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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	
<u>F1</u> (ALT+F1)	To select the Inventory To view the detailed or	At the Inventory/Payroll Voucher creation and alteration screen In almost all the Reports	
	condensed report		
F1 (CTRL + F1)	To open Payroll Vouchers to alter	At the Accounting/Inventory voucher creation or alteration screen.	
F2	To change the current date	At almost all screens in TALLY.ERP 9	
	To select company inventory features	At the F11: Features screen	
F3	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



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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.
		At all voucher entry screens in the Amount field
	To access Auto Value Calculator in the amount field during voucher entry	
ALT + D	To delete a voucher	At Voucher and Master (Single) alteration screens. Masters
		can be deleted subject to conditions, as explained in the
	To delete a master	manual.
		All the reports screen which can be viewed in columnar
	To delete a column in any columnar report	format
	Терогс	2
	(if it has not been already assigned a	2
	different function, as explained	, Ch
ALT + E	above) To export the report in ASCII, Excel,	At all reports screens in TALLY.ERP 9
ALITE	HTML OR XML format	Ac dil reports screens in TALETIEM 5
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



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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 To select the Cost Category	At Groups/Ledgers/Cost Centres/ Budgets/Scenarios/Voucher Types/ Currencies (Accounts Info) creation and alteration screen At Stock Groups/ Stock Categories/ Stock Items/ Reorder
	To select the cost sategory	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 To mark a Voucher as Optional	At Groups/Ledgers/Cost Centres/Budgets/Scenarios/Voucher Types/ Currencies (Accounts Info) creation and alteration screen 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



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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)	To scroll ho <mark>riz</mark> ontally - left to right or right to left	At all print preview screens that appear after pressing Alt+Z
SHIFT + Right or Left arrow	BELIE	A.E W.





Special Function Key Combination

ALT + F1 To close a company To view detailed report At almost all report screens At almost all screens in TALLY.ERP 9 At the Inventory Payroll voucher creation or alteration screen. ALT + F2 ALT + F3 To select the company info menu To create/alter/shut a Company ALT + F4 ALT + F5 To open the Purchase Order Voucher Type ALT + F5 To open the Sales Order Voucher Type ALT + F6 To open the Rejection Out Voucher Type ALT + F7 To open the Stock Journal Voucher Type To open the Stock Journal Voucher Type ALT + F7 To open the Delivery Note Voucher Type ALT + F8 To open the Columnar report ALT + F9 To open the Columnar report ALT + F9 To open the Physical Stock Voucher Type ALT + F10 ALT + F10 ALT + F10 To open the Physical Stock Voucher Type ALT + F12 ALT + F12 ACT of open payroll vouchers on monetary value CTRLI + F12 ACT ACCOUNTING / Inventory Voucher creation and alteration screens At Accounting / Inventory Voucher creation and alteration screens At Accounting / Inventory Voucher creation and alteration screens At Accounting / Inventory Voucher creation and alteration screens At Accounting / Inventory Voucher creation and alteration screens At Accounting / Inventory Voucher creation and alteration screens At Accounting / Inventory Voucher creation and alteration screens At Accounting / Inventory Voucher creation and alteration screens At Accounting / Inventory Voucher creation and alteration screens At Accounting / Inventory Voucher creation and alteration screens At Accounting / Inventory Voucher creation and alteration screens At Accounting / Inventory Voucher creation and alteration screens At Almost all report screens	Windows	Functionality	Availability
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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.	You have to use this key at most areas in TALLY.ERP 9
	To accept a voucher or master To get a report with further details of an item in a report	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 youcher 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
	1 Ston to.	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