



YOGESH BANGIA CLASSES

A UNIQUE CENTRE FOR COMMERCE STUDENTS



TILAK NAGAR CENTRE:

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Tally Basic Short Cut Keys

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.

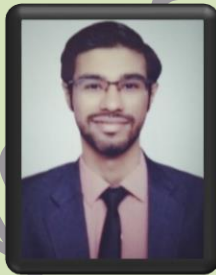
CTRL + Alt + R	Rewrite data for a Company
ALT + H	Tally's Online context-sensitive Help Shortcut
ALT+ F2	Maintain Date for Multiple Years by changing period on Gateway of Tally / Change of Period for Setting Period
CTRL + M	Switches to Main Area of Tally Screen
CTRL + Alt + R	Rewrite data for a Company
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
CTRL + F8	To select Credit Note Voucher

CA YOGESH BANGIA CLASS

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Disclaimer: The entire contents of this document have been prepared on the basis of relevant provisions and as per the information existing at the time of the preparation. The observations of the author are personal view and the authors do not take responsibility of the same and this cannot be quoted before any authority without the written.



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