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

Ctrl + Enter	Change Ledger
F6	Select the Receipt voucher
F11	Select the Functions and Features screen
Alt + S	Bring back a line you removed using ALT + R
Alt + Z	Zoom
Alt + X	Cancel a voucher in Day Book/List of Vouchers
Ctrl + Alt + R	Rewrite data for a Company
Ctrl + S	Allows you to alter Stock Item master
Alt + F1	View detailed report
Alt + F3	Create/alter/shut a Company
Alt + F5	View monthly and quarterly report
Enter	Get a report with further details of an item in a report.

Misc

-	Zoom out to the print preview

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More information: *defkey.com/tally-erp-9-shortcuts?filter=basic*

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