

Short-Key

Tally -PRIME

➤ From Gateway of Tally

S.No.	Keys	Description of command
1	ALT+K	Company
2	Alt+F3	Select company (Existing open Company)
3	Alt + F2	Period change of company
4	Ctrl + Q/Alt+F4	Exit/Close Tally
5	Ctrl + F3	Shut Company
6	F11-F1	Accounting/Inventory/Statutory Features
7	F3	Select/Open Company
8	D,A,C	Display → Account Book → Cash-Bank Book
9	D,A,P	Display → Account Book → Purchase Register
10	D,S,O	Check Outstanding Balance-Receivable/Payable
11	V	Voucher Entry
12	C	Create Ledger/Inventory and other
13	N , R	Check Register
14	S	Stock Summary
15	F2	Current Data Change
16	Alt+ O	Import Master
17	Alt + E	Export Master
18	Alt + M	Mail Send

19	D S S	Statistics
20	R	Ratio Analysis Report
21	K	Day Book
22	H	Chart of Accounts

➔ Into Voucher

Note – Some Command working when The Option is ‘Yes’ or Activate in Feature According to Description.

Sno.	Keys	Description of command
1	F2	Transaction date Change
2	F4	Contra Voucher
3	F5	Payment Voucher
4	F6	Receipt Voucher
5	F7	Journal Voucher
6	F8	Sales voucher
7	F9	Purchase Voucher
8	Alt + F6	Sales Return/Credit Note Voucher
9	Alt + F5	Purchase Return/Debit Note Voucher
10	Ctrl + L	Optional Voucher
11	F10	List of Voucher Types
12	Ctrl + F4	Payroll Salary Calculation (Employee)
13	Ctrl + F	Payroll Auto Fill (Salary Calculation)
14	Alt + E	Export Voucher in JPG,XLS,PDF format
15	Alt + P	Print Voucher- Current
16	Alt + H	Change Mode -Item Only/Account Only

17	Alt + Z	Data Synchronization
18	Alt + F7	Transfer of Material
19	Alt + F9	Purchase Order
20	Alt + F8	Sales Order
21	Alt + F9	Receipt Note
22	Alt + F8	Delivery Note
23	Ctrl + F6	Rejection Inward
24	Ctrl + F5	Rejection Outward
25	Alt + G	Goto
26	Alt + C	Short-Cut Ledger/ Item etc..Creation
27	Alt + M	Mailing Voucher
28	Ctrl + A	Save Voucher
29	Alt + D	Delete Voucher
30	Ctrl + I	More details Add in Voucher
31	Ctrl + F7	Physical Stock Entry

➤ Into Profit/Loss Account or Balance Sheet

Sno.	Keys	Description of command
1	Alt + F1	Details/Condensed
2	F2	Period changed
3	F8	Valuation Method
4	Ctrl + H	Change Report
5	Alt + N	Report (Month/Daily etc..)

6	Shift + Enter	Show Group Details (click on Group e.g. Purchase/Sales)
7	Ctrl + Enter	Modify in Ledger
8	Ctrl + N	Calculator On
9	ESC	Calculator Off
10	F12	Configuration
11	Ctrl + J	Exception report (Negative Ledger)
12	Alt + C	New column Add
13	Alt + D	Delete Column

➔ Into Gateway of Tally → Banking → Cheque Register

Sno.	Keys	Description of command
1	Alt + F1	Details of Cheque instrument
2	Alt + R	Reconcile Cheque
3	Ctrl + S	Quick Search
4	Alt + F5	Details / condensed
5	Alt + Q	Quick Search
6	F8	Cheque Status

➔ Into Gateway of Tally → Stock Summary

Sno.	Keys	Description of command
1	F7	Hide Profit /Show Profit
2	F5	Group Wise/Item Wise
3	F4	Show item group Wise

4	Alt + F12	Range Check, With Amount or Name Wise
5	Alt + N	Auto Column Wise Check
6	Ctrl + H	Change View
7	F8	Valuation Method
8	Ctrl + F8	Godown Type
9	Ctrl + F12	Value to Calculate in profit
10	F12	More configuration Setting

➤ Into GSTR Report

Sno.	Keys	Description of command
1	Alt + V	Open GST Portal
2	F5	Status Wise
3	Ctrl + H	Change View
4	Alt + J	Start Adjustment
5	Alt + E	Export Json/Excel/CSV Format
6	Ctrl + J	Exception Report (Invalid Voucher)
7	Alt + F5	Details Show ALL Entry
8	F12	Configuration more setting

Other Short Keys

- **Tally Help**
Ctrl + F1
- **Goto Any option**
Alt + G
- **Data Backup / Restore**

Alt+Y

- **Setting Display / Licenses and other TDL Upgrade**

F1 - Setting

- **In TDL Section**

Press F4 (Manage TDL)

F6 - Add on Features

- **Pre- Close order for Purchase/Sales order Report / Outstanding Report**

Alt + W - Pre Close

F8 - ALL Order

F6 - Age Wise

- Payroll Report

F5 - Employee Wise Report and category wise Report

F4 - Employee

D P P From gateway of tally - Pay Slip Report

- While Company Creation

Alt+R - Group Company

F1 - Configuration more setting

- Day Book - Transaction Show

F4 - Voucher Type

Alt + F5 - Details

- Multiple Entry / Transaction Selection

Space Bar - Select / Unselect Entry in Day book or any other view

- **F8** Key - Today changes in Tally Audit