of screen</i>