

# **Tally** Tally ERP 9 cheat sheet

## General

F12	Open the configuration screen
Alt + P	Print
Alt + E	Export
A then L then C	Create Ledger
A then L then A	Alter Ledger

## Important Shortcuts While Passing

### Entry

Alt + C	Make Ledger
Ctrl + Enter	Change Ledger
Ctrl + A	Enter Enter
Ctrl + N	Calculator
Alt + R	Hide Ledger
Alt + U	Unhide Ledger
F1	Select a company
F1	Select the Accounts Button and Inventory buttons
F2	Change the menu period
F3	Select the company
F4	Select the Contra voucher
F5	Select the Payment voucher
F6	Select the Receipt voucher
F7	Select the Journal voucher
F8	Select the Sales voucher
Ctrl + F8	Select the Credit Note voucher
F9	Select the Purchase voucher
Ctrl + F9	Select the Debit Note voucher
F10	Select the Reversing Journal voucher
F10	Select the Memorandum voucher
F11	Select the Functions and Features screen
F12	Select the Configure screen
Alt + 2	Duplicate a voucher
Alt + A	Add a voucher
Alt + C	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)
Alt + D	Delete a voucher / master (if it has not been already assigned a different function, as explained above)
Alt + E	Export the report in ASCII, SDF, HTML OR XML format
Alt + I	Insert a voucher
Alt + H	Help Shortcut
Alt + O	Upload the report at your website
Alt + I	Insert a voucher / Toggle between Item and Accounting invoice
Alt + N	View the report in automatic columns (Multiple Columns at all reports, Trial Balance, Cash/bank books, Group Summary & Journal Reg
Alt + U	Retrieve the last line which is deleted using Alt + R
Alt + Y	Register Tally
Alt + M	Email the report
Alt + P	Print the report
Alt + R	Remove a line in a report
Alt + S	Bring back a line you removed using ALT + R
Alt + V	From Invoice screen to bring Stock Journal screen
Alt + W	View the Tally Web browser.
Alt + Z	Zoom
Alt + X	Cancel a voucher in Day Book/List of Vouchers
Alt + R	Register Tally
Ctrl + A	Accept a form – wherever you use this key combination, that screen or report gets accepted as it is
Ctrl + Alt + B	Check the Company Statutory details
Ctrl + M	Switches to Main Area of Tally Screen

Ctrl + N	Switches to Calculator / ODBC Section of Tally Screen
Ctrl + R	Repeat narration in the same voucher type irrespective of Ledger Account
Ctrl + T	Mark any voucher as Post Dated Voucher
Ctrl + Alt + C	Copy the text from Tally (At creation and alternation screens)
Ctrl + Alt + V	Paste the text from Tally (At creation and alternation screens)
Ctrl + F9	Select Debit Note Voucher
Ctrl + Alt + C	(for copy) Duplicate narration in many Vouchers
Ctrl + Alt + V	(for paste) Duplicate narration in many Vouchers
Ctrl + F6	Rejection In
Ctrl + B	Select the Budget
Ctrl + C	Select the Cost Centre
Ctrl + C	Select the Cost Category
Ctrl + E	Select the Currencies
Ctrl + G	Select the Group
Ctrl + I	Select the Stock Items
Ctrl + L	Select the Ledger
Ctrl + O	Select the Godowns
Ctrl + Q	Abandon a form – wherever you use this key combination, it quits that screen without making any changes to it.
Ctrl + Alt + R	Rewrite data for a Company
Ctrl + S	Allows you to alter Stock Item master
Ctrl + U	Select the Units
Ctrl + V	Select the Voucher Types
Alt + F1	Close a company
Alt + F1	View detailed report
Alt + F1	Explode a line into its details
Alt + F2	Change the system period
Alt + F3	Select the company info menu
Alt + F3	Create/alter/shut a Company
Alt + F4	Select the Purchase Order Voucher Type

Alt + F5	Select the Sales Order Voucher Type
Alt + F5	View monthly and quarterly report
Alt + F6	Select the Rejection Out Voucher Type
Alt + F6	Change the Sales Order Voucher Type
Alt + F7	Select the Stock Journal Voucher Type
Alt + F7	Accept all the Audit lists
Alt + F8	Select the Delivery Note Voucher Type
Alt + F8	View the Columnar report
Alt + F9	Select the Receipt Note Voucher Type
Alt + F10	Select the Physical Stock Voucher Type
Alt + F12	Filter the information based on monetary value
Ctrl + Alt + F12	Advanced Config
Page Up	Display previous voucher during voucher entry/alter
Page Down	Display next voucher during voucher entry/alter
Enter	Accept anything you type into a field.
Enter	Accept a voucher or master
Enter	Get a report with further details of an item in a report.
Esc	Remove what you typed into a field
Esc	Come out of a screen
Esc	Indicate you do not want to accept a voucher or master.
Shift + Enter	Collapse next level details
Shift + Enter	Explode a line into its details
Ctrl + Enter	Alter a master while making an entry or viewing a report

## Misc

+	Zoom in to the print preview
-	Zoom out to the print preview

Ctrl + Wheel up and wheel down	Zoom in / out to the print preview
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Shift + Wheel up and wheel down	Scroll horizontally - left to right or right to left
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*More information:* [defkey.com/ce/tally-erp-9-shortcuts](https://defkey.com/ce/tally-erp-9-shortcuts)

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