📑 **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.

1️⃣ **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:

  o Accounts Info

  o Inventory

  o Transactions

  o Reports

  o Utilities

2️⃣ **Main Navigation Areas:**

🔵 **Top Bar**

- Displays shortcut keys like:

  o F1 – Help

  o F2 – Change Date

  o F3 – Change Company

  o Alt + F1 – Detailed View

🟢 **Left Panel**

- Shows:

  o Current date

  o Current company

  o Financial year

🟡 **Center Panel (Gateway of Tally)**

- Main options:

    o **Masters** – Create or alter ledgers, groups

    o **Transactions** – Vouchers like Sales, Purchases, Payments

    o **Utilities** – Bank Reconciliation, Cheque Printing

    o **Reports** – Trial Balance, Profit & Loss, Balance Sheet

🔴 **Right Side Panel**

- Quick buttons like:

    o Change date

    o Change company

    o Import/export data

3️⃣ **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

💡 **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!