

MASTERING TALLY PRIME SHORTCUTS

A Comprehensive Guide to Tally Prime's Shortcut Keys for Efficient Accounting

Tally Prime Shortcut Keys (A-Z Complete Guide)

Quick Reference Sheet for Accounting & Office Use - Here is a **complete A-Z table of Tally Prime shortcut keys** (carefully compiled to be as exhaustive as possible for practical use in Tally Prime):

Tally Prime Shortcut Keys (A to Z)

ALT Shortcut Keys

Key / Combination	Function	Description
A	Accept	Accept a form / screen
Alt + A	Add Voucher	Add a new voucher in list view
Alt + B	Basis of Values	Change valuation method
Alt + C	Create Master	Create ledger/item on the fly
Alt + D	Delete	Delete voucher/master
Alt + E	Export	Export report (PDF, Excel, etc.)
Alt + F1	Close Company / Detailed View	Close company or expand report

Alt + F2	Change Period	Change reporting period
Alt + F3	Company Info	Select/Create/Shutdown company
Alt + F4	Contra Voucher	Open Contra voucher
Alt + F5	Payment Voucher	Open Payment voucher
Alt + F6	Receipt Voucher	Open Receipt voucher
Alt + F7	Journal Voucher	Open Journal voucher
Alt + F8	Sales Voucher	Open Sales voucher
Alt + F9	Purchase Voucher	Open Purchase voucher
Alt + F10	Reversing Journal	Open Reversing Journal
Alt + F11	Features	Company features settings
Alt + F12	Configure	Configuration settings
Alt + G	Go To	Universal search & navigation
Alt + H	Share	Share/Print/Export options
Alt + I	Insert Voucher	Insert voucher in list
Alt + J	Statutory Reports	GST & statutory reports
Alt + K	Company Menu	Switch company options
Alt + L	Logout Company	Log out user
Alt + M	Email	Send report via email
Alt + N	Auto Column	Add column in reports

Alt + O	Import	Import data
Alt + P	Print	Print report
Alt + Q	Quit	Exit current screen
Alt + R	Remove Line	Remove entry line
Alt + S	Stock Journal	Open Stock Journal
Alt + U	Restore	Restore company data
Alt + V	Voucher Type	Change voucher type
Alt + W	Reconcile	Bank reconciliation
Alt + X	Cancel Voucher	Cancel voucher
Alt + Y	Company Data	Company-related options
Alt + Z	Exchange Data	Data exchange utilities

Function Keys (F1–F12)

Key	Function	Description
F1	Select Company	Switch company
F2	Date	Change date
F3	Company	Company selection
F4	Contra	Contra voucher
F5	Payment	Payment voucher
F6	Receipt	Receipt voucher
F7	Journal	Journal voucher

F8	Sales	Sales voucher
F9	Purchase	Purchase voucher
F10	Other Vouchers	Memorandum, Reversing
F11	Features	Enable/disable features
F12	Configure	Configuration

Ctrl Shortcut Keys

Key Combination	Function	Description
Ctrl + A	Accept	Save voucher/master
Ctrl + B	Basis of Values	Change calculation basis
Ctrl + C	Copy	Copy text/data
Ctrl + D	Delete	Delete line
Ctrl + E	Export	Export report
Ctrl + F	Find	Search within report
Ctrl + G	Go To	Open navigation
Ctrl + H	Change Mode	Toggle view
Ctrl + I	Insert Line	Insert entry
Ctrl + J	Exception Report	View exceptions
Ctrl + L	Ledger	Open ledger

Ctrl + M	Email	Send via email
Ctrl + N	Calculator	Open calculator panel
Ctrl + O	Import	Import data
Ctrl + P	Print	Print report
Ctrl + Q	Quit	Exit screen
Ctrl + R	Repeat Narration	Repeat last narration
Ctrl + S	Save	Save data
Ctrl + U	Restore	Restore data
Ctrl + V	Paste	Paste copied data
Ctrl + W	Reconcile	Bank reconciliation
Ctrl + X	Cancel	Cancel entry
Ctrl + Y	Company Data	Company options
Ctrl + Z	Undo	Undo last action

Special & Navigation Keys

Key	Function	Description
Enter	Accept	Move forward / accept
Esc	Cancel	Exit current screen
Space	Select	Select item
Backspace	Back	Go to previous screen

Page Up	Previous Voucher	View previous entry
Page Down	Next Voucher	View next entry
Ctrl + Enter	Alter Master	Edit selected ledger/item
Alt + Enter	View Details	Expand report
Shift + Enter	Drill Down	Open detailed report

Voucher-Specific Quick Keys

Key	Function
Ctrl + F8	Credit Note
Ctrl + F9	Debit Note
Ctrl + F10	Memorandum Voucher
Ctrl + F6	Receipt (special modes)
Ctrl + F5	Payment (special modes)

Important Notes (Very Useful)

- **Alt + G (Go To)** → Most powerful shortcut in Tally Prime
- **Ctrl + N (Calculator Panel)** → Works like a mini calculator anywhere
- **Alt + C** → Saves huge time while creating ledgers/items instantly
- **Ctrl + Enter** → Direct edit without leaving screen