OFFICIAL TALLY GOLD PARTNER, UAE

Tally Shortcut Keys, Complete Cheat Sheet

Every TallyPrime keyboard shortcut on one sheet. Print it and keep it beside the keyboard.

TallyPrime Keyboard Shortcuts for Navigation

Esc	Go back or close the current screen
F11	Open Company Features
Ctrl + Up or Down	Jump to first or last menu
Ctrl + Left or Right	Move between top menus
Home or Page Up	Go to first line
End or Page Down	Go to last line
Up Arrow	Move one line up
Down Arrow	Move one line down
Left or Right Arrow	Move within fields
Ctrl + A	Accept or save
Ctrl + Q	Quit screen or application
Ctrl + Alt + R	Rewrite data
Ctrl + Alt + B	Build information
Ctrl + Alt + T	TDL or add on details
Ctrl + N	Calculator panel
Alt + Enter	Expand or collapse group

Shortcut Keys for Reports in TallyPrime

Enter	Drill down
Alt + I	Insert voucher
Alt + A	Add voucher
Alt + 2	Duplicate voucher
Alt + D	Delete entry
Alt + X	Cancel voucher
Alt + T	Toggle details
Ctrl + Enter	Alter master
Space	Select line
Shift + Space	Multi select
Ctrl + Space	Select all
Ctrl + Shift + Home or End	Select range

Shortcut Keys for Vouchers in TallyPrime

Alt + R	Previous narration
Alt + C	Calculator
Alt + D	Delete voucher
Ctrl + D	Remove ledger line
Ctrl + R	Previous voucher narration
Tab	Next field
Shift + Tab	Previous field
Alt + C	Create master
Page Up or Down	Browse vouchers

TallyPrime Function Keys F1 to F12

F1	Help
F2	Change date
F3	Switch company
F4	Contra
F5	Payment
F6	Receipt
F7	Journal
F8	Sales
F9	Purchase
F10	All vouchers
F11	Company Features
F12	Configuration

Go To and Quick Navigation Shortcuts

Alt + G	Go To, universal navigation
Ctrl + G	Switch report
Alt + K	Company menu
Alt + Y	Company data actions

Windows Keyboard Shortcuts Used in TallyPrime

Ctrl + C	Copy
Ctrl + V	Paste
Ctrl + Z	Undo
Alt + Tab	Switch apps
Alt + F4	Close TallyPrime