

# Keyboard Shortcuts in TallyPrime

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Action	Key Shortcut	Location in TallyPrime	Where does it work	Equivalent in Tally.ERP 9
To primarily open a report, and create masters and vouchers in the flow of work	<b>Alt+G</b>	Top menu	Across TallyPrime	None
To switch to a different report, and create masters and vouchers in the flow of work.	Ctrl+G	Top menu	Across TallyPrime	None
To go back to the previous screen by closing the currently open screen	Esc	Hidden key	Across TallyPrime	Esc
To remove inputs that is provided/selected for a field				
To open Company top menu	Alt+K	Top menu	Across TallyPrime	None
To switch to another company from the list of open companies	F3	Right button	Masters, Vouchers, and Reports	F3
To select and open another company located in the same folder or other data paths	Alt+F3	Right button	Masters, Vouchers, and Reports	Alt+F3
To shut the currently loaded companies	Ctrl+F3	Right button	Masters, Vouchers, and Reports	Alt+F1
To open TallyHelp topic based on the context of the screen that is open	Ctrl+F1	Top menu	Across TallyPrime	Alt+H
To open Company Features screen	F11	Hidden key	Across TallyPrime	F11

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To open the list of configurations applicable for the report/view	F12	Right button	Across TallyPrime	F12
To open the company menu with the list of actions related to managing your company	Alt+K	Top menu	Across TallyPrime	None
To open the list of actions applicable to managing the company data	Alt+Y	Top menu	Across TallyPrime	None
To open the list of actions applicable to sharing or exchanging your company data	Alt+Z	Top menu	Across TallyPrime	None
To open the import menu for importing masters, transaction, and bank statements	Alt+O	Top menu	Across TallyPrime	None
To open the e-mail menu for sending transactions or reports	Alt+M	Top menu	Across TallyPrime	None
To open the print menu for printing transactions or reports.	Alt+P	Top menu	Across TallyPrime	None
To open the export menu for exporting masters, transactions, or reports	Alt+E	Top menu	Masters, Vouchers, and Reports	None
To open the Help menu	F1	Top menu	Across TallyPrime	None
To open TallyHelp topic based on the context of the screen that is open	Ctrl+F1	Top menu	Across TallyPrime	Alt+H

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To select the display language that is applicable across all screens	Ctrl+K	Top menu	Gateway of Tally, AboutPage and Reports	Alt+G
To select the data entry language that is applicable to all screens	Ctrl+W	Top menu	Gateway of Tally, About Page and editReports	Alt+K
To move to the first/last menu in a section	Ctrl+Up/Down	Hidden key	Top menu, Gateway of Tally	Ctrl+Up/Down
To move to the left-most/right-most drop-down top menu	Ctrl+Left/Right	Hidden key	Top menu	None
To move from any line to the first line in a list	Home & PgUp	Hidden key	Across TallyPrime	Home & PgUp
To from any point in a field to the beginning of the text in that field	Home	Hidden key	Across TallyPrime	Home
To move from any line to the last line in a list	End & PgDn	Hidden key	Across TallyPrime	End & PgDn
To move from any point in a field to the end of the text in that field	End	Hidden key	Across TallyPrime	End
To move one line up in a list To move to the previous field	Up arrow	Hidden key	Across TallyPrime	End & PgDn
To move one line down in a list To move to the next field	Down arrow	Hidden key	Across TallyPrime	Down arrow

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<p>To move:</p> <ul style="list-style-type: none"><li>• One position left in atext field</li><li>• To the previous column on the left</li></ul> <p>to the previous menu on the left</p>	Left arrow	Hidden key	Across TallyPrime	Left arrow
<p>To move:</p> <ul style="list-style-type: none"><li>• One position right in atext field</li><li>• To the next column on the right</li></ul> <p>to the next menu on the right</p>	Left arrow	Hidden key	Across TallyPrime	Left arrow

## Faster Data Entry | Keyboard Shortcuts in Reports, Vouchers, and Masters

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- Shortcuts in Vouchers & Reports
- Shortcuts in Reports, Vouchers, & Masters

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## 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-rl	Hidden key	Reports	Alt+I
To create an entry in the report, by duplicating a voucher	Alt+2	Hidden key	Reports	Alt-r2
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 areport	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

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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-rV	Right button	StatutoryReports	Ctrl+O
To add a new column	Alt+C	Right button	Reports	Alt-rC
To alter a column	Alt+A	Right button	Report	Alt+A

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To delete a column	Alt+rD	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 To navigate to Voucher View from Summary reports To navigate to post-dated cheque related transactions report	Ctrl+H	Right button	Reports	F7/F8/F9 Alt+T
To view the exceptions related to a report	Ctrl+J	Right button	Reports	None

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## 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



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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

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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.ERP9
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