

# Tally Shortcuts

## 1. General Shortcuts

Alt+2	Duplicate Voucher
Alt+A	Add voucher / To Alter the column in columnar report
Alt+C	Create a master at a voucher screen (if it has not been already assigned a different function, as in reports like Balance Sheet, wh
Alt+D	Delete a voucher To delete Accounting or Inventory master which is not used by any voucher or elsewhere in the alteration mode. To
Alt+E	Export the report in ASCII, HTML OR XML format
Alt+I	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 Reg
Alt+P	Print the report
Alt+R	Remove a line in a report
Alt+S	Bring back a line you removed using Alt+R
Alt+U	Retrieve the last line which is deleted using Alt+R
Alt+W	To view the Tally Web browser.
Alt+X	Cancel a voucher in Day Book/List of Vouchers
Alt+Y	Register Tally
Ctrl+A	Accept a form – wherever you use this key combination, that screen or report gets accepted as it is.
Ctrl+Alt+B	Check the Company Statutory details
Ctrl+G	Select Group
Alt+I	Import statutory masters
Ctrl+Q	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	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	Repeat narration in the same voucher type irrespective of Ledger Account
Ctrl+T	Mark any voucher as Post Dated Voucher
Alt+D	Delete any voucher in Day Book/ Deleting
Alt+O	To upload the report to the webe
Alt+M	Email the report

Alt+F1 Close a Company (At All Menu Screens). View detailed Report (Report Screens).  
Explore a line into its details (At Almost all Screens)

Alt+F3 Select the company info menu (At Gateway of Tally Screen). Create/ alter / shut a  
company (At Gateway of Tally Screen)

Alt+F5 View sales and purchase register summary on a quarterly basis

Alt+F12 View the filters screen where the range of information can be specified

Alt+Z Zoom

Ctrl+Alt+C 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). View list of Groups  
(Reports groups summary, group voucher screen, cash/ bank summary)

F5 Select Payment Voucher. Switch between Grouped and Ledger-wise Display

F6 Select Receipt Voucher

F7 Select Journal Voucher

F8 Select Sales Voucher

F9 Select Purchase Voucher

Ctrl+F9 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 Mark a voucher as Optional or Regular

▲ up

## 2. Inventory Vouchers

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 Clear entry