

Tally prime shortcut keys

Shortcut keys	Description
Alt+G	To primarily open a report, and create masters and vouchers in the flow of work.
Ctrl+G	To switch to a different report, and create masters and vouchers in the flow of work.
Esc	To go back to the previous screen by closing the currently open screen To remove inputs that is provided/selected for a field
Alt+K	To open Company top menu
F3	To switch to another company from the list of open companies
Alt+F3	To select and open another company located in the same folder or other data paths
Ctrl+F3	To shut the currently loaded companies
Ctrl+F1	To open TallyHelp topic based on the context of the screen that is open
F11	To open Company Features screen

Shortcut keys	Description
F12	To open the list of configurations applicable for the report/view
Alt+K	To open the company menu with the list of actions related to managing your company
Alt+Y	To open the list of actions applicable to managing the company data
Alt+Z	To open the list of actions applicable to sharing or exchanging your company data
Alt+O	To open the import menu for importing masters, transaction, and bank statements
Alt+M	To open the e-mail menu for sending transactions or reports
Alt+P	To open the print menu for printing transactions or reports.
Alt+E	To open the export menu for exporting masters, transactions, or reports
F1	To open the Help menu
Ctrl+F1	To open TallyHelp topic based on the context of the screen that is open

Shortcut keys	Description
Ctrl+K	To select the display language that is applicable across all screens.
Ctrl+W	To select the data entry language that is applicable to all screens.
Ctrl+Up/Down	To move to the first/last menu in a section
Ctrl+Left/Right	To move to the left-most/right-most drop-down top menu
Home & PgUp	To move from any line to the first line in a list
Home	To from any point in a field to the beginning of the text in that field
End & PgDn	To move from any line to the last line in a list
End	To move from any point in a field to the end of the text in that field
Up arrow	To move one line up in a list To move to the previous field
Down arrow	To move one line down in a list To move to the next field

Shortcut keys	Description
Left arrow	To move: One position left in a text field To the previous column on the left to the previous menu on the left
Left arrow	To move: One position right in a text field To the next column on the right to the next menu on the right

Shortcuts in Vouchers

Shortcut keys	Description
F4	To open Contra voucher
F5	To open Payment voucher
F6	To open Receipt voucher
F7	To open Journal voucher
Alt+F7	To open Stock Journal voucher
Ctrl+F7	To open Physical Stock

Shortcut keys	Description
F8	To open Sales voucher
Alt+F8	To open Delivery Note
Ctrl+F8	To open Sales Order
F9	To open Purchase voucher
Alt+F9	To open Receipt Note
Ctrl+F9	To open Purchase Order
Alt+F6	To open Credit Note
Alt+F5	To open Debit Note
Ctrl+F4	To open Payroll voucher
Ctrl+F6	To open Rejection In voucher
Ctrl+F5	To open Rejection Out voucher
F10	To view list of all vouchers
Alt+R	To retrieve Narration from the previous ledger

Shortcut keys	Description
Alt+C	To open the calculator panel from Amount field
Ctrl+T	To mark a voucher as Post-Dated
Alt+D	To delete a voucher/transaction
Alt+V	To open a manufacturing journal from the Quantity field of a journal voucher
Ctrl+D	To remove item/ledger line in a voucher
Ctrl+F	To autofill details
Ctrl+R	To retrieve the Narration from the previous voucher, for the same voucher type.
Ctrl+H	To change mode – open vouchers in different modes
Alt+S	To open the Stock Query report for the selected stock item
Ctrl+L	To mark a voucher as Optional

Shortcuts in Reports

Shortcut keys	Description
Alt+I	To insert a voucher in a report
Alt+2	To create an entry in the report, by duplicating a voucher
Enter	To drill down from a line in a report
Alt+D	To delete an entry from a report
Alt+A	To add a voucher in a report
Ctrl+R	To remove an entry from a report
Alt+T	To hide or show the details in a table
Alt+U	To display all hidden line entries, if they were removed
Ctrl+U	To display the last hidden line (If multiple lines were hidden, pressing this shortcut repeatedly will restore the last hidden line first and follow the sequence)
Shift+Enter	To expand or collapse information in a report
Ctrl+Enter	To alter a master during voucher entry or from drill-down of a report

Shortcut keys	Description
Alt+F1 Alt+F5	To view the report in detailed or condensed format
Space bar	To select/deselect a line in a report
Shift+Space bar	To select or deselect a line in a report
Shift+Up/Down	To perform linear selection/deselection multiple lines in a report
Ctrl+Space bar	To select or deselect all lines in a report
Ctrl+Shift+End	To select or deselect lines till the end
Ctrl+Shift+Home	To select or deselect lines till the top
Ctrl+Alt+I	To invert selection of line items in a report
Alt+V	To open the GST Portal
Alt+C	To add a new column
Alt+A	To alter a column
Alt+D	To delete a column
Alt+N	To auto repeat columns

Shortcut keys	Description
Alt+F12	To filter data in a report, with a selected range of conditions
Ctrl+F12	To calculate balances using vouchers that satisfy the selected conditions
Ctrl+B	To views values in different ways in a report
Ctrl+H	To change view – display report details in different views To navigate to Voucher View from Summary reports To navigate to post-dated cheque related transactions report
Ctrl+J	To view the exceptions related to a report

Shortcuts in Masters & Vouchers

Shortcut keys	Description
Tab	To go to the next input field
Shift+Tab	To go to the previous input field
Backspace	To remove the value typed
Alt+C	To create a master, on the fly

Shortcut keys	Description
Alt+C	To open the calculator panel
Ctrl+I	To add more details to a master or voucher for the current instance
Alt+4 Ctrl+4	To insert the base currency symbol in an input field.
Page Up	To open the previously saved master or voucher To scroll up in reports
Page Down	To open the next master or voucher To scroll down in reports
Ctrl+C Ctrl+Alt+C	To copy text from an input field
Ctrl+V Ctrl+Alt+V	To paste input copied from a text field.

Shortcuts for Vouchers & Reports

Shortcut keys	Description
Ctrl+E	To export the current voucher or report

Shortcut keys	Description
Ctrl+M	To e-mail the current voucher or report
Ctrl+P	To print the current voucher or report
Alt+J	To define stat adjustments
Alt+X	To cancel a voucher To cancel a voucher from a report
Alt+Z	To zoom in while on print preview

Shortcuts for Reports, Vouchers & Masters

Shortcut keys	Description
+	To navigate to the next artifact in the context To increment the Report date or next report in a sequence of reports displayed
-	To navigate to the previous artifact in the context To decrement Report date or previous report in a sequence of reports displayed
F2	To change the date of voucher entry or period for reports

Shortcut keys	Description
Ctrl+A	To accept or save a screen
Alt+Enter	To expand or collapse a group in a table
Ctrl+End	To move to the last field or last line
Ctrl+Home	To move to the first field or first line
Alt+F2	To change the date of voucher entry or period for reports
Ctrl+N	To open or hide calculator panel
Ctrl+Q	To exit a screen or the application