Short Keys

TallyPrime

EDULAP

The shortcut keys appear in button names in the button bar (right side of the Tally screen). You can either click the button from the button bar or press the relevant function key or character underlined/double-underlined.

The buttons have a function key before the button names (Eg: **F1**: Select Cmp) which means you need to press **F1 key** (Function Key) to select the 'Select Company' screen

The buttons have an underlined character (Eg: **F3:**Cmp Info), which means you need to press **ALT** + **F3** to select the 'Company Info' screen.

Some buttons have a double-underlined character (Eg: As **V**oucher) which means you need to press **CTRL** + **V** to select the 'Voucher' in voucher mode.

The shortcut keys available in Tally are listed in the below table:

Function Key Combination		
Windows	**Functionality**	**Availability**
F1	To select a company	At all masters menu screen
	To select the Accounts Button and Inventory buttons	At the Accounting / Inventory Voucher creation and alteration screen
F2	To change the menu period	At almost all screens in TALLY
F3	To select the company	At almost all screens in TALLY
F4	To select the Contra voucher	At Accounting / Inventory Voucher creation and alteration screen
F5	To select the Payment voucher	At Accounting / Inventory Voucher creation and alteration screen
F6	To select the Receipt voucher	At Accounting / Inventory Voucher creation and alteration screen

F7	To select the Journal voucher	At Accounting / Inventory Voucher creation and alteration screen
F8	To select the Sales voucher	At Accounting / Inventory Voucher creation and alteration screen
<u>F8</u> (CTRL+F8)	To select the Credit Note voucher	At Accounting / Inventory Voucher creation and alteration screen
<u>F9</u>	To select the Purchase voucher	At Accounting / Inventory Voucher creation and alteration screen
<u>F9</u> (CTRL+F9)	To select the Debit Note voucher	At Accounting / Inventory Voucher creation and alteration screen
<u>F10</u>	To select the Reversing Journal voucher	At Accounting / Inventory Voucher creation and alteration screen
<u>F10</u>	To select the Memorandum voucher	At Accounting / Inventory Voucher creation and alteration screen
F11	To select the Functions and Features screen	At almost all screens in TALLY
F12	To select the Configure screen	At almost all screens in TALLY

Special Key Combination

Windows	**Functionality**	**Availability**
ALT + 2	To Duplicate a voucher	At List of Vouchers – creates a voucher similar to the one where you positioned the cursor and used this key combination
ALT + A	To Add a voucher	At List of Vouchers – adds a voucher after the one where you positioned the cursor and used this key combination.
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)	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.
ALT + D	To delete a voucher To delete a master (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.

ALT + E	To export the report in ASCII, SDF, HTML OR XML format	At all reports screens in TALLY
ALT + I	To insert a voucher	At List of Vouchers – inserts a voucher before the one where you positioned the cursor and used this key combination.
ALT + O	To upload the report at your website	At all reports screens in TALLY
ALT + M	To Email the report	At all reports screens in TALLY

ALT + P	To print the report	At all reports screens in TALLY
ALT + R	To remove a line in a report	At all reports screens in TALLY
ALT + S	To bring back a line you removed using ALT + R	At all reports screens in TALLY
ALT+ V	From Invoice screen to bring Stock Journal screen	At Invoice screen → Quantity Field → Press Alt + V to select the Stock Journal.
ALT + W	To view the Tally Web browser.	At all reports screens in TALLY
ALT + X	To cancel a voucher in Day Book/List of Vouchers	At all voucher screens in TALLY
ALT + R	To Register Tally	At Licensing Menu in TALLY
CTRL + A	To accept a form – wherever you use this key combination, that screen or report gets accepted as it is.	At almost all screens in TALLY, except where a specific detail has to be given before accepting.
CTRL + B	To select the Budget	At Groups/Ledgers/Cost Centres/ Budgets/Scenarios/Voucher Types/ Currencies (Accounts Info) creation and alteration screen
CTRL + C	To select the Cost Centre	At Groups/Ledgers/Cost Centres/ Budgets/Scenarios/Voucher Types/ Currencies (Accounts Info) creation and alteration screen
	To select the Cost Category	At Stock Groups/ Stock Categories/ Stock Items/ Reorder Levels/ Godowns/ Voucher Types / Units of Measure (Inventory Info) creation/alteration screen
CTRL+ E	To select the Currencies	At Groups/Ledgers/Cost Centres/ Budgets/Scenarios/Voucher Types/ Currencies (Accounts Info) creation and alteration screen
CTRL + G	To select the Group	At Groups/Ledgers/Cost Centres/ Budgets/Scenarios/Voucher Types/ Currencies (Accounts Info) creation and alteration screen

		At Stock Group/ Stock Categories/ Stock Items/ Reorder Levels/ Godowns/ Voucher Types / Units of Measure (Inventory Info) creation/alteration screen
CTRL + I	To select the Stock Items	
CTRL + L	To select the Ledger	At Groups/Ledgers/Cost Centres/ Budgets/Scenarios/Voucher Types/ Currencies (Accounts Info) creation and alteration screen
CTRL + O	To select the Godowns	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.
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	At Groups/Ledgers/Cost Centres/ Budgets/Scenarios/Voucher Types/ Currencies (Accounts Info) creation and alteration screen

Special Function Key Combination

Windows	Functionality	Availability
	To close a company	At all the menu screen
ALT + F1	To view detailed report	At almost all report screen
	To explode a line into its details	At almost all screens in TALLY
ALT+ F2	To change the system period	At almost all screens in TALLY
ALT + F3	To select the company info menu	At Gateway of Tally screen
	To create/alter/shut a Company	
ALT + F4	To select the Purchase Order Voucher Type	At Accounting / Inventory Voucher creation and alteration screen
ALT + F5	To select the Sales Order Voucher Type	At Accounting / Inventory Voucher creation and alteration screen
	To view monthly and quarterly report	At almost all report screens in TALLY

		At Accounting / Inventory Voucher creation and alteration screen
ALT + F6	To select the Rejection Out Voucher Type To change the Sales Order Voucher Type	
ALT + F7	To select the Stock Journal Voucher Type	At Accounting / Inventory Voucher creation and alteration screen
	To accept all the Audit lists	At TallyAudit Listing screen
ALT+ F8	To select the Delivery Note Voucher Type	At Accounting / Inventory Voucher creation and alteration screen
	To view the Columnar report	At Ledger Voucher screen
ALT + F9	To select the Receipt Note Voucher Type	At Accounting / Inventory Voucher creation and alteration screen
ALT + F10	To select the Physical Stock Voucher Type	At Accounting / Inventory Voucher creation and alteration screen
ALT + F12	To filter the information based on monetary value	At almost all report screens
CTRL + ALT + F12	Advanced Config	At Gateway of Tally

Key Combination used for navigation

Windows	Functionality	Availability
PgUp	Display previous voucher during voucher entry/alter	At voucher entry and alteration screens
PgDn	Display next voucher during voucher entry/alter	At voucher entry and alteration screens
ENTER	To accept anything you type into a field.	You have to use this key at most areas in TALLY
		At the receivables report – press Enter at a pending bill to get transactions relating to this bill (e.g., original sale bill, receipts and payments against this bill, etc)
	To accept a voucher or master	
	To get a report with further details of an item in a report.	
	To remove what you typed into a field	At almost all screens in TALLY.
	To come out of a screen	
ESC	To indicate you do not want to accept a voucher or master.	
SHIFT + ENTER	Collapse next level details	At Voucher Register screen and Trial Balance report
	To explode a line into its details	In almost all Reports:

SHIFT + ENTER		At a Group/Stock Group/Cost Category/Godown/Stock Category – displays Sub Groups and Ledgers/Stock Items/Cost Centres/Secondary Godowns/Secondary Stock Categories
		At a Voucher – displays its entries and narration
		At a Stock Item- displays its godowns and batch details
		At Voucher Register screen – displays the next level details
		At Trial Balance report - displays the next level details
CTRL + ENTER	To alter a master while making an entry or viewing a report	At voucher entry and alteration screens
		At Trial Balance report - displays the next level details
CTRL + ENTER	To alter a master while making an entry or viewing a report	At voucher entry and alteration screens at all reports