

## SHORT CUT KEYS ON TALLY ERP 9

Shortcut key the attention is drawn to keyboard Shortcut keys as Tally software uses the keyboard functions to operate, journalize, and report the financial statements prepared for the users to interpret and to take decisions on the financial statements.



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Keyboard shortcut key is a set of one or more key that helps to activate a function without the use of mouse. Short cuts invoke a command in tally software as an alternatives to mouse clicks or contentious use of Enter Key.

In Tally.ERP 9 there are shortcuts for almost all functions. This means that you can use tally software without touching mouse, which will help you in faster data entry, easy navigation, easy report viewing, easy printing, export import of data etc.

In Tally.ERP 9, shortcuts are organized in such a way that even a newbie user can easily find out by a glance on the screen.

**The major Categories being :**

<b>Short cut Type</b>	<b>Explanation</b>
<b><u>F1</u> : - Shut Company -</b>	<ul style="list-style-type: none"> <li>• Short cuts with single underline</li> <li>• With single line means ALT is the additional key used with the key displayed.</li> <li>• For example ALT + F1 is the shortcut for shutting the Company.</li> </ul>
<b><u>F8</u> : - <u>Credit Note</u> -</b>	<ul style="list-style-type: none"> <li>• Short cut with double underline</li> <li>• With double line means CTRL is the additional key used with the key displayed in the screen.</li> <li>• For example CTRL + F8 is the shortcut key for selecting Credit Note Voucher.</li> </ul>
<b>F2 : - Date -</b>	<ul style="list-style-type: none"> <li>• The shortcut with no underline.</li> <li>• With no line means only the displayed key is the shortcut key of that function.</li> <li>• For example F2 is the key for date.</li> </ul>

**SHORT CUT KEYS ON VOUCHER TYPE**

Voucher Short cut keys shortcuts related to accessing voucher type for entering transactions. This include payment voucher, receipt voucher, purchase, sales voucher. There are buttons available for each and every accounting, inventory voucher types. But tally gives you the most user friendly way to access a voucher.

<b>Shortcut Key</b>	<b>What is the function</b>	<b>Where to find</b>
<b>F1 :-</b>	You can select the company or to open the company.	On Gateway of Tally
<b>CTRL + F1 :-</b>	You can select payroll voucher from Inventory Voucher/Accounting Screen	On Gateway of Tally > Inventory Voucher/Accounting Voucher > Payroll Voucher
<b>CTRL + F2 :-</b>	You can select Sales Order Voucher from Accounting Voucher/ Inventory Voucher Screen	On Gateway of Tally > Accounting Voucher/ Inventory Voucher > Sales Voucher
<b>CTRL + F4 :-</b>	You can select Purchase Order Voucher from Accounting Voucher Screen	On Gateway of Tally > Accounting Voucher / Inventory Voucher > Purchase Order Voucher
<b>CTRL + F10 :-</b>	You can select memorandum voucher	On Gateway of Tally > Accounting Voucher / Inventory Voucher > Memorandum Voucher
<b>CTRL + F9 :-</b>	You can select <u>Debit Note Voucher</u>	On Gateway of Tally > Accounting Voucher > Debit

		Note
<b>CTRL + F8 :-</b>	You can select Credit Note Voucher	On Gateway of Tally > Accounting Voucher > Credit Note
<b>F8 :-</b>	You can Select Sales Voucher	On Gateway of Tally > Accounting Voucher > Sales Voucher
<b>F9 :-</b>	You can select Purchase Voucher	On Gateway of Tally > Accounting Voucher > Purchase Voucher
<b>F7 :-</b>	You can select Journal Voucher	On Gateway of Tally > Accounting Voucher > Journal Voucher
<b>F6 :-</b>	You can select Receipts Voucher	On Gateway of Tally > Accounting Voucher > Receipts Voucher
<b>F5 :-</b>	You can select Payments Voucher	On Gateway of Tally > Accounting Voucher > Payments Voucher
<b>F4 :-</b>	You can Select Contra Voucher	On Gateway of Tally > Accounting Voucher > Contra Voucher
<b>ALT + J :-</b>	You can select Job work out order voucher	On Gateway of Tally > Accounting Voucher / Inventory Voucher > Job Work Out Order

<b>ALT + W :-</b>	You can select Job work in order Voucher	On Gateway of Tally > Accounting Voucher > Job work in order Voucher.
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### **Shortcut Keys We can Use While Passing a Voucher Entry in Tally.ERP 9**

<b>Shortcut Key</b>	<b>Shortcut key function</b>	<b>Where to use</b>
<b>ESC :-</b>	You can remove what has been typed into the data field while preparing a voucher.	At all data entry or typing field
<b>ALT + D :-</b>	You can delete a voucher/ To delete a master	All the reports screen which can be viewed in columnar format
<b>ALT + C :-</b>	You can create a master	At Voucher entry screen
<b>ALT + X :-</b>	You can cancel a voucher	From day book or list of vouchers
<b>CTRL + A :-</b>	You can accept a form.	Wherever you use this key combination, that screen or report gets accepted as it is. This is a quick save option.
<b>CTRL + V :-</b>	You can toggle between invoice and voucher mode	At creation of Sales/ Purchase Voucher screen
<b>ALT + I :-</b>	You can Insert a Voucher	When you want to toggle between Item and Accounting

		Invoice
<b>ALT + 2 :-</b>	You can duplicate a voucher	At sales ledger/ day book/ Ledgers > Place the cursor on the entry and press this short cut key to duplicate a Voucher.
<b>CTRL + N :-</b>	You can switch to calculator	During all data entry

### Shortcuts to Use While Generating Reports in Tally.ERP 9

These report specific Shortcut keys enhance the way you view and print the report of Tally.ERP 9.

Shortcut key	Key function	Where to use
<b>ALT + N :-</b>	You can view the reports in automatic columns	Multiple column's at all reports, Trail balance, Cash / bank books, group summary and journal register.
<b>ALT + R :-</b>	You can remove / hide the line in a report	At all reports screen
<b>ALT + P :-</b>	You can print the report	At all reports screen
<b>ALT + E :-</b>	You can export the report in ASCII, Excel, HTML, PDF, XML format	At all reports screen

<b>ALT + F1 : -</b>	You can view detailed report	At all reports screen
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### **Shortcut Keys Related to GST in Tally.ERP 9**

Tally ERP 9 is fully compatible with latest GST Compliance. Here there are few shortcuts for managing GST with tally.

<b>Shortcut key</b>	<b>Usage</b>	<b>Where to use</b>
<b>Alt + J : -</b>	You can get statutory adjustment voucher	In journal voucher, In all GSTR Reports
<b>Alt + S : -</b>	You can get statutory payment voucher	In payment voucher
<b>CTRL + O : -</b>	You can open GST portal	In all GSTR Report
<b>CTRL + E : -</b>	You can export return	In all GSTR Report
<b>CTRL + A :</b>	You can view accepted as it is	In all GSTR Report

### **Inventory Shortcuts in Tally ERP 9**

<b>TALLY SHORTCUT KEYS</b>	<b>TALLY SHORTCUT FUNCTIONALITY</b>
<b>CTRL + U</b>	You can go to the Unit Creation Screen in Tally.
<b>CTRL + G</b>	You can go to the Stock Group Creation Screen in Tally.
<b>CTRL + C</b>	You can To go to the Stock Category Creation Screen in Tally.
<b>CTRL + I</b>	You can To go to the Stock Item Creation Screen in Tally.
<b>CTRL + O</b>	You can To go to the Godown Creation Screen in Tally.

<b>CTRL + V</b>	You can To go to the Voucher Type Creation Screen in Tally.
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### Tally Shortcuts for Ledger Groups

<b>ACCOUNTS INFO. &gt; GROUPS</b>	
<b>Tally Shortcut Keys</b>	<b>Tally Shortcut Functionality</b>
<b>AGC</b>	You can To create single group for ledgers in tally.
<b>AGD</b>	You can To display single group for ledgers in tally.
<b>AGA</b>	You can To alter single group for ledgers in tally.
<b>AGR</b>	You can To create multiple groups for ledgers in tally.
<b>AGI</b>	You can To display multiple groups for ledgers in tally.
<b>AGT</b>	You can To alter multiple groups for ledgers in tally.
<b>AGQ</b>	You can To go back to the previous menu in tally.

### Tally Shortcuts for Ledgers

<b>ACCOUNTS INFO. &gt; LEDGERS</b>	
<b>Tally Shortcut Keys</b>	<b>Tally Shortcut Functionality</b>
<b>ALC</b>	You can To create single ledger in tally.
<b>ALD</b>	You can To display single ledger in tally.
<b>ALA</b>	You can To alter single ledger in tally.
<b>ALR</b>	You can To create multiple ledgers in tally.



<b>ALI</b>	You can To display multiple ledgers in tally.
<b>ALT</b>	You can To alter multiple ledgers in tally.
<b>ALL</b>	You can To set the credit limits for multiple ledgers in tally.
<b>ALQ</b>	You can To go back to the previous menu in tally.

### **Tally Shortcuts for Cost Categories**

<b>ACCOUNTS INFO. &gt; COST CATEGORIES</b>	
<b>Tally Shortcut Keys</b>	<b>Tally Shortcut Functionality</b>
<b>AOC</b>	You can To create single cost category in tally.
<b>AOD</b>	You can To display single cost category in tally.
<b>AOA</b>	You can To alter single cost category in tally.
<b>AOR</b>	You can To create multiple cost categories in tally.
<b>AOI</b>	You can To display multiple cost categories in tally.
<b>AOT</b>	You can To alter multiple cost categories in tally.
<b>AOQ</b>	You can To go back to the previous menu in tally.

### **Tally Shortcuts for Cost Centres**

<b>ACCOUNTS INFO. &gt; COST CENTRES</b>	
<b>Tally Shortcut Keys</b>	<b>Tally Shortcut Functionality</b>
<b>ACC</b>	You can To create single cost centre in tally.
<b>ACD</b>	You can To display single cost centre in tally.
<b>ACA</b>	You can To alter single cost centre in tally.

<b>ACR</b>	You can To create multiple cost centres in tally.
<b>ACI</b>	You can To display multiple cost centres in tally.
<b>ACT</b>	You can To alter multiple cost centres in tally.
<b>ACQ</b>	You can To go back to the previous menu in tally.

### **Tally Shortcuts for Budgets**

<b>ACCOUNTS INFO. &gt; BUDGETS</b>	
<b>Tally Shortcut Keys</b>	<b>Tally Shortcut Functionality</b>
<b>ABC</b>	You can To create a budget in tally.
<b>ABC</b>	You can To display a budget in tally.
<b>ACQ</b>	You can To go back to the previous menu in tally.

### **Tally Shortcuts for Scenarios**

<b>ACCOUNTS INFO. &gt; SCENARIOS</b>	
<b>Tally Shortcut Keys</b>	<b>Tally Shortcut Functionality</b>
<b>ASC</b>	You can To create a scenario in tally.
<b>ASA</b>	You can To display a scenario in tally.
<b>ASQ</b>	You can To go back to the previous menu in tally.

### **Tally Shortcuts for Currencies**

<b>ACCOUNTS INFO. &gt; CURRENCIES</b>	
<b>Tally Shortcut Keys</b>	<b>Tally Shortcut Functionality</b>

<b>ARC</b>	You can To create a currency in tally.
<b>ARD</b>	You can To display a currency in tally.
<b>ARA</b>	You can To alter a currency in tally.
<b>ARR</b>	You can To create or alter the rates of exchange for multiple currencies in tally.
<b>ARQ</b>	You can To go back to the previous menu in tally.

### **Tally Shortcuts for Voucher Types**

<b>ACCOUNTS INFO. &gt; VOUCHER TYPES</b>	
<b>Tally Shortcut Keys</b>	<b>Tally Shortcut Functionality</b>
<b>AVC</b>	You can To create a voucher type in tally.
<b>AVD</b>	You can To display a voucher type in tally.
<b>AVA</b>	You can To alter a voucher type in tally.
<b>AVQ</b>	You can To go back to the previous menu in tally.

### **Tally Shortcuts for TDS – Nature of Payments**

<b>ACCOUNTS INFO. &gt; STATUTORY INFO. &gt; TDS - NATURE OF PAYMENTS</b>	
<b>Tally Shortcut Keys</b>	<b>Tally Shortcut Functionality</b>
<b>ATTC</b>	You can To create TDS nature of payment in tally.
<b>ATTD</b>	You can To display TDS nature of payment in tally.
<b>ATTA</b>	You can To alter TDS nature of payment in tally.
<b>ATTQ</b>	You can To go back to the previous menu in tally.

### **Tally Shortcuts for TCS – Nature of Goods**

<b>ACCOUNTS INFO. &gt; STATUTORY INFO. &gt; TCS - NATURE OF GOODS</b>	
<b>Tally Shortcut Keys</b>	<b>Tally Shortcut Functionality</b>
<b>ATNC</b>	You can To create TCS Nature of Goods in tally.
<b>ATND</b>	You can To display TCS Nature of Goods in tally.
<b>ATNA</b>	You can To alter TCS Nature of Goods in tally.
<b>ATNQ</b>	You can To go back to the previous menu in tally.

### **Payroll Info. Tally Shortcut Keys – Tally ERP 9**

#### **Tally Shortcuts for Employee Categories**

<b>PAYROLL INFO. &gt; EMPLOYEE CATEGORIES</b>	
<b>Tally Shortcut Keys</b>	<b>Tally Shortcut Functionality</b>
<b>LCC</b>	You can To create single employee category in tally.
<b>LCD</b>	You can To display single employee category in tally.
<b>LCA</b>	You can To alter single employee category in tally.
<b>LCR</b>	You can To create multiple employee categories in tally.
<b>LCI</b>	You can To display multiple employee categories in tally.
<b>LCT</b>	You can To alter multiple employee categories in tally.
<b>LCQ</b>	You can To go back to the previous menu in tally.

#### **Tally Shortcuts for Employee Groups**

<b>PAYROLL INFO. &gt; EMPLOYEE GROUPS</b>
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<b>Tally Shortcut Keys</b>	<b>Tally Shortcut Funcionality</b>
<b>LGC</b>	You can To create single employee group in tally.
<b>LGD</b>	You can To display single employee group in tally.
<b>LGA</b>	You can To alter single employee group in tally.
<b>LGR</b>	You can To create multiple employee groups in tally.
<b>LGI</b>	You can To display multiple employee groups in tally.
<b>LGT</b>	You can To alter multiple employee groups in tally.
<b>LGQ</b>	You can To go back to the previous menu in tally.

### **Tally Shortcuts for Employees**

<b>PAYROLL INFO. &gt; EMPLOYEES</b>	
<b>Tally Shortcut Keys</b>	<b>Tally Shortcut Funcionality</b>
<b>LEC</b>	You can To create single employee in tally.
<b>LED</b>	You can To display single employee in tally.
<b>LEA</b>	You can To alter single employee in tally.
<b>LER</b>	You can To create multiple employees in tally.
<b>LEI</b>	You can To display multiple employees in tally.
<b>LET</b>	You can To alter multiple employees in tally.
<b>LEQ</b>	You can To go back to the previous menu in tally.

### **Tally Shortcuts for Unit for Work**

<b>PAYROLL INFO. &gt; UNITS (WORK)</b>
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<b>Tally Shortcut Keys</b>	<b>Tally Shortcut Functionality</b>
<b>LUC</b>	You can To create units for work of employees in tally.
<b>LUD</b>	You can To display units for work of employees in tally.
<b>LUA</b>	You can To alter units for work of employees in tally.
<b>LUQ</b>	You can To go back to the previous menu in tally.

### **Tally Shortcuts for Attendance/Production Types**

<b>PAYROLL INFO. &gt; ATTENDANCE/PRODUCTION TYPES</b>	
<b>Tally Shortcut Keys</b>	<b>Tally Shortcut Functionality</b>
<b>LAC</b>	You can To create attendance/production type for employees in tally.
<b>LAD</b>	You can To display attendance/production type for employees in tally.
<b>LAA</b>	You can To alter attendance/production type for employees in tally.
<b>LAQ</b>	You can To go back to the previous menu in tally.

### **Tally Shortcuts for Pay Heads**

<b>PAYROLL INFO. &gt; PAY HEADS</b>	
<b>Tally Shortcut Keys</b>	<b>Tally Shortcut Functionality</b>
<b>LPC</b>	You can To create pay heads for employees in tally.
<b>LPD</b>	You can To display pay heads for employees in tally.
<b>LPA</b>	You can To alter pay heads for employees in tally.
<b>LPQ</b>	You can To go back to the previous menu in tally.

### **Tally Shortcuts for Salary Details**

<b>PAYROLL INFO. &gt; SALARY DETAILS</b>	
<b>Tally Shortcut Keys</b>	<b>Tally Shortcut Functionality</b>
<b>LSI</b>	You can To define salary details of employees in tally.
<b>LSD</b>	You can To display salary details of employees in tally.
<b>LSQ</b>	You can To go back to the previous menu in tally.

### **Tally Shortcuts for Income Tax Details**

<b>TALLY SHORTCUTS FOR INCOME TAX DETAILS</b>	
<b>Tally Shortcut Keys</b>	<b>Tally Shortcut Functionality</b>
<b>LIP</b>	You can To create pay head configuration of employees in tally.
<b>LID</b>	You can To income tax declarations of employees in tally.
<b>LIO</b>	You can o override exemption value in income tax of employees in tally.
<b>LIR</b>	You can To override tax value in income tax of employees in tally.
<b>LIT</b>	You can To set tax configurations in income tax of employees in tally.
<b>LIQ</b>	You can To go back to the previous menu in tally.

### **Tally Shortcuts for Previous Employer Details**

**PAYROLL INFO. > INCOME TAX DETAILS > PREVIOUS EMPLOYER DETAILS**

<b>Tally Shortcut Keys</b>	<b>Tally Shortcut Functionality</b>
<b>LIEI</b>	You can To set previous employer's income/exemption details in income tax for employees in tally.
<b>LIET</b>	You can To set previous employer's tax deducted/paid details in income tax for employees in tally.
<b>LIEQ</b>	You can To go back to the previous menu in tally.

**PAYROLL INFO. > VOUCHER TYPES**

<b>Tally Shortcut Keys</b>	<b>Tally Shortcut Functionality</b>
<b>LVC</b>	You can To create a payroll voucher type for employees in tally.
<b>LVD</b>	You can To display a payroll voucher type for employees in tally.
<b>LVA</b>	You can To alter a payroll voucher type for employees in tally.
<b>LVQ</b>	You can To go back to the previous menu in tally.



Now, we are going to look at tally shortcuts for inventory in tally.

You need to maintain stock in tally and that is where these tally shortcuts are going to be helpful to you.

### **Tally Shortcuts for Stock Groups**

INVENTORY INFO. > STOCK GROUPS	
Tally Shortcut Keys	Tally Shortcut Functionality
<b>IGC</b>	You can To create single stock group in tally.
<b>IGD</b>	You can To display single stock group in tally.
<b>IGA</b>	You can To alter single stock group in tally.
<b>IGR</b>	You can To create multiple stock groups in tally.
<b>IGI</b>	You can To display multiple stock groups in tally.
<b>IGT</b>	You can To alter multiple stock groups in tally.
<b>IGQ</b>	You can To go back to the previous menu in tally

### **Tally Shortcuts for Stock Categories**

INVENTORY INFO. > STOCK CATEGORIES	
Tally Shortcut Keys	Tally Shortcut Functionality
<b>ICC</b>	You can To create single stock category in tally.
<b>ICD</b>	You can To display single stock category in tally.
<b>ICA</b>	You can To alter single stock category in tally.
<b>ICR</b>	You can To create multiple stock categories in tally.
<b>ICI</b>	You can To display multiple stock categories in tally.

<b>ICT</b>	You can To alter multiple stock categories in tally.
<b>ICQ</b>	You can To go back to the previous menu in tally.

### Tally Shortcuts for Stock Items

<b>INVENTORY INFO. &gt; STOCK ITEMS</b>	
<b>Tally Shortcut Keys</b>	<b>Tally Shortcut Functionality</b>
<b>IIC</b>	You can To <b>create single stock item in tally.</b>
<b>IID</b>	You can To display single stock item in tally.
<b>IIA</b>	You can To alter single stock item in tally.
<b>IIR</b>	You can To create multiple stock items in tally.
<b>III</b>	You can To display multiple stock items in tally.
<b>IIT</b>	You can To alter multiple stock items in tally.
<b>IIQ</b>	You can To go back to the previous menu in tally.

### Tally Shortcuts for Units of Measure for Stock Items

<b>INVENTORY INFO. &gt; UNITS OF MEASURE</b>	
<b>Tally Shortcut Keys</b>	<b>Tally Shortcut Functionality</b>
<b>IUC</b>	You can To create units of measure for stock items in tally.
<b>IUD</b>	You can To display units of measure for stock items in tally.
<b>IUA</b>	You can To alter units of measure for stock items in tally.
<b>IUQ</b>	You can To go back to the previous menu in tally.

## Tally Shortcuts for Godowns

INVENTORY INFO. > GODOWNS	
Tally Shortcut Keys	Tally Shortcut Functionality
<b>IDC</b>	You can To create single godown in tally.
<b>IDD</b>	You can To display single godown in tally.
<b>IDA</b>	You can To alter single godown in tally.
<b>IDR</b>	You can To create multiple godowns in tally.
<b>IDI</b>	You can To display multiple godowns in tally.
<b>IDT</b>	You can To alter multiple godowns in tally.
<b>IDQ</b>	You can To go back to the previous menu in tally.

## Tally Shortcuts for Reorder Levels

INVENTORY INFO. > REORDER LEVELS	
Tally Shortcut Keys	Tally Shortcut Functionality
<b>IRG</b>	You can To specify reorder levels for stock groups in tally.
<b>IRC</b>	You can To specify reorder levels for stock categories in tally.
<b>IRI</b>	You can To specify reorder levels for stock items in tally.
<b>IRQ</b>	You can To go back to the previous menu in tally.

## Tally Shortcuts for Voucher Types

INVENTORY INFO. > VOUCHER TYPES	
Tally Shortcut Keys	Tally Shortcut Functionality
IVC	You can To create a voucher type in tally.
IVD	You can To display a voucher type in tally.
IVA	You can To alter a voucher type in tally.
IVQ	You can To go back to the previous menu in tally.