ERP 9 Tally Shortcut Keys List In PDF Format

In this post, we have discussed **Tally ERP 9 Shortcut Keys List** with their functions and uses. You can also easily download the **tally shortcut keys** list in pdf format from the given link below.

The Tally ERP 9 is a user-friendly and very useful accounting software It is very reasonable as compared to other accounting software. Tally has built-in features such as shortcut keys. As a tally operator, you must have to know these shortcut keys to complete accounting work in less time. With the help of tally shortcut keys, you can navigate to any screen in tally ERP 9.

5 Very Useful Shortcut Keys In Tally

1. **F1**: Select and Open Company
2. **F2**: To Change Date
3. **F8**: Select the Sales Voucher
4. **ESC**: To Escape the Current Screen
5. **ALT+C**: To Create a Master at Voucher Entry Screen

Combination of Shortcut Keys In Tally Erp 9

These are the most useful shortcut keys in tally EPR9 for navigation. You may have seen in the menu that some of the letters are in a bold red colour. If you click the red letter, you will be taken to that menu.

For example, to generate a GST report, the shortcut key combination is as follows:

D > **O** > **G** from the **GATEWAY OF TALLY**, and you enter into the **GST REPORT** Menu.

Voucher Type Shortcut Keys

Voucher Type includes payment voucher, receipt voucher, purchase voucher, and sales voucher. You will use the following keys to enter the required voucher entry screen in the tally ERP 9.0. You don't need to click the tab to reach the designated voucher. **For example**, You should keep holding the CTRL key and F1 key at the same time to enter the payroll voucher.

You can use CTRL + F (function) keys from the Accounting or Inventory voucher Screen.

1. **CTRL + F1**: To enter the payroll voucher
2. **CTRL + F2**: This key selects Sales Order Voucher
3. **CTRL + F4**: To select Purchase Order Voucher
4. **CTRL + F8**: Go to the Credit Note voucher screen
5. **CTRL + F9**: To go on Debit Note Voucher Screen
6. **CTRL + F10**: To select Memorandum Voucher
7. **F1**: To open and select the company
8. **F2**: Change Date
9. **F4**: Is used to select Contra Voucher
10. **F5**: Used to select Payments Voucher
11. **F6**: Used to select Receipts Voucher
12. **F7**: Used to select Journal Voucher

13. **F8**: Used to select Sales Voucher
14. **F9**: Used to select Purchase Voucher
15. **F11**: Tally Configuration Setting
16. **F12**: Configure Tally setups for the Generating vouchers, Printing, Licensing, etc.
17. **ALT + J**: To select Job work out order voucher
18. **ALT + W**: Job Work Receipt Voucher

Shortcut Keys At Tally Voucher Screen

You can use these shortcuts on the voucher screen. These shortcut keys will make your data entry work easy and fast. Here's a list of the shortcuts.

ESC: You can use the **Escape key** to delete the typed field during the voucher entry. ESC shortcut key is also used to quit the current screen. ESC (Escape) is the first key on your keyboard. The ESC key is a multi-purpose key used in the tally ERP 9.0.

1. **ALT + D**: To delete selected Master / Voucher
2. **ALT + C**: Creates a New Master
3. **ALT + X**: Cancel the Existing Voucher
4. **ALT + I**: Used to Insert New Voucher
5. **ALT + 2**: Make a Duplicate Voucher from the Selected Voucher
6. **CTRL + A**: It is used to Save or Accept the Entry Quickly
7. **CTRL + V**: Toggle between Invoice and Voucher mode
8. **CTRL + N**: Calculator Opens
9. **CTRL + ALT + C**: Copy the selected field
10. **CTRL + ALT + V**: Paste the copied data field

Shortcut Key to use at Report Screen of Tally ERP 9.0

You can use these tally shortcut keys to generate the accounting reports in the tally software. You may also use keys to export your vouchers and reports from the tally to the excel and pdf format.

1. **ALT + N**: To view reports in the automatic column
2. **ALT + R**: Hide/Remove the lines in the generated report
3. **ALT + P**: To Print Report
4. **ALT + E**: Export the report in PDF, ASCII, Excel, HTML, and XML format.
5. **ALT + F1**: To View detail report

Tally Shortcut Keys list Related to GST

Tally ERP 9 is completely compatible with the most recent GST Compliance. Here are a few shortcuts for handling GST via tally.

1. **CTRL + O**: Opens the GST portal site
2. **CTRL + E**: Export the GST Return you select
3. **CTRL + A**: To view the accepted voucher as it is
4. **Alt + S**: Opens Statutory payment Voucher
5. **Alt + J**: To make Statutory adjustment in the voucher

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Here is the list of **tally shortcut keys in PDF** format to download for free. You only have to click on the Download button below to get access to see the tally shortcut key list in pdf.

Tally Shortcut Keys FAQs

What is the tally shortcut key?

You can use tally shortcut keys to navigate the particular screen by pressing shortcut keys from the keyboard.

How to use shortcut keys in tally ERP 9?

You can use the shortcut key by pressing a single key or with a combination of ALT/CTRL Key.

How to enable shortcut keys in tally ERP 9.0?

You don't need to enable shortcut keys of the tally. Because Tally ERP 9.0 comes with all short cut keys enabled.

*What is the use of the **ALT+F1** key in Tally?*

The **ALT+F1** key is used to Shut down the Open company.

*What is the use of the **ALT+F2** key in Tally?*

The **ALT+F2** key is used to change the financial period from the Gateway of Tally.

We have discussed almost all important shortcut keys used in tally ERP 9.0 and also give you access to download pdf tally shortcut keys. The list includes the most significant paste, copy, GST report, and reconciliation keys. These are the simple and basic latest 2021 tally shortcut keys to make your inventory and accounting work easy.

Disclaimer – Author has exercised utmost care while writing this article, but still this article may contain some error or mistake and no part of this article/writing should be construed or considered as any advice or consultancy whether professional or otherwise. The contents of this article are solely for information and knowledge.

If any queries/doubt feel free to contact us at adacom26@gmail.com

Link to our social media accounts:

Website	**:**	https://www.adagarwal.com/
Facebook	**:**	https://www.facebook.com/adaandco/
Twitter	**:**	https://twitter.com/adacom26
LinkedIn	**:**	https://www.linkedin.com/in/ada-and-co-79a038131/
YouTube	**:**	https://www.youtube.com/channel/UCZbZgzclt5fZTgMuNVqSiTQ

ANKIT DINESH AGARWAL & CO.
CHARTERED ACCOUNTANTS

About the Author:

Ankit is a Chartered Accountant based in Delhi and the founder of ADA & Co. He has over 7 years of post qualification work experience, specializing in the field of taxation (Direct & Indirect) practice. He also has knowledge in the full range of financial services including Business, Taxation, Audit and Account. Further, he has managed assignments in respect of GST Audits, Bank Audits, Stock Audits, PSUs Audits, AR & AP Reconciliation etc and represented clients in tax litigative matters before Indian tax authorities. The aim of this article is to enable the professionals in the industry and students & businessmen to be aware with current developments in the Direct and Indirect tax laws and Accounting Practices.