

Tally Prime Shortcut Keys

Data Processing Keyboard Shortcut Across TallyPrime

<i>ACTION</i>	<i>KEY SHORTCUT</i>	<i>LOCATION IN TALLYPRIME</i>	<i>WHERE DOES IT WORK</i>
To rewrite data	Ctrl+Alt+R	Hidden key	Across TallyPrime
To synchronise data	Alt+Z	Top menu	Across TallyPrime
To quit the application	Alt+F4	Hidden key	Across TallyPrime
To view the build information	Ctrl+Alt+B	Hidden key	Across TallyPrime
To view TDL/Add-on details	Ctrl+Alt+T	Hidden key	Across TallyPrime

Faster Data Entry Keyboard Shortcuts in Reports, Vouchers, and

Shortcuts in Vouchers :-

<i>Action</i>	<i>Key Shortcuts</i>	<i>Location in TallyPrime</i>	<i>Where Does It Work</i>
To open Contra voucher	F4	Accounting Vouchers	Vouchers
To open Payment voucher	F5	Accounting Vouchers	Vouchers
To open Receipt voucher	F6	Accounting Vouchers	Vouchers
To open Journal voucher	F7	Accounting Vouchers	Vouchers
To open Stock Journal voucher	Alt+F7	Inventory Vouchers	Vouchers
To open Physical Stock	Ctrl+F7	Inventory Vouchers	Vouchers
To open Sales voucher	F8	Accounting Vouchers	Vouchers
To open Delivery Note	Alt+F8	Inventory Vouchers	Vouchers

To open Sales Order	Ctrl+F8	Order Vouchers	Vouchers
To open Purchase voucher	F9	Accounting Vouchers	Vouchers
To open Receipt Note	Alt+F9	Inventory Vouchers	Vouchers
To open Purchase Order	Ctrl+F9	Order Vouchers	Vouchers
To open Credit Note	Alt+F6	Accounting Vouchers	Vouchers
To open Debit Note	Alt+F5	Accounting Vouchers	Vouchers
To open Payroll voucher	Ctrl+F4	Payroll Vouchers	Vouchers
To open Rejection In voucher	Ctrl+F6	Inventory Vouchers	Vouchers
To open Rejection Out voucher	Ctrl+F5	Inventory Vouchers	Vouchers
To view list of all vouchers	F10	Vouchers	Vouchers
To retrieve Narration from the previous ledger	Alt+R	Hidden key	Vouchers
To open the calculator panel from Amount field	Alt+C	Hidden key	Vouchers
To mark a voucher as Post-Dated	Ctrl+T	Right button	Vouchers
To delete a voucher/transaction	Alt+D	Hidden key	Vouchers
To open a manufacturing journal from the Quantity field of a journal voucher	Alt+V	Hidden key	Vouchers
To remove item/ledger line in a voucher	Ctrl+D	Hidden key	Vouchers
To autofill details	Ctrl+F	Right button	Vouchers
To retrieve the Narration from the previous voucher, for the same voucher type.	Ctrl+R	Hidden key	Vouchers
To change mode – open vouchers in different modes	Ctrl+H	Right button	Vouchers
To open the Stock Query report for the selected stock item	Alt+S	Right button	Vouchers
To mark a voucher as Optional	Ctrl+L	Right button	Vouchers

Shortcuts in Masters & Vouchers :-

<i>Action</i>	<i>Key Shortcuts</i>	<i>Location in TallyPrime</i>	<i>Where Does It Work</i>
To go to the next input field	Tab	Hidden key	Masters & Vouchers
To go to the previous input field	Shift+Tab	Hidden key	Masters & Vouchers

To remove the value typed	Backspace	Hidden key	Masters & Vouchers
To create a master, on the fly	Alt+C	Hidden key	Masters & Vouchers
To open the calculator panel	Alt+C	Hidden key	
To add more details to a master or voucher for the current instance	Ctrl+I	Right button	Masters & Vouchers
To insert the base currency symbol in an input field.	Alt+4 Ctrl+4	Hidden key	Masters & Vouchers
To open the previously saved master or voucher To scroll up in reports	Page Up	Hidden key	Masters & Vouchers
To open the next master or voucher To scroll down in reports	Page Down	Hidden key	Masters & Vouchers
To copy text from an input field	Ctrl+C Ctrl+Alt+C	Hidden key	Masters & vouchers
To paste input copied from a text field.	Ctrl+V Ctrl+Alt+V	Hidden key	Masters & vouchers

Shortcuts for Vouchers & Reports :-

<i>Actions</i>	<i>Key Shortcuts</i>	<i>Location in TallyPrime</i>	<i>Where Does It Work</i>
To export the current voucher or report	Ctrl+E	Top menu	Vouchers & Reports
To e-mail the current voucher or report	Ctrl+M	Top menu	Vouchers & Reports
To print the current voucher or report	Ctrl+P	Top menu	Vouchers & Reports
To define stat adjustments	Alt+J	Right button	Vouchers & Statutory Reports
To cancel a voucher To cancel a voucher from a report	Alt+X	Hidden key	Vouchers & Reports
To zoom in while on print preview	Alt+Z	Hidden key	Vouchers & Reports

Shortcuts for Reports, Vouchers & Masters :-

<i>Actions</i>	<i>Key Shortcuts</i>	<i>Location in TallyPrime</i>	<i>Where Does It Work</i>
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To navigate to the next artifact in the context To increment the Report date or next report in a sequence of reports displayed	+	Hidden key	Masters, Vouchers, and Reports
To navigate to the previous artifact in the context To decrement Report date or previous report in a sequence of reports displayed	–	Hidden key	Masters, Vouchers, and Reports
To change the date of voucher entry or period for reports	F2	Right button	Masters, Vouchers, and Reports
To accept or save a screen	Ctrl+A	Hidden key	Masters, Vouchers, & Reports
To expand or collapse a group in a table	Alt+Enter	Hidden key	Masters, Vouchers, & Reports
To move to the last field or last line	Ctrl+End	Hidden key	Masters, Vouchers, & Reports
To move to the first field or first line	Ctrl+Home	Hidden key	Masters, Vouchers, and Reports
To change the date of voucher entry or period for reports	Alt+F2	Right button	Across TallyPrime
To open or hide calculator panel	Ctrl+N	Hidden key	Across TallyPrime
To exit a screen or the application	Ctrl+Q	Hidden key	Across TallyPrime

Shortcuts in Reports :-

<i>Actions</i>	<i>Key Shortcuts</i>	<i>Location in TallyPrime</i>	<i>Where Does It Work</i>
To insert a voucher in a report	Alt+I	Hidden key	Reports
To create an entry in the report, by duplicating a voucher	Alt+2	Hidden key	Reports
To drill down from a line in a report	Enter	Hidden key	Reports
To delete an entry from a report	Alt+D	Hidden key	Reports
To add a voucher in a report	Alt+A	Hidden key	Reports
To remove an entry from a report	Ctrl+R	Hidden key	Reports
To hide or show the details in a table	Alt+T	Hidden key	Reports
To display all hidden line entries, if they were removed	Alt+U	Hidden key	Reports

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	Hidden key	Reports
To expand or collapse information in a report	Shift+Enter	Hidden key	Reports
To alter a master during voucher entry or from drill-down of a report	Ctrl+Enter	Hidden key	Reports
To view the report in detailed or condensed format	Alt+F1	Right button	Reports
	Alt+F5		
To select/deselect a line in a report	Space bar	Hidden key	Reports
To select or deselect a line in a report	Shift+Space bar	Hidden key	Reports
To perform linear selection/deselection multiple lines in a report	Shift+Up/Down	Hidden key	Reports
To select or deselect all lines in a report	Ctrl+Space bar	Hidden key	Reports
To select or deselect lines till the end	Ctrl+Shift+End	Hidden key	Reports
To select or deselect lines till the top	Ctrl+Shift+Home	Hidden key	Reports
To invert selection of line items in a report	Ctrl+Alt+I	Hidden key	Reports
To open the GST Portal	Alt+V	Right button	Statutory Reports
To add a new column	Alt+C	Right button	Reports
To alter a column	Alt+A	Right button	Report
To delete a column	Alt+D	Right button	Report
To auto repeat columns	Alt+N	Right button	Report
To filter data in a report, with a selected range of conditions	Alt+F12	Right button	Reports
To calculate balances using vouchers that satisfy the selected conditions	Ctrl+F12	Right button	Reports
To views values in different ways in a report	Ctrl+B	Right button	Reports
To change view – display report details in different views	Ctrl+H	Right button	Reports
To view the exceptions related to a report	Ctrl+J	Right button	Reports

General Tally Prime Shortcut

<i>ACTION</i>	<i>KEY SHORTCUT</i>	<i>LOCATION IN PRIME</i>	<i>WHERE DOES IT WORK</i>
To primarily open a report, and create masters and vouchers in the flow of work.	Alt+G	Top menu	Across TallyPrime
To switch to a different report, and create masters and vouchers in the flow of work.	Ctrl+G	Top menu	Across TallyPrime

To go back to the previous screen by closing the currently open screen To remove inputs that is provided/selected for a field	Esc	Hidden key	Across TallyPrime
To open Company top menu	Alt+K	Top menu	Across TallyPrime
To switch to another company from the list of open companies	F3	Right button	Masters, Vouchers, and Reports
To select and open another company located in the same folder or other data paths	Alt+F3	Right button	Masters, Vouchers, and Reports
To shut the currently loaded companies	Ctrl+F3	Right button	Masters, Vouchers, and Reports
To open TallyHelp topic based on the context of the screen that is open	Ctrl+F1	Top menu	Across TallyPrime
To open Company Features screen	F11	Hidden key	Across TallyPrime
To open the list of configurations applicable for the report/view	F12	Right button	Across TallyPrime
To open the company menu with the list of actions related to managing your company	Alt+K	Top menu	Across TallyPrime
To open the list of actions applicable to managing the company data	Alt+Y	Top menu	Across TallyPrime
To open the list of actions applicable to sharing or exchanging your company data	Alt+Z	Top menu	Across TallyPrime
To open the import menu for importing masters, transaction, and bank statements	Alt+O	Top menu	Across TallyPrime
To open the e-mail menu for sending transactions or reports	Alt+M	Top menu	Across TallyPrime
To open the print menu for printing transactions or reports.	Alt+P	Top menu	Across TallyPrime
To open the export menu for exporting masters, transactions, or reports	Alt+E	Top menu	Masters, Vouchers, and Reports
To open the Help menu	F1	Top menu	Across TallyPrime
To open TallyHelp topic based on the context of the screen that is open	Ctrl+F1	Top menu	Across TallyPrime
To select the display language that is applicable across all screens	Ctrl+K	Top menu	Gateway of Tally, About Page and Reports

To select the data entry language that is applicable to all screens	Ctrl+W	Top menu	Gateway of Tally, About Page and edit Reports
To move to the first/last menu in a section	Ctrl+Up/Down	Hidden key	Top menu, Gateway of Tally
To move to the left-most/right-most drop-down top menu	Ctrl+Left/Right	Hidden key	Top menu
To move from any line to the first line in a list	Home & PgUp	Hidden key	Across TallyPrime
To from any point in a field to the beginning of the text in that field	Home	Hidden key	Across TallyPrime
To move from any line to the last line in a list	End & PgDn	Hidden key	Across TallyPrime
To move from any point in a field to the end of the text in that field	End	Hidden key	Across TallyPrime
To move one line up in a list To move to the previous field	Up arrow	Hidden key	Across TallyPrime
To move one line down in a list To move to the next field	Down arrow	Hidden key	Across TallyPrime
To move:	Left arrow	Hidden key	Across TallyPrime
One position left in a text field			
To the previous column on the left			
to the previous menu on the left			
To move:	Left arrow	Hidden key	Across TallyPrime
One position right in a text field			
To the next column on the right			
to the next menu on the right			