

Shortcuts That Work Across TallyPrime

Action	Key Shortcut
To primarily open a report, and create masters and vouchers in the flow of work.	Alt+G
To switch to a different report, and create masters and vouchers in the flow of work.	Ctrl+G
To go back to the previous screen by closing the currently open screen To remove inputs that is provided/selected for a field	Esc
To open Company top menu	Alt+K
To switch to another company from the list of open companies	F3
To select and open another company located in the same folder or other data paths	Alt+F3
To shut the currently loaded companies	Ctrl+F3
To open TallyHelp topic based on the context of the screen that is open	Ctrl+F1
To open Company Features screen	F11
To open the list of configurations applicable for the report/view	F12
To open the company menu with the list of actions related to managing your company	Alt+K
To open the list of actions applicable to managing the company data	Alt+Y
To open the list of actions applicable to sharing or exchanging your company data	Alt+Z
To open the import menu for importing masters, transaction, and bank statements	Alt+O
To open the e-mail menu for sending transactions or reports	Alt+M
To open the print menu for printing transactions or reports.	Alt+P
To open the export menu for exporting masters, transactions, or reports	Alt+E
To open the Help menu	F1
To open TallyHelp topic based on the context of the screen that is open	Ctrl+F1
To select the display language that is applicable across all screens	Ctrl+K

To select the data entry language that is applicable to all screens	Ctrl+W
To move to the first/last menu in a section	Ctrl+Up/Down
To move to the left-most/right-most drop-down top menu	Ctrl+Left/Right
To move from any line to the first line in a list	Home & PgUp
To from any point in a field to the beginning of the text in that field	Home
To move from any line to the last line in a list	End & PgDn
To move from any point in a field to the end of the text in that field	End
To move one line up in a list To move to the previous field	Up arrow
To move one line down in a list To move to the next field	Down arrow
To move: One position left in a text field To the previous column on the left to the previous menu on the left	Left arrow
To move: One position right in a text field To the next column on the right to the next menu on the right	Left arrow

Shortcuts in Reports

Action	Key Shortcut
To insert a voucher in a report	Alt+I
To create an entry in the report, by duplicating a voucher	Alt+2
To drill down from a line in a report	Enter
To delete an entry from a report	Alt+D
To add a voucher in a report	Alt+A
To remove an entry from a report	Ctrl+R
To hide or show the details in a table	Alt+T
To display all hidden line entries, if they were removed	Alt+U

To display the last hidden line (If multiple lines were hidden, pressing this shortcut repeatedly will restore the last hidden line first and follow the sequence)	Ctrl+U
To expand or collapse information in a report	Shift+Enter
To alter a master during voucher entry or from drill-down of a report	Ctrl+Enter
To view the report in detailed or condensed format	Alt+F1 Alt+F5
To select/deselect a line in a report	Space bar
To select or deselect a line in a report	Shift+Space bar
To perform linear selection/deselection multiple lines in a report	Shift+Up/Down
To select or deselect all lines in a report	Ctrl+Space bar
To select or deselect lines till the end	Ctrl+Shift+End
To select or deselect lines till the top	Ctrl+Shift+Home
To invert selection of line items in a report	Ctrl+Alt+I
To open the GST Portal	Alt+V
To add a new column	Alt+C
To alter a column	Alt+A
To delete a column	Alt+D
To auto repeat columns	Alt+N
To filter data in a report, with a selected range of conditions	Alt+F12
To calculate balances using vouchers that satisfy the selected conditions	Ctrl+F12
To views values in different ways in a report	Ctrl+B
To change view – display report details in different views To navigate to Voucher View from Summary reports To navigate to post-dated cheque related transactions report	Ctrl+H
To view the exceptions related to a report	Ctrl+J

Shortcuts in Vouchers

Action	Key Shortcut
To open Contra voucher	F4
To open Payment voucher	F5
To open Receipt voucher	F6
To open Journal voucher	F7
To open Stock Journal voucher	Alt+F7
To open Physical Stock	Ctrl+F7

To open Sales voucher	F8
To open Delivery Note	Alt+F8
To open Sales Order	Ctrl+F8
To open Purchase voucher	F9
To open Receipt Note	Alt+F9
To open Purchase Order	Ctrl+F9
To open Credit Note	Alt+F6
To open Debit Note	Alt+F5
To open Payroll voucher	Ctrl+F4
To open Rejection In voucher	Ctrl+F6
To open Rejection Out voucher	Ctrl+F5
To view list of all vouchers	F10
To retrieve Narration from the previous ledger	Alt+R
To open the calculator panel from Amount field	Alt+C
To mark a voucher as Post-Dated	Ctrl+T
To delete a voucher/transaction	Alt+D
To open a manufacturing journal from the Quantity field of a journal voucher	Alt+V
To remove item/ledger line in a voucher	Ctrl+D
To autofill details	Ctrl+F
To retrieve the Narration from the previous voucher, for the same voucher type.	Ctrl+R
To change mode – open vouchers in different modes	Ctrl+H
To open the Stock Query report for the selected stock item	Alt+S
To mark a voucher as Optional	Ctrl+L

Shortcuts in Masters & Vouchers

Action	Key Shortcut
To go to the next input field	Tab
To go to the previous input field	Shift+Tab
To remove the value typed	Backspace

To create a master, on the fly	Alt+C
To open the calculator panel	Alt+C
To add more details to a master or voucher for the current instance	Ctrl+I
To insert the base currency symbol in an input field.	Alt+4 Ctrl+4
To open the previously saved master or voucher To scroll up in reports	Page Up
To open the next master or voucher To scroll down in reports	Page Down
To copy text from an input field	Ctrl+C Ctrl+Alt+C
To paste input copied from a text field.	Ctrl+V Ctrl+Alt+V

Shortcuts for Vouchers & Reports

Action	Key Shortcut
To export the current voucher or report	Ctrl+E
To e-mail the current voucher or report	Ctrl+M
To print the current voucher or report	Ctrl+P
To define stat adjustments	Alt+J
To cancel a voucher To cancel a voucher from a report	Alt+X
To zoom in while on print preview	Alt+Z

Shortcuts for Reports, Vouchers & Masters

Actions	Key Shortcuts
To navigate to the next artifact in the context	+

To increment the Report date or next report in a sequence of reports displayed	
To navigate to the previous artifact in the context	
To decrement Report date or previous report in a sequence of reports displayed	–
To change the date of voucher entry or period for reports	F2
To accept or save a screen	Ctrl+A
To expand or collapse a group in a table	Alt+Enter
To move to the last field or last line	Ctrl+End
To move to the first field or first line	Ctrl+Home
To change the date of voucher entry or period for reports	Alt+F2
To open or hide calculator panel	Ctrl+N
To exit a screen or the application	Ctrl+Q

Data Processing | Keyboard Shortcut Across TallyPrime

Action	Key Shortcut
To rewrite data	Ctrl+Alt+R
To synchronise data	Alt+Z
To quit the application	Alt+F4
To view the build information	Ctrl+Alt+B
To view TDL/Add-on details	Ctrl+Alt+T