TallyPrime cheat sheet

General

Esc	Go back to the previous screen by closing the currently open screen
Esc	Remove inputs that is provided/selected for a field
Ctrl + Up arrow / Down arrow	Move to the first/last menu in a section
Ctrl + Left arrow / Right arrow	Move to the left-most/right-most drop-down top menu
Home then Page Up	Move from any line to the first line in a list
Home	From any point in a field to the beginning of the text in that field
End then Page Down	Move from any line to the last line in a list
End	Move from any point in a field to the end of the text in that field
Up arrow	Move one line up in a list
Up arrow	Move to the previous field
Down arrow	Move one line down in a list
Down arrow	Move to the next field
Left arrow	Move one position left in a text field
Left arrow	Move to the previous column on the left
Left arrow	Move to the previous menu on the left
Right arrow	Move one position right in a text field
Right arrow	Move to the next column on the right
Right arrow	Move to the next menu on the right
Ctrl + Alt + R	Rewrite data
Alt + F4	Quit the application
Ctrl + Alt + B	View the build information
Ctrl + Alt + T	View TDL/Add-on details
+	Navigate to the next artifact in the context
+	Increment the Report date or next report in a sequence of reports displayed
-	Navigate to the previous artifact in the context
-	Decrement Report date or previous report in a sequence of reports displayed
Ctrl + A	Accept or save a screen
Alt + Enter	Expand or collapse a group in a table
Ctrl + End	Move to the last field or last line
Ctrl + Home	Move to the first field or first line
Ctrl + N	Open or hide calculator panel
Alt + T	Hide or show the details in a table
F11	Open Company Features screen
Alt + G	Primarily open a report, and create masters and vouchers in the flow of work.
Ctrl + G	Switch to a different report, and create masters and vouchers in the flow of work.
Alt + K	Open Company top menu
Ctrl + F1	Open TallyHelp topic based on the context of the screen that is open
Alt + K	Open the company menu with the list of actions related to managing your company
Alt + Y	Open the list of actions applicable to managing the company data
Alt + Z	Open the list of actions applicable to sharing or exchanging your company data
Alt + O	Open the import menu for importing masters, transaction, and bank statements
Alt + M	Open the e-mail menu for sending transactions or reports
Alt + P	Open the print menu for printing transactions or reports.
Alt + E	Open the export menu for exporting masters, transactions, or reports
Ctrl + K	Select the display language that is applicable across all screens

Ctrl + W	Select the data entry language that is applicable to all screens
Ctrl + E	Export the current voucher or report
Ctrl + M	E-mail the current voucher or report
Ctrl + P	Print the current voucher or report
F1	Open the Help menu
Ctrl + F1	Open TallyHelp topic based on the context of the screen that is open
F2 or Alt + F2	Change the date of voucher entry or period for reports
F3	Switch to another company from the list of open companies
Alt + F3	Select and open another company located in the same folder or other data paths
Ctrl + F3	Shut the currently loaded companies
F12	Open the list of configurations applicable for the report/view
Ctrl + Q	Exit a screen or the application

Reports

Alt + I	Insert a voucher in a report
Alt + 2	Create an entry in the report, by duplicating a voucher
Alt + D	Delete an entry from a report
Alt + A	Add a voucher in a report
Alt + X	Cancel a voucher from a report
Ctrl + R	Remove a line entry from a report
Alt + U	Display all hidden line entries, if they were removed
Ctrl + U	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)
Enter	Drill-down and open a voucher or master from the last level details of a report

Ctrl + Enter	Drill-down and open a voucher for display
Ctrl + Enter	Alter a master during voucher entry or from drill-down of a report
Space	Select/deselect a line in a report
Shift + Space	Select or deselect a line in a report
Ctrl + Space	Select or deselect all lines in a report
Alt + F1 or Alt + F5	View the report in detailed or condensed format
Alt + V	Open the GST Portal
Alt + C	Add a new column
Alt + A	Alter a column
Alt + D	Delete a column
Alt + N	Auto repeat columns
Alt + F12	Filter data in a report, with a selected range of conditions
Ctrl + F12	Calculate balances using vouchers that satisfy the selected conditions
Ctrl + B	Views values in different ways in a report
Ctrl + H	Change view – display report details in different views
Ctrl + H	Navigate to Voucher View from Summary reports
Ctrl + H	Navigate to post-dated cheque related transactions report
Ctrl + J	View the exceptions related to a report
Enter	Drill down from a line in a report
Shift + Enter	Expand or collapse information in a report
Ctrl + Shift + End	Select or deselect lines till the end
Ctrl + Shift + Home	Select or deselect lines till the top
Ctrl + Alt + I	Invert selection of line items in a report
Shift + Up arrow / Down arrow	Perform linear selection/deselection multiple lines in a report

Vouchers & Masters

Alt + D	Delete a voucher
Alt + X	Cancel a voucher
Ctrl + D	Remove item/ledger line in a voucher
Ctrl + T	Mark a voucher as Post-Dated
Ctrl + F	Autofill details
Ctrl + H	Change mode – open vouchers in different modes
Alt + S	Open the Stock Query report for the selected stock item
Ctrl + L	Mark a voucher as Optional
Ctrl + I	Add more details to a master or voucher for the current instance
Alt + J	Define stat adjustments during voucher entry
F10	View list of all vouchers or masters
Alt + R	Retrieve Narration from the previous ledger during voucher entry
Alt + C	Open the calculator panel from Amount field during voucher entry
Alt + V	Open a manufacturing journal from the Quantity field of a journal voucher
Ctrl + R	Retrieve the Narration from the previous voucher, for the same voucher type
Tab	Go to the next input field
Shift + Tab	Go to the previous input field
Backspace	Remove the value typed
Alt + C	Create a master, on the fly
Alt + C	Open the calculator panel
Alt + 4 or Ctrl + 4	Insert the base currency symbol in an input field
Page Up	Open the previously saved master or voucher
Page Up	Scroll up in reports
Page Down	Open the next master or voucher
Page Down	Scroll down in reports

Ctrl + C or Ctrl + Alt + C	Copy text from an input field
Ctrl + V or Ctrl + Alt + V	Paste input copied from a text field.

Open vouchers

F4	Open Contra voucher
F5	Open Payment voucher
F6	Open Receipt voucher
F7	Open Journal voucher
Alt + F7	Open Stock Journal voucher
Ctrl + F7	Open Physical Stock
F8	Open Sales voucher
Alt + F8	Open Delivery Note
Ctrl + F8	Open Sales Order
F9	Open Purchase voucher
Alt + F9	Open Receipt Note
Ctrl + F9	Open Purchase Order
Alt + F6	Open Credit Note
Alt + F5	Open Debit Note
Ctrl + F4	Open Payroll voucher
Ctrl + F6	Open Rejection In voucher
Ctrl + F5	Open Rejection Out voucher

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More information: *defkey.com/th/tallyprime-shortcuts*

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