

Keys	Functions
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 + 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**

F9 To Select **Purchase Voucher**

Inventory Reports (Stock Report Screen)

CTRL + F9 To select **Debit Note Voucher**

F10 Navigate between Accounting Reports

F11 Modify Company features specific to current company only

F12 Master Configurations, which will affect all companies in same data directory.

CTRL + L To mark a voucher as Optional or Regular

Inventory Vouchers Shortcut Keys

ALT + F4 **Purchase Order Voucher**

ALT + F5 Sales Order Voucher

CTRL + F6 Rejection In

ALT + F7 Stock Journal / Manufacturing Journal

ALT + F8 Delivery Note

ALT + F9 Receipt Note

ALT + F10 Physical Stock

ESC To remove what you typed into a field
To come out of a screen
To indicate you do not want to accept a voucher or ledger

About Compiler : Pankaj Sharma, Microsoft & Tally Certified Master Trainer & Faculty having more than 7 yrs experience in Teaching Computers and 4 Yrs + Exp in Computerised Accounting. Managerial Experience as Center Head for last 5 yrs. Running Authorised Tally Academy in Kapurthala since July 2004.

You Can Contribute: You can send the additional Shortcut keys to me at kapurthalaonline@gmail.com for addition in next version of Shortcut Keys.