Function Key Combination

Windows	Functionality	Availability
F1	To select a company	At all masters menu screen
F1	To select the Accounts Button	At the Accounting Voucher creation and Alteration screen
F1 (ALT+F1)	To select the Inventory To view the detailed or condensed report	At the Inventory/Payroll Voucher creation and alteration screen In almost all the Reports
F1 (CTRL + F1)	To open Payroll Vouchers to alter	At the Accounting/Inventory voucher creation or alteration screen.
F2	To change the current date To select company inventory features	At almost all screens in TALLY.ERP 9 At the F11: Features screen
F3	To select the company To select Company Statutory & Taxation features	At almost all screens in TALLY.ERP 9 At F11: Features screen
F4	To open Contra voucher	At Accounting / Inventory Voucher creation and alteration screen
F5	To open Payment voucher	At Accounting / Inventory Voucher creation and alteration screen
F6	To open Receipt voucher	At Accounting / Inventory Voucher creation and alteration screen
F7	To open Journal voucher	At Accounting / Inventory Voucher creation and alteration screen
F8	To open Sales voucher	At Accounting / Inventory Voucher creation and alteration screen
F8 (CTRL+F8)	To open Credit Note voucher	At Accounting / Inventory Voucher creation and alteration screen
F9	To open Purchase voucher	At Accounting / Inventory Voucher creation and alteration screen
F9 (CTRL+F9)	To open Debit Note voucher	At Accounting / Inventory Voucher creation and alteration screen
F10	To open Reversing Journal voucher	At Accounting / Inventory Voucher creation and alteration screen
F10 (Ctrl + F10)	To open Memorandum voucher	At Accounting / Inventory / Payroll Voucher creation and alteration screen
F11	To select the Functions and Features screen	At almost all screens in TALLY.ERP 9
F12	To open Configure screen	At almost all screens in TALLY.ERP 9

Special Key Combination

Windows	Functionality	Availability

ALT + 2	To Duplicate a voucher	At List of Vouchers – creates a voucher similar to the one where you positioned the cursor and used this key combination
ALT + A	To Add a voucher	At List of Vouchers – adds a voucher after the one where you positioned the cursor and used this key combination.
	To Alter the column in columnar report	Alters the column in all the reports which can be viewed in columnar format
ALT + C	To create a master at a voucher screen (if it has not been already assigned a different function, as in reports like Balance Sheet, where it adds a new column to the report)	At voucher entry and alteration screens, at a field where you have to select a master from a list. If the necessary account has not been created already, use this key combination to create the master without quitting from the voucher screen.
	To access Auto Value Calculator in the amount field during voucher entry	At all voucher entry screens in the Amount field
ALT + D	To delete a voucher	At Voucher and Master (Single) alteration screens. Masters can be deleted subject to conditions, as explained in the manual.
	To delete a master	
	To delete a column in any columnar report	All the reports screen which can be viewed in columnar format
	(if it has not been already assigned a different function, as explained above)	
ALT + E	To export the report in ASCII, Excel, HTML OR XML format	At all reports screens in TALLY.ERP 9
ALT + I	To insert a voucher	At List of Vouchers – inserts a voucher before the one where you positioned the cursor and used this key combination.
		At creation of sales and purchase invoice
	To toggle between Item and Accounting invoice	
ALT + G	To select the Language Configuration	At almost all screens in TALLY.ERP 9
ALT + K	To select the Keyboard Configuration	At almost all screens in TALLY.ERP 9
ALT + O	To upload the report at your website	At all reports screens in TALLY.ERP 9
ALT + G	To select language for TALLY.ERP 9 Interface	At almost all screens of TALLY.ERP 9
ALT + M	To Email the report	At all reports screens in TALLY.ERP 9
ALT + N	To view the report in automatic columns	At all the reports where columns can be added
ALT + P	To print the report	At all reports screens in TALLY.ERP 9
ALT + R	To repeat the narration in different voucher type	At all Vouchers in TALLY.ERP 9
ALT + S	To bring back a line you removed using ALT + R	At all reports screens in TALLY.ERP 9

ALT + U	To retrieve the last line which is deleted using Alt + R	At all reports screens in TALLY.ERP 9
ALT+ V	From Invoice screen to bring Stock Journal screen	At Invoice screen > Quantity Field > Press Alt + V to select the Stock Journal.
ALT + X	To cancel a voucher in Day Book/List of Vouchers	At all voucher screens in TALLY.ERP 9
ALT + R	To repeat the narration in different voucher type	At almost all screens in TALLY.ERP 9.
CTRL + A	To accept a form – wherever you use this key combination, that screen or report gets accepted as it is	At almost all screens in TALLY.ERP 9, except where a specific detail has to be given before accepting
CTRL + B	To select the Budget	At Groups/Ledgers/Cost Centres/ Budgets/Scenarios/Voucher Types/ Currencies (Accounts Info) creation and alteration screen
CTRL + ALT + B	To check the Company Statutory details	At all the menu screens
CTRL + C	To select the Cost Centre	At Groups/Ledgers/Cost Centres/ Budgets/Scenarios/Voucher Types/ Currencies (Accounts Info) creation and alteration screen
	To select the Cost Category	At Stock Groups/ Stock Categories/ Stock Items/ Reorder Levels/ Godowns/ Voucher Types / Units of Measure (Inventory Info) creation/alteration screen
CTRL+ E	To select the Currencies	At Groups/Ledgers/Cost Centres/ Budgets/Scenarios/Voucher Types/ Currencies (Accounts Info) creation and alteration screen
CTRL + G	To select the Group	At Groups/Ledgers/Cost Centres/ Budgets/Scenarios/Voucher Types/ Currencies (Accounts Info) creation and alteration screen
CTRL + H	To view the Support Centre	At Almost all screens in TALLY.ERP 9
CTRL + I	To select the Stock Items	At Stock Group/ Stock Categories/ Stock Items/ Reorder Levels/ Godowns/ Voucher Types / Units of Measure (Inventory Info) creation/alteration screen
Ctrl + Alt + I	To import statutory masters	At all menu screens
CTRL + K	To Login as Remote Tally.NET User	At Almost all screens in TALLY.ERP 9
CTRL + L	To select the Ledger	At Groups/Ledgers/Cost Centres/ Budgets/Scenarios/Voucher Types/ Currencies (Accounts Info) creation and alteration screen
	To mark a Voucher as Optional	At the creation and alteration of Vouchers
CTRL + O	To select the Godowns	At Stock Group/ Stock Categories/ Stock Items/ Reorder Levels/ Godowns/ Voucher Types / Units of Measure (Inventory Info) creation/alteration screen
CTRL + Q	To abandon a form – wherever you use this key combination, it quits that screen without making any changes to it.	At almost all screens in TALLY.ERP 9.
CTRL + R	To repeat narration in the same voucher type	At creation/alteration of voucher screen
CTRL + Alt + R	Rewrite data for a Company	From Gateway of Tally screen
CTRL + S	Allows you to alter Stock Item master	At Stock Voucher Report and Godown Voucher Report
CTRL + U	To select the Units	At Stock Groups/ Stock Categories/ Stock Items/ Reorder Levels/ Godowns/ Voucher Types / Units of Measure (Inventory Info) creation/alteration screen

CTRL + V	To select the Voucher Types	At Groups/Ledgers/Cost Centres/ Budgets/Scenarios/Voucher Types/ Currencies (Accounts Info) creation and alteration screen
	To toggle between Invoice and Voucher	At creation of Sales/Purchase Voucher screen
CTRL + K	To login to Control Centre	At almost all screens of TALLY.ERP 9
CTRL + H	To access Support Centre. Wherein you can directly post your queries on the functional and technical aspects of Tally.ERP9, Shoper and Tally.Developer.	At almost all screens of TALLY.ERP 9
Alt + Enter	To view the Voucher display	At Day Book and almost all Voucher Reports
Alt + S	To view Stock Query report	At all Voucher Creation and Alteration screens where inventory is applicable except Contra, Reversing Journal, Memorandum and Physical Stock Voucher
Alt + Z	To zoom in to the print preview to 100% screen	At all print preview screens that appear on pressing **Alt+P** with the option **I: With Preview** enabled
+	To zoom in to the print preview	At all print preview screens that appear after pressing **Alt+Z**
-	To zoom out of the print preview	At all print preview screens that appear after pressing **Alt+Z**
CTRL + Scroll wheel (Mouse Wheel)	To zoom in to the print preview	At all print preview screens that appear after pressing **Alt+Z**
SHIFT + Scroll wheel (Mouse Wheel) SHIFT + Right or Left arrow	To scroll horizontally - left to right or right to left	At all print preview screens that appear after pressing **Alt+Z**

Special Function Key Combination

Windows	Functionality	Availability
ALT + F1	To close a company	At all menu screens
	To view detailed report	At almost all report screens
	To explode a line into its details	At almost all screens in TALLY.ERP 9
	To open Inventory vouchers to alter	At the Inventory/ Payroll voucher creation or alteration screen.
ALT + F2	To change the period	At almost all screens in TALLY.ERP 9
ALT + F3	To select the company info menu	At Gateway of Tally screen
	To create/alter/shut a Company	
ALT + F4	To open the Purchase Order Voucher Type	At Accounting / Inventory Voucher creation and alteration screens
ALT + F5	To open the Sales Order Voucher Type	At Accounting / Inventory Voucher creation and alteration screens
	To view monthly and quarterly report	At almost all report screens in TALLY.ERP 9
ALT + F6	To open the Rejection Out Voucher Type	At Accounting / Inventory Voucher creation and alteration screens
	To open the Sales Order Voucher Type	
ALT + F7	To open the Stock Journal Voucher Type	At Accounting / Inventory Voucher creation and alteration screens
	To accept all the Audit lists	At Tally Audit Listing screen
ALT + F8	To open the Delivery Note Voucher Type	At Accounting / Inventory Voucher creation and alteration screens
	To view the Columnar report	At Ledger Voucher screen
ALT + F9	To open the Receipt Note Voucher Type	At Accounting / Inventory Voucher creation and alteration screens
ALT + F10	To open the Physical Stock Voucher Type	At Accounting / Inventory Voucher creation and alteration screens
ALT + F12	To filter the information based on monetary value	At almost all report screens
CTRLl + F1	To open payroll vouchers for alteration	At the Accounting/Inventory Voucher creation or alteration screen
CTRL + ALT + F12	Advanced Configuration	At Gateway of Tally
SPACE	To select the line to delete/hide	At almost all report screens
CTRL + SPACE	To select all the line at one instance to delete/hide	At almost all report screens
CTRL + ALT+ A	To select all the line at one instance to delete/hide	At almost all report screens

Key Combination Used for Navigation

Windows	Functionality	Availability
PgUp	Display previous voucher during voucher entry/alter	At voucher entry and alteration screens
PgDn	Display next voucher during voucher entry/alter	At voucher entry and alteration screens
ENTER	To accept anything you type into a field. To accept a voucher or master To get a report with further details of an item in a report	You have to use this key at most areas in TALLY.ERP 9 At the receivables report – press Enter at a pending bill to get transactions relating to this bill (e.g., original sale bill, receipts and payments against this bill, etc)
ESC	To remove what you typed into a field To come out of a screen To indicate you do not want to accept a voucher or master	At almost all screens in TALLY.ERP 9
SHIFT + ENTER	Collapse next level details	At Voucher Register screen and Trial Balance report
SHIFT + ENTER	To explode a line into its details	In almost all Reports: At a Group/Stock Group/Cost Category/Godowns /Stock Category – displays Sub Groups and Ledgers/Stock Items/Cost Centres/Secondary Godowns/Secondary Stock Categories At a Voucher – displays its entries and narration At a Stock Item- displays its godowns and batch details At Voucher Register screen – displays the next level details At Trial Balance report - displays the next level details
CTRL + ENTER	To alter a master while making an entry or viewing a report	At voucher entry and alteration screens At all reports