

## Introduction:

TallyPrime's user interface is designed for **simplicity** and **speed**. Whether you're entering vouchers, checking reports, or switching companies, the interface is built to be user-friendly and keyboard-friendly.

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### Gateway of Tally:

- This is the **main screen** you see after selecting or creating a company.
  - It acts as the **dashboard** where you access all features:
    - Accounts Info
    - Inventory
    - Transactions
    - Reports
    - Utilities
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### Main Navigation Areas:

#### Top Bar

- Displays shortcut keys like:
  - F1 – Help
  - F2 – Change Date
  - F3 – Change Company
  - Alt + F1 – Detailed View

#### Left Panel

- Shows:
  - Current date
  - Current company
  - Financial year

## Center Panel (Gateway of Tally)

- Main options:
  - **Masters** – Create or alter ledgers, groups
  - **Transactions** – Vouchers like Sales, Purchases, Payments
  - **Utilities** – Bank Reconciliation, Cheque Printing
  - **Reports** – Trial Balance, Profit & Loss, Balance Sheet

## Right Side Panel

- Quick buttons like:
  - Change date
  - Change company
  - Import/export data

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## Useful Keyboard Shortcuts:

### Shortcut Function

Alt + F1 Detailed report view

F1 Help menu

F2 Change the working date

F3 Change company

Esc Go back/Exit a screen

Enter Select an item/open option

Ctrl + Q Quit company

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## Navigation Tips:

- Use **arrow keys** to move through menus
- Press **Enter** to select

- Use **Esc** to go back
- Tally is **keyboard-based**, so shortcuts save a lot of time!

## **Hotkeys in Tally**

### **What are Hotkeys?**

Hotkeys in Tally (also called shortcut keys) are keyboard combinations used to quickly access features, enter vouchers, generate reports, and perform various operations without using a mouse. They are designed to save time and improve efficiency while working in Tally.

### **Where Are Hotkeys Found in Tally?**

Hotkeys can be found:

- **On the right side of most Tally screens** (in the vertical button bar)
- **In menus** when navigating through TallyPrime or Tally ERP 9
- **In voucher entry modes** (e.g., F5 for Payment, F6 for Receipt)
- **In reports** like Day Book, Trial Balance, or Inventory Summary
- You can also access a full list of hotkeys by pressing **Ctrl + K** in TallyPrime

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### **Examples of Common Hotkeys in Tally**

Hotkey	Function
F1	Select a company / Help
F2	Change the current date
F3	Company info / Change company
F5	Payment voucher entry
F6	Receipt voucher entry
F7	Journal voucher entry

Hotkey	Function
F8	Sales voucher entry
F9	Purchase voucher entry
Alt + C	Create a master (e.g., Ledger) on the fly
Alt + D	Delete a voucher or master
Alt + F1	Detailed view of a report
Ctrl + A	Accept / Save data instantly
Ctrl + Q	Quit the company
Ctrl + Enter	Alter a master during voucher entry
Ctrl + N	Open calculator
Alt + P	Print
Alt + E	Export data

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### **Why Hotkeys Are Important**

Using hotkeys in Tally helps users:

- Enter data faster
- Navigate between screens quickly
- Generate reports instantly
- Avoid repetitive mouse clicks
- Improve overall productivity in accounting tasks

### **3 Secrets You Didn't Know About Tally**

#### **1. Go To is the Google of Tally**

The **Go To** feature in Tally (shortcut: Alt + G) works just like **Google** — you can type anything like “ledger”, “sales register”, “balance sheet”, or even “voucher” and jump directly to that screen. It saves time and helps you find anything instantly.

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## **2. Any name in bold is a Group**

When you're working in Tally and you see a **bolded** name (like **Sundry Debtors, Sales Account, Duties & Taxes**), that means it's a **Group** — used to organize ledgers into meaningful categories.

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## **3. Any name in italics is a Ledger**

If you see a name written in *italics* (like *Safaricom Ltd, Rent Expense, Cash*), that indicates a **Ledger** — which is an actual account used for recording individual transactions.