

XLTOOL

Excel to Tally Software

TALLY ERP SHORTCUT KEYS



welcome

www.xltally.in

In Tally Common Screen -

Tally ERP Shortcut Key

Excel to Tally Tool - XLTOOL

- **F2 - Change Date**
- **ALT + F2 - Change Period Date**
- **F11 – Open Company Features Menu**
- **F12 – Open Configuration Menu**
- **ALT + P – Print Current Screen**
- **ALT + E – Export Data of Current Screen**
- **CTR + Q – Exit Screen without Saving**
- **ALT + D - Delete**

In Gateway of Tally Screen -

Tally ERP Shortcut Key

Excel to Tally Tool - XLTOOL

- **F1 – Select Company**
- **ALT + F1 – Close Current Company**
- **ALT + F3 – Open Company Info Menu**
- **CTR + ALT + F – Open Configuration Menu**
- **CTR + ALT + R – Rewrite Data of Company**
- **CTR + N – Open Calculator Panel**
- **CTR + Q – Close Tally**

- **CTR + L** – Open Ledger Creation / Alteration Menu
- **CTR + G** – Open Group Creation / Alteration Menu
- **CTR + I** – Open Stock Creation / Alteration Menu
- **CTR + C** – Open Stock Category Creation / Alteration Menu
- **CTR + O** – Open Godown Creation / Alteration Menu
- **CTR + V** – Open Voucher Type Creation / Alteration Menu

In Tally Voucher Entry Screen -

Tally ERP Shortcut Key

Excel to Tally Tool - XLTOOL

- **F4** – Open Contra Voucher
- **F5** – Open Payment Voucher
- **F6** – Open Receipt Voucher
- **F7** – Open Journal Voucher
- **F8** – Open Sales Voucher
- **F9** – Open Purchase Voucher
- **CTR + F8 / F9** – Open Credit Note / Debit Note Voucher

In Tally Voucher Entry Screen -

Tally ERP Shortcut Key

Excel to Tally Tool - XLTOOL

- **ALT + 2** – Create Duplicate Voucher
- **ALT + C** – Create Ledger
- **ALT + R** – Repeat Narration
- **CTR + V** – Toggle Change Voucher Mode & Invoice Mode
- **CTR + T** – Post Dated Entry
- **ALT + CTR + C** – Copy Value from Tally
- **ALT + CTR + V** – Paste Value in Tally
- **ALT + F7** – Open Stock Journal Menu

XLTOOL

Excel to Tally Software

Import Unlimited Excel format Data to Tally



Try Now

www.xltally.in