



Tally ERP 9 ShortCut Keys List - GST INDIA NEWS

Key	Type of Functionality
ALT + 2	Duplicates selected voucher
ALT + A	Add a New voucher
ALT + C	Creates new master at a voucher screen
ALT + D	Deletes selected voucher
ALT + E	Export the report in ASCII, Excel, HTML , XML format
Alt + Enter	View the Voucher
ALT + F1	Closes an open company
ALT + F10	Open the Physical Stock Voucher Type
ALT + F12	Filter the information based on monetary value at reports screen
ALT + F2	Change the period
ALT + F3	select the company info menu from the gateway of tally
ALT + F4	open the Purchase Order Voucher Type
ALT + F5	open the Sales Order Voucher Type
ALT + F6	open the Rejection Out Voucher Type
ALT + F7	open the Stock Journal Voucher Type
ALT + F8	open the Delivery Note Voucher Type
ALT + F9	open the Receipt Note Voucher Type
ALT + G	select the Language Configuration
ALT + H	access context sensitive help at all screens of tally
ALT + I	insert a new voucher
ALT + J	Job work Issue/out Screen
ALT + K	select the Keyboard Configuration
ALT + M	Email the report at all screen level
ALT + N	To view reports in automatic column
ALT + O	upload the report on your website
ALT + P	print the report
ALT + R	Repeat the narration in different voucher type
ALT + R	repeat the narration in different voucher type
ALT + S	Undo the removed line using ALT + R
Alt + S	view Stock Query report
ALT + U	To retrieve the last line which is deleted using Alt + R key
ALT + W	Job Work Receipt Voucher
ALT + X	cancel a voucher in Day Book/List of Vouchers
Alt + Z	zoom in the print preview 100% screen
ALT+ V	Pull Stock Journal screen from Invoice screen
CTRL + A	Saves Voucher - wherever you use this key combination, that screen or report gets accepted as it is
CTRL + ALT + B	check the Company Statutory details
CTRL + ALT + C	Copies data from Tally
CTRL + ALT + F12	Advanced Configuration
CTRL + ALT + H	access Add-on help, if available
Ctrl + Alt + I	import statutory masters
CTRL + Alt + R	Rewrite data for a Company
CTRL + ALT + V	Paste the copied data in Tally erp 9.
CTRL + ALT+ A	select all the line at one instance delete/hide
CTRL + B	select the Budget
CTRL + C	select the Cost Centre
CTRL + ENTER	alter a master while making an entry or viewing a report





CTRL + F1	Selects the payroll voucher from Inventory Voucher or Accounting Screen.
CTRL + F4 :	The key selects Purchase Order Voucher from Accounting Entry Screen.
CTRL + G	select the Group
CTRL + H	view the Support Centre
CTRL + H	access Support Centre. Wherein you can directly post your queries on the functional and technical aspects of Tally.ERP9, Shoper and Tally.Developer.
CTRL + I	select the Stock Items
CTRL + K	Login as Remote Tally.NET User
CTRL + K	login Control Centre
CTRL + L	select the Ledger
CTRL + N	See the calculator
CTRL + O	select the Godowns
CTRL + Q	Abandon a Screen - wherever you use this key combination, it quits that screen without making any changes to it.
CTRL + R	repeat narration in the same voucher type
CTRL + S	Allows you alter Stock Item master
CTRL + Scroll wheel (Mouse Wheel)	zoom in the print preview
CTRL + SPACE	select all the line at one instance delete/hide
CTRL + U	select the Units
CTRL + V	Toggle between Invoice and Voucher mode
CTRL+ E	select the Currencies
CTRL+ F1	open payroll vouchers for alteration
ENTER	accept anything you type ina field.
ESC	quit from tally or any opened screen
F1	select a company
F1 (ALT+F1)	select the Inventory
F1 (CTRL + F1)	Selects the payroll voucher from Inventory Voucher or Accounting Screen
F10	open Reversing Journal voucher
F10 (Ctrl + F10)	To go on memorandum voucher screen.
F11	Opens the tally Features screen
F12	open Configuration screen
F2	change the current date
F3	select the company
F4	open Contra voucher
F5	open Payment voucher
F6	open Receipt voucher
F7	open Journal voucher
F8	open Sales voucher
F8 (CTRL+F8)	Go to Credit note voucher screen.
F9	open Purchase voucher
F9 (CTRL+F9)	Go to Debit note voucher from the Gateway of Tally.
PgDn	Display next voucher during voucher entry/alter
PgUp	Display previous voucher during voucher entry/alter
SHIFT + ENTER	Collapse next level details
SHIFT + ENTER	explode a line display the line item in detail.
SHIFT + Scroll wheel (Mouse Wheel)	scroll horizontally - left right or right left
SPACE	select the line delete/hide

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