



72 Tally Shortcut keys

No.	Action	Tally Shortcuts	Section
1	Change the Date	F2	Common Tally Shortcut keys
2	Change the Period of a Report	Alt + F2	Common Tally Shortcut keys
3	Select the Company from the list	F3	Common Tally Shortcut keys
4	Open Company Features Menu	F11	Common Tally Shortcut keys
5	Open Configuration Screen	F12	Common Tally Shortcut keys
6	Print the current screen	Alt + P	Common Tally Shortcut keys
7	Export the details in ASCII, Excel, HTML or XML format	Alt + E	Common Tally Shortcut keys
8	Send the details of a report in Email	Alt + M	Common Tally Shortcut keys
9	View the reports in automatic columns	Alt + N	Common Tally Shortcut keys
10	Upload the report to your website	Alt + O	Common Tally Shortcut keys
11	Open Tally Shop	Ctrl + S	Common Tally Shortcut keys
12	Change the display language in UI	Alt + G	Common Tally Shortcut keys
13	Change the input language in UI	Alt + K	Common Tally Shortcut keys
14	Login to Control Center	Ctrl + K	Common Tally Shortcut keys
15	Open the Support Center	Ctrl + H	Common Tally Shortcut keys
16	Help	Alt + H	Common Tally Shortcut keys
17	Exit screen without saving	Ctrl + Q	Common Tally Shortcut keys
18	Accept the screen & Save the information	Ctrl + A	Common Tally Shortcut keys
19	Delete	Alt + D	Common Tally Shortcut keys
20	Check Company Statutory Report	Ctrl + Alt + B	Common Tally Shortcut keys
21	View the Voucher display	Alt + Enter	Common Tally Shortcut keys
22	Import Statutory Masters	Ctrl + Alt + I	Common Tally Shortcut keys
23	Main Area	Ctrl + M	Common Tally Shortcut keys
24	Open Stock Query	Alt + S	Common Tally Shortcut keys
25	Open Material IN Voucher	Ctrl + W	Common Tally Shortcut keys
26	Open Material OUT Voucher	Ctrl + J	Common Tally Shortcut keys
27	Duplicate Voucher	Alt + 2	Common Tally Shortcut keys
28	Add Voucher	Alt + A	Common Tally Shortcut keys
29	Sales Order	Alt + F5	Inventory Voucher Tally Shortcuts
30	Purchase Order	Alt + F4	Inventory Voucher Tally Shortcuts
31	Receipt Note	Alt + F9	Inventory Voucher Tally Shortcuts
32	Delivery Note	Alt + F8	Inventory Voucher Tally Shortcuts
33	Rejection IN	Ctrl + F6	Inventory Voucher Tally Shortcuts
34	Rejection OUT	Alt + F6	Inventory Voucher Tally Shortcuts
35	Stock Journal	Alt + F7	Inventory Voucher Tally Shortcuts
36	Physical Stock Voucher	Alt + F10	Inventory Voucher Tally Shortcuts
37	Select and load a company	F1	Gateway of Tally Shortcuts
38	Close Current company	Alt + F1	Gateway of Tally Shortcuts
39	Company Info Screen	Alt + F3	Gateway of Tally Shortcuts
40	Connect Company to the Tally.NET server	F4	Gateway of Tally Shortcuts
41	Disconnect Company to the Tally.NET server	Alt + F4	Gateway of Tally Shortcuts
42	Synchronise company data	Alt + O	Gateway of Tally Shortcuts
43	Products and Features screen	Ctrl + Alt + T	Gateway of Tally Shortcuts
44	License and Services screen	Ctrl + Alt + L	Gateway of Tally Shortcuts
45	Configuration Information screen	Ctrl + Alt + F	Gateway of Tally Shortcuts
46	Rewrite data for a Company	Ctrl + Alt + R	Gateway of Tally Shortcuts
47	close Tally.ERP 9 application	Ctrl + Q	Gateway of Tally Shortcuts
48	Open the Calculator	Ctrl + N	Gateway of Tally Shortcuts
49	Contra Entry	F4	Accounting Voucher Shortcuts
50	Payment Entry	F5	Accounting Voucher Shortcuts
51	Receipt Entry	F6	Accounting Voucher Shortcuts
52	Journal Entry	F7	Accounting Voucher Shortcuts
53	Sales Entry	F8	Accounting Voucher Shortcuts
54	Purchase	F9	Accounting Voucher Shortcuts
55	Reversing Journal	F10	Accounting Voucher Shortcuts
56	Credit Note	Ctrl + F8	Accounting Voucher Shortcuts
57	Debit Note	Ctrl + F9	Accounting Voucher Shortcuts
58	Memorandum Voucher	Ctrl + F10	Accounting Voucher Shortcuts
59	Delete	Esc	Voucher Entries Shortcuts
60	Delete a Voucher	Alt + D	Voucher Entries Shortcuts
61	Delete a Master	Alt + D	Voucher Entries Shortcuts
62	Create a Master	Alt + C	Voucher Entries Shortcuts
63	Cancel a Voucher	Alt + X	Voucher Entries Shortcuts
64	Accept a form	Ctrl + A	Voucher Entries Shortcuts
65	Toggle between invoice and voucher	Ctrl + V	Voucher Entries Shortcuts
66	Insert a voucher	Alt + I	Voucher Entries Shortcuts
67	Create duplicate a voucher	Alt + 2	Voucher Entries Shortcuts
68	Statutory Adjustment voucher	Alt + J	Tally GST Shortcuts
69	Statutory Payment voucher	Alt + S	Tally GST Shortcuts
70	Open GST Portal	Ctrl + O	Tally GST Shortcuts
71	Export Return	Ctrl + E	Tally GST Shortcuts
72	View accepted as it is	Ctrl + A	Tally GST Shortcuts

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