

# Keyboard Shortcuts in TallyPrime

This topic lists the different shortcut keys that can be used in TallyPrime – for faster data entry.

## Keyboard Shortcuts – Across TallyPrime

Action	Shortcut in TallyPrime	Location in TallyPrime	Shortcut in Tally.ERP 9
To find the Help article from any screen in TallyPrime.	Ctrl+F1	Top menu	Ctrl+F1
To open Notifications report	Ctrl+Alt+N	Top menu	NA
To go back to the previous screen by closing the currently open screen To remove inputs that is provided/selected for a field	Esc	NA	Esc
To move to the first/last menu in a section	Ctrl+Up/Down	NA	Ctrl+Up/Down
To move to the left-most/right-most drop-down top menu	Ctrl+Left/Right	NA	None
To move from any line to the first line in a list	Home & PgUp	NA	Home & PgUp
To from any point in a field to the beginning of the text in that field	Home	NA	Home
To move from any line to the last line in a list	End & PgDn	NA	End & PgDn
To move from any point in a field to the end of the text in that field	End	NA	End

To move one line up in a list To move to the previous field	Up arrow	NA	Up arrow
To move one line down in a list To move to the next field	Down arrow	NA	Down arrow
To move: <ul style="list-style-type: none"> <li>• One position left in a text field</li> <li>• To the previous column on the left</li> <li>• To the previous menu on the left</li> </ul>	Left arrow	NA	Left arrow
To move: <ul style="list-style-type: none"> <li>• One position right in a text field</li> <li>• To the next column on the right</li> <li>• To the next menu on the right</li> </ul>	Right arrow	NA	Right arrow
To rewrite data	Ctrl+Alt+R	NA	Ctrl+Alt+R
To quit the application	Alt+F4	NA	None
To view the build information	Ctrl+Alt+B	NA	Ctrl+Alt+B
To view TDL/Add-on details	Ctrl+Alt+T	NA	Ctrl+Alt+T
To accept or save a screen	Ctrl+A	NA	Ctrl+A
To expand or collapse a group in a table	Alt+Enter	NA	Alt+Enter
To move to the last field or last line	Ctrl+End	NA	Ctrl+End
To move to the first field or first line	Ctrl+Home	NA	Ctrl+Home
To open or hide calculator panel	Ctrl+N	NA	Ctrl+N (to Open) Ctrl+M (to Hide)
To hide or show the details in a table	Alt+T	NA	Alt+T
To open Company Features screen	F11	Top menu	F11

To primarily open a report, and create masters and vouchers in the flow of work.	Alt+G	Top menu	None
To switch to a different report, and create masters and vouchers in the flow of work.	Ctrl+G	Top menu	None
To open TallyHelp topic based on the context of the screen that is open	Ctrl+F1	Top menu	Alt+H
To open the company menu with the list of actions related to managing your company	Alt+K	Top menu	None
To open the list of actions applicable to managing the company data	Alt+Y	Top menu	None
To open the list of actions applicable to sending or exchanging your company data	Alt+Z	Top menu	None
To open the import menu for importing masters, transaction, and bank statements	Alt+O	Top menu	None
To open the Share menu for sharing transactions or reports through e-mail or WhatsApp	Alt+M	Top menu	None
To open the print menu for printing transactions or reports.	Alt+P	Top menu	None
To open the export menu for exporting masters, transactions, or reports	Alt+E	Top menu	None
To select the display language that is applicable across all screens	Ctrl+K	Top menu	Alt+G
To select the data entry language that is applicable to all screens	Ctrl+W	Top menu	Alt+K
To export the current voucher or report	Ctrl+E	Top menu	Alt+E

To e-mail the current voucher or report	Ctrl+M	Top menu	Alt+M
To WhatsApp the current voucher or report	Ctrl+Alt+W	Top menu	Alt+M
To print the current voucher or report	Ctrl+P	Top menu	Alt+P
To open the Help menu	F1	Top menu	None
To change the date of voucher entry or date/period for reports	F2	Right button	F2
To change the date of voucher entry or period for reports To change the period of the company	Alt+F2	Right button	Alt+F2
To switch to another company from the list of open companies	F3	Right button	F3
To select and open another company located in the same folder or other data paths	Alt+F3	Right button	Alt+F3
To shut the currently loaded companies	Ctrl+F3	Right button	Alt+F1
To open the list of configurations applicable for the report/view	F12	Right button	F12
To exit a screen or the application	Ctrl+Q	Bottom bar	Ctrl+Q

## Keyboard Shortcuts – Reports

Actions	Shortcuts in TallyPrime	Location in TallyPrime	Shortcuts in Tally.ERP 9
To insert a voucher in a report	Alt+I	Bottom bar	Alt+I
To create an entry in the	Alt+2	Bottom	Alt+2

report, by duplicating a voucher		bar	
To delete an entry from a report	Alt+D	Bottom bar	Alt+D
To add a voucher in a report	Alt+A	Bottom bar	Alt+A
To cancel a voucher from a report	Alt+X	Bottom bar	Alt+X
To remove a line entry from a report	Ctrl+R	Bottom bar	Alt+R
To display all hidden line entries, if they were removed	Alt+U	Bottom bar	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	Bottom bar	Alt+U
To drill-down and open a voucher or master from the last level details of a report	Enter	Bottom bar	Enter
To drill-down and open a voucher for display	Ctrl+Enter	Bottom bar	Enter
To alter a master during voucher entry or from drill-down of a report	Ctrl+Enter	Bottom bar	Ctrl+Enter
To select/deselect a line in a report	Spacebar	Bottom bar	Space bar
To select or deselect a line in a report	Shift+Spacebar	Bottom bar	Shift+Spacebar
To continuously	Shift+Spacebar+PgUp/PgDn	Bottom	Ctrl+Spacebar

select/deselect multiple rows in a report		bar	
To view the report in detailed or condensed format	Alt+F1 Alt+F5	Right button	Alt+F1
To open the GST Portal from GSTR-1 report	Alt+V	Right button	Ctrl+O
To add a new column (except in Day Book and GST Returns)	Alt+C	Right button	Alt+C
To alter a column (except in Day Book and GST Returns)	Alt+A	Right button	Alt+A
To delete a column (except in Day Book and GST Returns)	Alt+D	Right button	Alt+D
To auto repeat columns (except in Day Book and GST Returns)	Alt+N	Right button	Alt+N
To filter data in a report, with a selected range of conditions  TallyPrime 3.0 and later TallyPrime version 2.1 or earlier	<ul style="list-style-type: none"> <li>• Ctrl+F</li> <li>• Alt+F12</li> </ul>	Right button	Alt+F12
To calculate balances using vouchers that satisfy the selected conditions  TallyPrime 3.0 and later TallyPrime version 2.1 or earlier	<ul style="list-style-type: none"> <li>• Ctrl+F &gt; F7</li> <li>• Ctrl+F12</li> </ul>	Right button	Ctrl+F12
To views values in different	Ctrl+B	Right	None

ways in a report		button	
To change view – display report details in different views To navigate to different views of the report without changing the context	Ctrl+H	Right button	F7/F8/F9 Alt+T
To view the exceptions related to a report	Ctrl+J	Right button	None
To expand or collapse information in a report	Shift+Enter	NA	Shift+Enter
To select or deselect lines till the end	Ctrl+Shift+End	NA	Ctrl+Shift+End
To select or deselect lines till the top	Ctrl+Shift+Home	NA	Ctrl+Shift+Home
To invert selection of line items in a report	Ctrl+Alt+I	NA	Ctrl+Alt+I
To perform linear selection/deselection multiple lines in a report	Shift+Up/Down	NA	None
To navigate to the next artifact in the context To increment the Report date or next report in a sequence of reports displayed	+	NA	+
To navigate to the previous artifact in the context To decrement Report date or previous report in a sequence of reports displayed	-	NA	-

# Keyboard Shortcuts – Vouchers & Masters

Action	Shortcut in TallyPrime	Location in TallyPrime	Shortcut in Tally.ERP 9
To delete a voucher	Alt+D	Bottom bar	Alt+D
To cancel a voucher	Alt+X	Bottom bar	Alt+X
To remove item/ledger line in a voucher	Ctrl+D	Bottom bar	Ctrl+D
To mark a voucher as Post-Dated	Ctrl+T	Right button	Ctrl+T
To autofill details in stat vouchers	Ctrl+F	Right button	Ctrl+A
To change mode – open vouchers in different modes	Ctrl+H	Right button	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	Alt+S
To mark a voucher as Optional	Ctrl+L	Right button	Ctrl+L
To add more details to a master or voucher for the current instance	Ctrl+I	Right button	None
To define stat adjustments during voucher entry	Alt+J	Right button	Alt+J
To view list of all vouchers or masters	F10	Right button	None
To retrieve Narration for the same party from the previous voucher entry	Alt+R	NA	Alt+R
To open the calculator panel from Amount field during voucher entry	Alt+C	NA	Alt+C
To open a manufacturing journal from the Quantity field of a journal voucher	Alt+V	NA	Alt+V
To retrieve the Narration from the previous voucher, for the same voucher type	Ctrl+R	NA	Ctrl+R



To go to the next input field	Tab	NA	Tab
To go to the previous input field	Shift+Tab	NA	Shift+Tab
To remove the value typed	Backspace	NA	Backspace
To create another master on the fly while creating masters and vouchers	Alt+C	NA	Alt+C
To open the calculator panel	Alt+C	NA	Alt+C
To insert the base currency symbol in an input field.	Alt+4 Ctrl+4	NA	Ctrl+4
To open the previously saved master or voucher To scroll up in reports	Page Up	NA	Page Up
To open the next master or voucher To scroll down in reports	Page Down	NA	Page Down
To copy text from an input field	Ctrl+C Ctrl+Alt+C	NA	Ctrl+Alt+C
To paste input copied from a text field.	Ctrl+V Ctrl+Alt+V	NA	Ctrl+Alt+V

## Keyboard Shortcuts to Open Vouchers

Action	Shortcut in TallyPrime	Location in TallyPrime	Shortcut in Tally.ERP 9
To open Contra voucher	F4	F10 > Accounting Vouchers	F4
To open Payment voucher	F5	F10 > Accounting Vouchers	F5
To open Receipt voucher	F6	F10 > Accounting Vouchers	F6

To open Journal voucher	F7	F10 > Accounting Vouchers	F7
To open Stock Journal voucher	Alt+F7	F10 > Inventory Vouchers	Alt+F7
To open Physical Stock	Ctrl+F7	F10 > Inventory Vouchers	Alt+F10
To open Sales voucher	F8	F10 > Accounting Vouchers	F8
To open Delivery Note	Alt+F8	F10 > Inventory Vouchers	Alt+F8
To open Sales Order	Ctrl+F8	F10 > Order Vouchers	None
To open Purchase voucher	F9	F10 > Accounting Vouchers	F9
To open Receipt Note	Alt+F9	F10 > Inventory Vouchers	Alt+F9
To open Purchase Order	Ctrl+F9	F10 > Order Vouchers	None
To open Credit Note	Alt+F6	F10 > Accounting Vouchers	Ctrl+F8
To open Debit Note	Alt+F5	F10 > Accounting Vouchers	Ctrl+F9
To open Payroll voucher	Ctrl+F4	F10 > Payroll Vouchers	None
To open Rejection In voucher	Ctrl+F6	F10 > Inventory Vouchers	Ctrl+F6
To open Rejection Out voucher	Ctrl+F5	F10 > Inventory Vouchers	Alt+F6