



My e-Learning Hub

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TALLY SHORTCUT KEYS

Keyboard Shortcuts

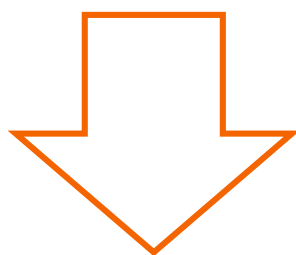
The logo for Tally ERP 9, featuring the word "Tally" in a stylized, cursive font with a red underline.

POWER OF SIMPLICITY

Tally.ERP 9

Keyboard software is an alternative to a mouse click. [Tally ERP 9](#) has shortcuts for almost all its functions. The number of shortcuts in software means your entry into the data at a faster speed, easily navigate, view report easily, print easily, export and import data easily and many more.

Tally Shortcut keys can be easily glanced even by the new tally user as it is available on the screen. Just like Excel, you can use Tally entirely without the use of the mouse. The interesting feature of Tally Shortcut key is that you don't have to remember them thoroughly, as they are easily available on the screen. Just to carry out the work as a faster pace remembering of shortcuts is the most convenient option.





INVENTORY VOUCHERS SHORTCUTS

Sales order

Alt

F5

Purchase order

Alt

F4

Receipt note

Alt

F9

Delivery note

Alt

F8

Rejection in

Ctrl

F6

Rejection out

Alt

F6

Stock journal

Alt

F7

Physical stock voucher

Alt

F10



ACCOUNTING VOUCHERS SHORTCUTS

Contra Entry

F4

Payment Entry

F5

Receipt Entry

F6

Journal Entry

F7

Sales Entry

F8

Purchase

F9

Debit note

Ctrl

F9

Credit note

Ctrl

F8

Reversing journal

F10

Memorandum voucher

Ctrl

F10



BASICS SHORTCUTS

Main Area

Ctrl

M

Calculator Area

Ctrl

N

Print

Alt

P

Export

Alt

E

Email

Alt

M

Upload

Alt

O

Language

Alt

G

Keyboard

Alt

K

Control Center

Ctrl

K

Support Center

Ctrl

H

Help

Alt

H

Open Stock Query

Alt

S



BASICS SHORTCUTS

Open material in voucher

Ctrl

W

Open material out voucher

Ctrl

J

Duplicate voucher

Alt

2

Add Voucher

Alt

A

The above [Tally shortcut keys](#) are as important as they are widely used by different countries and different users in the world, due to its amazing accounting feature. The reason behind why the tally is the most demanded software is because of its features like better data migrate, Payroll management, TDS, TCS, and many more. Check out [Excel Shortcut](#) as this software to is the most demanded [Microsoft Office Application](#).

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