

Tally 9 ERP Short-cut Keys

To Duplicate a voucher

Go to List of Vouchers

Press ALT + 2

It will create a voucher similar to the one where you positioned the cursor and used this key combination. Now you can post a duplicate voucher or can modify amount of new voucher. This short cut help is posting new entries for similar heads of account with different amount . Say when you have to post monthly entry for bank interest or rent etc, you can use this short cut keys for faster entry.

To Add a voucher

When you are viewing a report or voucher list and you want to add a new voucher, then you don't need to go main menu of tally or voucher entry screen. you can do this job straight away from here

Press ALT + A and enter a new voucher and its all done!

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)

ALT + C

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

when you are middle of posting an entry, and want to create a new group then just from the filed of ledger account press ALT+C and you will be prompted to new ledger account creation.

you can also create a new group from by this way, or a new item ledger,new unit, currency from the respective field

Another use of this short cut keys can be done from the amount field of an entry.(To access Auto Value Calculator in the amount field during voucher entry)

Suppose you are posting an entry and you want to enter the amount of 1008*10% then from the amount field press ALT+C and calculate 1008*10% and the result will be automatically captured by the amount field.

At all voucher entry screens in the Amount field

To delete a voucher

ALT + D

To delete a master

To delete a column in any columnar report

(if it has not been already assigned a different function, as explained above)

At Voucher and Master (Single) alteration screens. Masters can be deleted subject to conditions, as explained in the manual.

All the reports screen which can be viewed in columnar format

To export the report in ASCII, Excel, HTML OR XML format

ALT + E

At all reports screens in TALLY.ERP 9

To insert a voucher

ALT + I

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.

At creation of sales and purchase invoice

To select the Language Configuration

ALT + G

At almost all screens in TALLY.ERP 9

To select the Keyboard Configuration

ALT + K

At almost all screens in TALLY.ERP 9

To upload the report at your website

ALT + O

At all reports screens in TALLY.ERP 9

To select language for TALLY.ERP 9 Interface

ALT + G

At almost all screens of TALLY.ERP 9

ALT + M

To Email the report

At all reports screens in TALLY.ERP 9

ALT + N

To view the report in automatic columns

At all the reports where columns can be added

To print the report

ALT + P

At all reports screens in TALLY.ERP 9

To remove a line in a report

ALT + R

At all reports screens in TALLY.ERP 9

To bring back a line you removed using ALT + R

ALT + S

At all reports screens in TALLY.ERP 9

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

ALT + U

At all reports screens in TALLY.ERP 9

From Invoice screen to bring Stock Journal screen

ALT+ V

At Invoice screen > Quantity Field > Press Alt + V to select the Stock Journal.

To cancel a voucher in Day Book/List of Vouchers

ALT + X

At all voucher screens in TALLY.ERP 9

To Register TALLY.ERP 9

ALT + R

At almost all screens in TALLY.ERP 9.

To accept a form

CTRL + A

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

To select the Budget

CTRL + B

At Groups/Ledgers/Cost Centres/ Budgets/Scenarios/Voucher Types/ Currencies (Accounts Info) creation and alteration screen

To check the Company Statutory details

CTRL + ALT + B

At all the menu screens

To select the Cost Centre

CTRL + C

To select the Cost Category

At Groups/Ledgers/Cost Centres/ Budgets/Scenarios/Voucher Types/ Currencies (Accounts Info) creation and alteration screen

At Stock Groups/ Stock Categories/ Stock Items/ Reorder Levels/ Godowns/ Voucher Types / Units of Measure (Inventory Info) creation/alteration screen

To select the Currencies

CTRL+ E

At Groups/Ledgers/Cost Centres/ Budgets/Scenarios/Voucher Types/ Currencies (Accounts Info) creation and alteration screen

To select the Group

CTRL + G

At Groups/Ledgers/Cost Centres/ Budgets/Scenarios/Voucher Types/ Currencies (Accounts Info) creation and alteration screen

To view the Support Centre

CTRL + H

At Almost all screens in TALLY.ERP 9

To select the Stock Items

CTRL + I

At Stock Group/ Stock Categories/ Stock Items/ Reorder Levels/ Godowns/ Voucher Types / Units of Measure (Inventory Info) creation/alteration screen

To import statutory masters

Ctrl + Alt + I

At all menu screens

To Login as Remote Tally.NET User

CTRL + K

At Almost all screens in TALLY.ERP 9

To select the Ledger

CTRL + L

To mark a Voucher as Optional

At Groups/Ledgers/Cost Centres/ Budgets/Scenarios/Voucher Types/ Currencies (Accounts Info) creation and alteration screen

At the creation and alteration of Vouchers

To select the Godowns

CTRL + O

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

To toggle between Invoice and Voucher

At Groups/Ledgers/Cost Centres/ Budgets/Scenarios/Voucher Types/ Currencies (Accounts Info) creation and alteration screen

At creation of Sales/Purchase Voucher screen

CTRL + K

To login to Control Centre

At almost all screens of TALLY.ERP 9

CTRL + H

To access Support Centre. Wherein you can directly post your queries on the functional and technical aspects of Tally.ERP9, Shoper and Tally.Developer.

At almost all screens of TALLY.ERP 9

Alt + Enter

To view the Voucher display

At Day Book and almost all Voucher Reports

Alt + S

To view Stock Query report

At all Voucher Creation and Alteration screens where inventory is applicable except Contra, Reversing Journal, Memorandum and Physical Stock Voucher