

Tally Keyboard Shortcuts

Visible Keys	F4 – Contra, F5 – Payment, F6 – Receipt, F7 – Journal, F8 – Sales, F9 – Purchase
Visible Keys	Ctrl + F8 – Credit Note, Ctrl + F9 – Debit Note, Ctrl + F10 – Memos,
Visible Keys	F10 – Reversing, F11 – Functions And Features Screen, F12 – Configure Screen
F1	Select A Company or Select The Accounts Button Screen
Alt + F1	Select The Inventory Button
Ctrl + F1	Payroll Vouchers To Alter
F2	Change The Current Date or Company Inventory Features
F3	Select The Company or Company Statutory & Taxation Features
Alt + 2	Duplicate A Voucher
Alt + A	Add A Voucher or Alter The Column In Columnar Report
Alt + C	Create A Master At A Voucher Screen or Access Auto Value Calculator In The Amount Field
Alt + D	To Delete A Voucher or To Delete A Master or To Delete A Column In Any Columnar Report
Alt + E	To Export The Report In ASCII, HTML OR XML Format
Alt + I	To Insert A Voucher or To Toggle Between Item And Accounting Invoice
Alt + L	Select The Language Configuration
Alt + K	Select The Keyboard Configuration
Alt + O	Upload The Report At Your Website
Alt + L	Language For Tally Interface
Alt + M	Email The Report
Alt + N	View The Report In Automatic Columns
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 + V	From Invoice Screen To Bring Stock Journal Screen
Alt + W	View The Tally Web Browser
Alt + X	Cancel A Voucher In Day Book/List Of Vouchers
Ctrl + A	Accept A Form- The Screen Or Report Gets Accepted As It is
Ctrl + B	Select The Budget
Ctrl + Alt + B	Check The Company Statutory Details
Ctrl + C	The Cost Centre or Select The Cost Category
Ctrl + E	Select The Currencies
Ctrl + G	Select The Group
Ctrl + I	Select The Stock Items
Ctrl + Alt + I	Import Statutory Masters
Ctrl + L	Select The Ledger or Mark A Voucher As Optional
Ctrl + O	Select The Godowns
Ctrl + Q	Abandon A Form – It Quits That Screen Without Making Any Changes To It
Ctrl + R	Repeat Narration In The Same Voucher Type
Ctrl + Alt + R	Rewrite Data For A Company
Ctrl + S	Allows You To Alter Stock Item Master
Ctrl + U	Select The Units
Ctrl + V	Select The Voucher Types or Toggle Between Invoice And Voucher
Alt + F1	Close A Company or View Detailed Report or Explode A Line Into Its Details
Alt + F2	Change The Period
Alt + F3	Select The Company Info Menu or Create / Alter / Shut A Company
Alt + F4	Select The Purchase Order Voucher Type
Alt + F5	Select The Sales Order Voucher Type or To View Monthly And Quarterly Report
Alt + F6	Select The Rejection Out Voucher Type or To Change The Sales Order Voucher Type
Alt + F7	Select The Stock Journal Voucher Type or To Accept All The Audit Lists
Alt + F8	Select The Delivery Note Voucher Type or To View The Columnar Report
Alt + F9	Select The Receipt Note Voucher Type
Alt + F10	Select The Physical Stock Voucher Type
Alt + F12	Filter The Information Based On Monetary Value
Ctrl + F1	Select Payroll Vouchers For Alteration
Ctrl + Alt + F12	Advanced Configuration
Ctrl + Enter	Alter A Master While Making An Entry Or Viewing A Report