Lesson no. 11: Shortcut Key

Function Key			
Sl. No	**Key**	**Functionality**	**Availability**
1.	F2	To change the menu period.	At almost all screens in Tally.ERP 9.
2.	F4	To select the contravoucher	At accounting voucher creationand alteration screens.
		To view the list of groups.	At the trial balance, cash/banksummary, group summary andgroup vouchers screens.
		To view the list of ledgers.	At the ledger vouchers screen.
		To change voucher type.	At the sales, purchase and journal register and day book screens.
		To switch between bills receivable and payable report.	At the bill receivable and payable report screens.
		To view other stock item'ssummary.	At the item monthly screen.
		To show/ hide gross profit earned on sales made.	At the item monthly screen.
3.	F5	To select the payment voucher.	At accounting voucher creation and alteration screens.
		To switch between grouped and ledger wise display.	At the trial balance, cash/bank summary and group summary screens.
		To reconcile bank accounts.	At the ledger vouchers screen, where the ledger is the bank ledger.
4.	F6	To select the receipt voucher.	At accounting voucher creation and alteration screens.
		To view the age wise analysis of bills payables	At the bill receivable and payable report screens.
5.	F7	To select the journal voucher.	At accounting creation and alteration screens.
		To view the monthly summary.	At the ledger vouchers screen.
		To switch between groupsummary and group vouchers.	At the group summary andgroup voucher screens.
6.	F8	To select a sales voucher.	At accounting voucher creationand alteration screens.
7.	F9	To select a purchase voucher.	At accounting voucher creation and alteration screens.

8.	F10	Navigate between accounting reports.	At the reports screens, trialbalance, account books and day book screens.
9.	F11	To select the features screen.	At almost all screens in Tally.ERP 9.
10.	F12	To select the configure screen.	At almost all screens in Tally.ERP 9.

Special Function Key Combination			
Sl. No	**Key**	**Functionality**	**Availability**
1.	Alt + F11	To close a company.	At all the menu screens.
		To view detailed report.	At almost all report screens.
		To explode a line into its details.	At almost all screens in Tally.ERP 9.
2.	Alt+ F2	To change the system period.	At almost all screens in Tally.ERP 9.
3.	Alt + F3	To select the company info menu.	At Gateway of Tally.ERP 9 screen.
		To create/ alter/ shut a company.	
4.	Alt + F5	To view sales and purchase register summary on a quarterly basis.	At the sales and purchaseregister screens.
5.	Alt + F12	To view the filters screen where the range ofinformation can be specified.	At all the report screens.
6.	Alt + C	To create a ledger at a voucher screen.	At accounting voucher andalteration screens, at a field where you have to select aledger from a list. If thenecessary account has not been created earlier, use this key combination to create the ledger without quitting from the accounting voucher screen.
		To add a new column toreports.	At all the reports, trial balance, cash/bank book(s), groupsummary and journal register screens.
7.	Alt + N	To add multiple columns to a report (Auto column).	At all the reports, trial balance, cash/bank book(s), group summary and journal register screens.
8.	Alt + P	To print reports.	At all reports screens in Tally.ERP 9.
9.	Alt + Z	To zoom.	At all the print preview screens.

10.	Ctrl + F8	To select a Credit note.	At accounting voucher creationand alteration screens.
11.	Ctrl+ F9	To select a Debit note.	At accounting voucher creation and alteration screens.
12.	Ctrl + Q	To quit a screen - whereveryou use this key combination,it quits that screen without making any changes to it. Italso does not ask for confirmation from user before quitting.	At almost all screens in Tally.ERP 9.
13.	Ctrl + L	To mark a voucher as optional or regular.	At accounting voucher creation and alteration screens.
14.	Alt + R	Recalls the Last narration saved for the first ledger in the voucher, irrespective of the voucher type.	At creation/alteration of voucher screen
15.	Ctrl + R	Recalls the Last narration saved for a specific voucher type, irre-spective of the ledger.	At creation/alteration of voucher screen
16.	Alt + D	To delete a voucher or To delete a master or To delete a column in any columnar report	At Voucher and Master (Single) alteration screens.
17.	Alt + X	To cancel a voucher in Day Book/List of Vouchers.	At all voucher screens in Tally.ERP 9
18.	Alt - 2	To Duplicate a voucher.	At List of Vouchers – creates a voucher similar to the one where you positioned the cursor and used this key combination
19.	Alt - A	To Add a voucher or To Alter the column in columnar report.	At List of Vouchers – adds a voucher after the one where you positioned the cursor and used this key combination.
20.	Alt + 1	To insert a voucher or To toggle between Item and Accounting invoice.	At List of Vouchers – inserts a voucher before the one where you positioned the cursor and used this key combination.
21.	Alt + R	To remove a line in a report.	At almost all screens in Tally.ERP 9.
22.	Alt + U	To retrieve the last line whichis removed using Alt + R.	At all reports screens in Tally.ERP 9
23.	Ctrl + U	To retrieve all lines which are removed using Alt + R.	At all reports screens in Tally.ERP 9

Key Combination Used For Navigation			
Sl. No	Key	Functionality	Availabilty
1.	Enter	To accept anything youtype into a field.	You have to use this key at most areas in Tally.ERP 9.
		To accept a voucher or master.	
		To get a report with furtherdetails of an item in a report.	
2.	Esc	To remove what you type into a field.	At almost all screens in Tally.ERP 9.
		To exit a screen.	
		To indicate that you do not want to accept a voucher or ledger.	
3.	Shift + Enter	To view next level details and condense the next level details.	At the balance sheet, profit and loss account, trial balance,cash/ bank book(s), group summary, group vouchers, voucher register, day book and list of accounts screens.
4.	Space	Select the current line.	At all reports screens inTally.ERP 9
5.	Ctrl +Space	Select all lines.	At all reports screens in Tally.ERP 9