

Tally Prime Shortcut Keys

General Navigation & Actions

Shortcut Keys	Functions
Ctrl + A	Accept/save
Ctrl + Q	Quit without saving
Alt + G	Go to
Alt + Z	Zoom in/out on specific reports/screens
Ctrl + P	Print
Alt + D	Delete a selected voucher, ledger or company
Alt + F1	Detailed and condensed view of the report
Alt + F2	Change period
Alt + F3	Company information (create, select, shut)
Ctrl + H	Change mode
Ctrl + F	voucher details
Alt + K	Company menu
Ctrl + N	Open or hide the calculator
Esc	Go back/cancel

Voucher Entry Shortcut Keys

Shortcut Keys	Functions
F4	Contra voucher
F5	Payment voucher
F6	Receipt voucher

F7	Journal voucher
F8	Sales voucher
F9	Purchase voucher
Ctrl + F9	Debit note
Ctrl + F8	Credit note
Alt + F7	Stock journal
Alt + C	Create a new master
Ctrl+Enter	Alter existing master
Ctrl + D	Delete an item or ledger line in a voucher
Ctrl + E	Export report
Ctrl + T	Post-dated voucher
Ctrl + L	Optional voucher
Alt + I	Insert a voucher
Alt + S	Stock query report
Alt + R	Rewrite narration
Alt + X	Cancel the current voucher
F2	Change voucher date
Alt + A	Add voucher
Alt + 2	Duplicate voucher

Reports and Display

Shortcut Keys	Functions
Ctrl+G	Navigation to any report
Alt + F1	Detailed view of reports
Alt + F2	Change report period

Alt + P	Print report
Ctrl + H	Change mode
Alt + M	Email report
Ctrl + I	Additional details/insights
Ctrl + F12	Value filter
Alt + F12	Advanced filter
Shift + Enter	Expand a line
Enter	Drill down

Company and Data Management

Shortcut Keys	Functions
Alt + F3	Company information
Ctrl+Alt+R	Rewrite company data
Ctrl + A	Accept a screen
Alt + H	Tally help menu
Alt + O	Import masters/voucher
Alt + E	Export report
Alt+Y	Data menu
Ctrl + F3	Company selection
Alt + Ctrl + D	Backup company
Alt + Ctrl + R	Restore company

Tally ERP 9 Shortcut Keys

Shortcut Keys	Functions
F2	Change the current data
F3	Select a company
F4	Contra voucher
F5	Payment voucher
F6	Receipt voucher
F7	Journal voucher
F8	Sales voucher
F9	Purchase voucher
Ctrl + F8	Credit note voucher
Ctrl + F9	Debit note voucher
Ctrl + F10	Reversing journal
F10	Memorandum voucher
Ctrl + A	Accept/save
Alt + C	Create master
Alt + D	Delete the master or voucher
Alt + 2	Duplicate voucher
Alt + I	Insert voucher
Alt + E	Export report
Alt + P	Print report
Alt + M	E-mail report
Alt + F1	Detailed report view
Alt + F3	Company menu
Alt + B	Check the outstanding balance

Alt + K	Open the company menu
Alt + R	Remove the line
Alt + S	Undo removal
Alt + U	Retrieve the deleted line
Alt + X	Cancel voucher
Ctrl + B	Budget creation
Ctrl + H	Accesses the support centre
Ctrl + K	For logging into a remote user
Ctrl + Q	The screen quit without saving
Ctrl + Alt + R	To rewrite the company's data
Ctrl + U	Selecting any unit
Alt + Enter	View the voucher display
Alt + F2	To change period
Alt + F4	Select the purchase order voucher type
Alt + F5	The selection of the sales order. Also, to gain a monthly and quarterly display
Alt + F7	Stock journal voucher
Alt + F10	Physical stock voucher
Alt + J	Selection of job work out order voucher
Alt + W	Selecting job work in order to voucher
R	Generate ratio
S	Stock summary
P	P&L a/c
B	Balance sheet
Page up / Page down	Scroll
Enter	Select
Esc	Quit/Back

Shift + Enter	Expand line
Ctrl + Enter	Change the master while entering or displaying a message
Ctrl + R	Remove an entry
Alt + T	Hide or show the details in a table
Alt + F1 / Alt + F5	View the report in a detailed or condensed format
Space bar	Select/unselect
Shift + Spacebar	Select/unselect
Shift + up/down	Perform linear selection/unselection of multiple lines in a report
Ctrl + Spacebar	Select or unselect all lines in a report
Ctrl + Shift + End	Select or unselect lines till the end
Ctrl + Shift + Home	Select or unselect lines till the top
Ctrl + Alt + I	Invert selection of line items in a report
Alt + N	Auto-repeat columns
Ctrl + F12	Calculate balances using vouchers
Ctrl + F7	Physical stock
Ctrl + F4	Payroll voucher
Ctrl + F6	Rejection in voucher
Ctrl + F5	Rejection out voucher
Ctrl + T	Make the voucher post-dated.
Ctrl + D	Remove item/ledger line in a voucher

Tally Prime Gold Shortcut Keys

Shortcut Keys	Functions
Alt + C	Create ledger/stock item
Ctrl + A	Accept/save current screen
Alt + D	Delete voucher/master
Alt + 2	Duplicate voucher
Alt + I	Insert voucher
F2	Change data
Alt + E	Export data
Alt + P	Print
Alt + M	E-mail
Alt + F1	Detailed and condensed view
Alt + G	Go to
Alt + F3	Company info
Alt + K	Company menu
Alt + Y	Data/statistics menu
Alt + H	Help
Esc	Exit screen/go back
Ctrl + Q	Quit without saving
Ctrl + Enter	Alter a ledger/item from anywhere
F4	Contra voucher
F5	Payment voucher
F6	Receipt voucher
F7	Journal voucher
F8	Sales voucher

F9	Purchase voucher
Alt + F6	Credit note
Alt + F5	Debit note
Ctrl + F10	Reversing journal
Alt + F7	Stock journal
Alt + F10	Physical stock
F10	Memorandum
F12	Configure
Alt + F12	Advanced filter
Ctrl + F12	Value filter
Alt + F2	Change period
Shift + Enter	Expand line
Alt + B	Banking menu
Alt + N	Auto bank reconciliation
Alt + X	Cancel voucher
Alt + R	Rewrite narration
Ctrl + D	Delete the line in the voucher
Ctrl + T	Post-dated voucher
Ctrl + N	Calculator
Ctrl + R	Remove line
Ctrl + U	Restore line

Tally Prime Silver Shortcut Keys

Shortcut Keys	Functions
Alt + G	Go to
Ctrl + G	Switch between companies
Alt + F3	Company info
Esc	Go back
Ctrl + Q	Quit without saving
Alt + K	Company menu
Ctrl + A	Accept/save
Alt + C	Create ledger/stock item
Ctrl + Enter	Alter master
Alt + D	Delete voucher
Alt + P	Print
Alt + E	Export
Alt + M	E-mail
F2	Change date
Alt + 2	Duplicate voucher
Alt + A	Add voucher
F4	Contra voucher
F5	Payment voucher
F6	Receipt voucher
F7	Journal voucher
F8	Sales voucher
F9	Purchase voucher
Alt + F1	Detailed and condensed view of the report

Alt + F5	Debit note
Alt + F6	Credit note
Alt + F12	Advanced filter
Ctrl + F12	Value filter
Alt + F2	Change period
Enter	Accept/drill down
Shift + Enter	Expand line
Ctrl + R	Remove line
Ctrl + U	Restore line
Alt + F7	Stock journal
Alt + F10	Physical stock
Alt + B	Banking menu
Alt + N	Auto bank reconciliation
Ctrl + H	Change report view mode
Ctrl + F	Search within lists
Ctrl + I	Insights panel
Ctrl + J	Pending transaction view
Ctrl + Alt + R	Rewrite data
Alt + G	Balance sheet