

Shortcuts in Reports

Actions	Key Shortcuts	Location in TallyPrime	Where Does It Work	Equivalent in Tally.ERP 9
To insert a voucher in a report	Alt+I	Hidden key	Reports	Alt+I
To create an entry in the report, by duplicating a voucher	Alt+2	Hidden key	Reports	Alt+2
To drill down from a line in a report	Enter	Hidden key	Reports	Enter
To delete an entry from a report	Alt+D	Hidden key	Reports	Alt+D
To add a voucher in a report	Alt+A	Hidden key	Reports	Alt+A
To remove an entry from a report	Ctrl+R	Hidden key	Reports	Alt+R
To hide or show the details in a table	Alt+T	Hidden key	Reports	Alt+T
To display all hidden line entries, if they were removed	Alt+U	Hidden key	Reports	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)	Ctrl+U	Hidden key	Reports	Alt+U
To expand or collapse information in a report	Shift+Enter	Hidden key	Reports	Shift+Enter
To alter a master during voucher entry or from drill-down of a report	Ctrl+Enter	Hidden key	Reports	Ctrl+Enter

To view the report in detailed or condensed format	Alt+F1 Alt+F5	Right button	Reports	Alt+F1
To select/deselect a line in a report	Space bar	Hidden key	Reports	Space bar
To select or deselect a line in a report	Shift+Space bar	Hidden key	Reports	Shift+Spacebar
To perform linear selection/deselection multiple lines in a report	Shift+Up/Down	Hidden key	Reports	None
To select or deselect all lines in a report	Ctrl+Space bar	Hidden key	Reports	Ctrl + Alt + A
To select or deselect lines till the end	Ctrl+Shift+End	Hidden key	Reports	Ctrl+Shift+End
To select or deselect lines till the top	Ctrl+Shift+Home	Hidden key	Reports	Ctrl+Shift+Home
To invert selection of line items in a report	Ctrl+Alt+I	Hidden key	Reports	Ctrl+Alt+I
To open the GST Portal	Alt+V	Right button	Statutory Reports	Ctrl+O
To add a new column	Alt+C	Right button	Reports	Alt+C
To alter a column	Alt+A	Right button	Report	Alt+A
To delete a column	Alt+D	Right button	Report	Alt+D
To auto repeat columns	Alt+N	Right button	Report	Alt+N
To filter data in a report, with a selected range of conditions	Alt+F12	Right button	Reports	Alt+F12
To calculate balances using vouchers that satisfy the selected conditions	Ctrl+F12	Right button	Reports	Ctrl+F12

To view values in different ways in a report	Ctrl+B	Right button	Reports	None
To change view – display report details in different views				F7/F8/F9
To navigate to Voucher View from Summary reports				
To navigate to post-dated cheque related transactions report	Ctrl+H	Right button	Reports	Alt+T
To view the exceptions related to a report	Ctrl+J	Right button	Reports	None

Shortcuts in Vouchers

Action	Key Shortcuts	Location in TallyPrime	Where Does It Work	Equivalent in Tally.ERP 9
To open Contra voucher	F4	Accounting Vouchers	Vouchers	F4
To open Payment voucher	F5	Accounting Vouchers	Vouchers	F5
To open Receipt voucher	F6	Accounting Vouchers	Vouchers	F6
To open Journal voucher	F7	Accounting Vouchers	Vouchers	F7
To open Stock Journal voucher	Alt+F7	Inventory Vouchers	Vouchers	Alt+F7
To open Physical Stock	Ctrl+F7	Inventory Vouchers	Vouchers	Alt+F10
To open Sales voucher	F8	Accounting Vouchers	Vouchers	F8
To open Delivery Note	Alt+F8	Inventory Vouchers	Vouchers	Alt+F8
To open Sales Order	Ctrl+F8	Order Vouchers	Vouchers	None
To open Purchase voucher	F9	Accounting Vouchers	Vouchers	F9
To open Receipt Note	Alt+F9	Inventory Vouchers	Vouchers	Alt+F9
To open Purchase Order	Ctrl+F9	Order Vouchers	Vouchers	None

To open Credit Note	Alt+F6	Accounting Vouchers	Vouchers	Ctrl+F8
To open Debit Note	Alt+F5	Accounting Vouchers	Vouchers	Ctrl+F9
To open Payroll voucher	Ctrl+F4	Payroll Vouchers	Vouchers	None
To open Rejection In voucher	Ctrl+F6	Inventory Vouchers	Vouchers	Ctrl+F6
To open Rejection Out voucher	Ctrl+F5	Inventory Vouchers	Vouchers	Alt+F6
To view list of all vouchers	F10	Vouchers	Vouchers	None
To retrieve Narration from the previous ledger	Alt+R	Hidden key	Vouchers	Alt+R
To open the calculator panel from Amount field	Alt+C	Hidden key	Vouchers	Alt+C
To mark a voucher as Post-Dated	Ctrl+T	Right button	Vouchers	Ctrl+T
To delete a voucher/transaction	Alt+D	Hidden key	Vouchers	Alt+D
To open a manufacturing journal from the Quantity field of a journal voucher	Alt+V	Hidden key	Vouchers	Alt+V
To remove item/ledger line in a voucher	Ctrl+D	Hidden key	Vouchers	Ctrl+D
To autofill details	Ctrl+F	Right button	Vouchers	Ctrl+A
To retrieve the Narration from the previous voucher, for the same voucher type.	Ctrl+R	Hidden key	Vouchers	Ctrl+R
To change mode – open vouchers in different modes	Ctrl+H	Right button	Vouchers	Ctrl+V (As Voucher mode) Alt+I (As Invoice mode)

To open the Stock Query report for the selected stock item	Alt+S	Right button	Vouchers	Alt+S
To mark a voucher as Optional	Ctrl+L	Right button	Vouchers	Ctrl+L

Shortcuts in Masters & Vouchers

Action	Key Shortcuts	Location in TallyPrime	Where Does It Work	Equivalent in Tally.ERP 9
To go to the next input field	Tab	Hidden key	Masters & Vouchers	Tab
To go to the previous input field	Shift+Tab	Hidden key	Masters & Vouchers	Shift+Tab
To remove the value typed	Backspace	Hidden key	Masters & Vouchers	Backspace
To create a master, on the fly	Alt+C	Hidden key	Masters & Vouchers	Alt+C
To open the calculator panel	Alt+C	Hidden key		Alt+C
To add more details to a master or voucher for the current instance	Ctrl+I	Right button	Masters & Vouchers	None
To insert the base currency symbol in an input field.	Alt+4 Ctrl+4	Hidden key	Masters & Vouchers	Ctrl+4
To open the previously saved master or voucher To scroll up in reports	Page Up	Hidden key	Masters & Vouchers	Page Up
To open the next master or voucher To scroll down in reports	Page Down	Hidden key	Masters & Vouchers	Page Down

To copy text from an input field	Ctrl+C Ctrl+Alt+C	Hidden key	Masters & vouchers	Ctrl+Alt+C
To paste input copied from a text field.	Ctrl+V Ctrl+Alt+V	Hidden key	Masters & vouchers	Ctrl+Alt+V

Shortcuts for Vouchers & Reports

Actions	Key Shortcuts	Location in TallyPrime	Where Does It Work	Equivalent in Tally.ERP 9
To export the current voucher or report	Ctrl+E	Top menu	Vouchers & Reports	Alt+E
To e-mail the current voucher or report	Ctrl+M	Top menu	Vouchers & Reports	Alt+M
To print the current voucher or report	Ctrl+P	Top menu	Vouchers & Reports	Alt+P
To define stat adjustments	Alt+J	Right button	Vouchers & Statutory Reports	Alt+J
To cancel a voucher				
To cancel a voucher from a report	Alt+X	Hidden key	Vouchers & Reports	Alt+X
To zoom in while on print preview	Alt+Z	Hidden key	Vouchers & Reports	Alt+Z

Shortcuts for Reports, Vouchers & Masters

Actions	Key Shortcuts	Location in TallyPrime	Where Does It Work	Equivalent in Tally.ERP 9
To navigate to the next artifact in the context				
To increment the Report date or next report in a sequence of reports displayed	+	Hidden key	Masters, Vouchers, and Reports	+
To navigate to the previous artifact in the context				

To decrement Report date or previous report in a sequence of reports displayed	–	Hidden key	Masters, Vouchers, and Reports	–
To change the date of voucher entry or period for reports	F2	Right button	Masters, Vouchers, and Reports	F2
To accept or save a screen	Ctrl+A	Hidden key	Masters, Vouchers, & Reports	Ctrl+A
To expand or collapse a group in a table	Alt+Enter	Hidden key	Masters, Vouchers, & Reports	Alt+Enter
To move to the last field or last line	Ctrl+End	Hidden key	Masters, Vouchers, & Reports	Ctrl+End
To move to the first field or first line	Ctrl+Home	Hidden key	Masters, Vouchers, and Reports	Ctrl+Home
To change the date of voucher entry or period for reports	Alt+F2	Right button	Across TallyPrime	Alt+F2
To open or hide calculator panel	Ctrl+N	Hidden key	Across TallyPrime	Ctrl+N (to Open) Ctrl+M (to Hide)
To exit a screen or the application	Ctrl+Q	Hidden key	Across TallyPrime	Ctrl+Q

Data Processing | Keyboard Shortcut Across

Action	Key Shortcut	Location in TallyPrime	Where Does It Work	Equivalent in Tally.ERP 9
To rewrite data	Ctrl+Alt+R	Hidden key	Across TallyPrime	Ctrl+Alt+R
To synchronise data	Alt+Z	Top menu	Across TallyPrime	None
To quit the application	Alt+F4	Hidden key	Across TallyPrime	None
To view the build information	Ctrl+Alt+B	Hidden key	Across TallyPrime	Ctrl+Alt+B
To view TDL/Add-on details	Ctrl+Alt+T	Hidden key	Across TallyPrime	Ctrl+Alt+T