

TALLY ERP.9 SHORTCUTS

<u>1. General Shortcuts</u>	
Alt+2	Duplicate Voucher
Alt+A	Add voucher / To Alter the column in columnar report
Alt+C	Create a master at a voucher screen (if it has not been already assigned a different function, as in reports like Balance Sheet, wh
Alt+D	Delete a voucher To delete Accounting or Inventory master which is not used by any voucher or elsewhere in the alteration mode. To
Alt+E	Export the report in ASCII, HTML OR XML format
Alt+I	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 Reg
Alt+P	Print the report
Alt+R	Remove a line in a report
Alt+S	Bring back a line you removed using Alt+R
Alt+U	Retrieve the last line which is deleted using Alt+R
Alt+W	To view the Tally Web browser.
Alt+X	Cancel a voucher in Day Book/List of Vouchers
Alt+Y	Register Tally
Ctrl+A	Accept a form – wherever you use this key combination, that screen or report gets accepted as it is.
Ctrl+Alt+B	Check the Company Statutory details
Ctrl+G	Select Group
Alt+I	Import statutory masters
Ctrl+Q	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	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	Repeat narration in the same voucher type irrespective of Ledger Account
Ctrl+T	Mark any voucher as Post Dated Voucher
Alt+D	Delete any voucher in Day Book/ Deleting
Alt+O	To upload the report to the webe
Alt+M	Email the report

Alt+F1	Close a Company (At All Menu Screens). View detailed Report (Report Screens). Explore a line into its details (At Almost all Screens)
Alt+F3	Select the company info menu (At Gateway of Tally Screen). Create/ alter / shut a company (At Gateway of Tally Screen)
Alt+F5	View sales and purchase register summary on a quarterly basis
Alt+F12	View the filters screen where the range of information can be specified
Alt+Z	Zoom
Ctrl+Alt+C	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). View list of Groups (Reports groups summary, group voucher screen, cash/ bank summary)
F5	Select Payment Voucher. Switch between Grouped and Ledger-wise Display
F6	Select Receipt Voucher
F7	Select Journal Voucher
F8	Select Sales Voucher
F9	Select Purchase Voucher
Ctrl+F9	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	Mark a voucher as Optional or Regular
Ctrl+Alt+c (for copy)Ctrl+Alt+v (for paste)	Duplicate narration in many Vouchers

<u>2. Inventory Vouchers</u>	
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	Clear entry