

Tally ERP 9 Lessons : Shortcut keys (Basic Function Keys)

SHORT INTRODUCTION OF TALLY ERP 9



Tally ERP 9

Friends, Tally ERP 9 is a popular brand in the world of accounting software. Previously, Tally ERP 9 was used in small and mid size firms. Later Tally Company improved and added many useful and advance features to the software. And as a result of that effort now their softwares are also used in big firms. From manufacturing to service sector Tally is almost everywhere. This software is used for accounting, billing system etc. If you are working in the field of accounting or finance, you must also have a knowledge of Tally. In this post we are about to know some useful Tally ERP 9 shortcut keys. Tally ERP 9 shortcut keys help to speed up our accounting work.

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Tally ERP 9 Useful shortcut keys (FUNCTION KEYS / F1 – F12)

Key	Purpose	Screen
Esc	To exit / Back / Cancel process	Every Screen
F1	To select a company	Gateway of Tally screen Or on selection of Options available in Masters or Display Menu Screen

F1	To select the Accounts Button	After Selection of Accounting/Inventory/Order/Payroll voucher àà Accounting/Inventory/Order/Payroll Voucher creation and Alteration screen
F1	To Set Company Features : Accounting Features	After using F11: Features screen
F2	To set the current date or Voucher date or Period	Depends on selection of Options available in Masters , Transaction , Reports etc.
F2	To Set Company Features : Inventory Features	After using F11: Features screen
F3	To Set Company Features : Statutory and Taxation Features	After using F11: Features screen
F3	To Switch between Companies.(when 2 or more companies are open)	Option available on every Screen.
F4	To Use Contra voucher	After Selection of Accounting/Inventory/Order/Payroll voucher àà Accounting/Inventory/Order/Payroll Voucher creation and Alteration screen
F4	To Connect Tally.NET server	Masters Menu and Utilities menu
F5	To Use Payment voucher	After Selection of Accounting/Inventory/Order/Payroll voucher àà Accounting/Inventory/Order/Payroll Voucher creation and Alteration screen
F5	To View Columnar report of ledger / led wise display /	After selection of Display menu like Sales ledger or Purchase ledger
F6	To Use Receipt voucher	After Selection of Accounting/Inventory/Order/Payroll voucher àà Accounting/Inventory/Order/Payroll Voucher creation and Alteration screen

F7	To Use Journal voucher	After Selection of Accounting/Inventory/Order/Payroll voucher àà Accounting/Inventory/Order/Payroll Voucher creation and Alteration screen
F7	To switch The valuation method and Show profit on stock	Report options(Balance Sheet, P/L account, Stock summary etc)
F8	To Use Sales voucher	After Selection of Accounting/Inventory/Order/Payroll voucher àà Accounting/Inventory/Order/Payroll Voucher creation and Alteration screen
F9	To Use Purchase voucher	After Selection of Accounting/Inventory/Order/Payroll voucher àà Accounting/Inventory/Order/Payroll Voucher creation and Alteration screen
F9	To select Inventory reports	Report options(Balance Sheet, P/L account, Stock summary etc)
F10	To Use Reversing Journal voucher	After Selection of Accounting/Inventory/Order/Payroll voucher ⇒ Accounting/Inventory/Order/Payroll Voucher creation and Alteration screen
F10	To select Accounting reports	Report options(Balance Sheet, P/L account, Stock summary etc)
F11	To select the Functions and Features screen	After Company selection à Every Screen
F12	To Set Configuration screen	Every Screen

Some Example of Tally Screen :





In Tally ERP 9, We can see many options on right side of the screen. All those options having underscore(_) or double underscore sign at bottom. What does it mean???

1. Options without sign means use that key only.. no combo..
2. Options with **single Underscore/underline** means use that key in combo with 'Alt'.
3. Key with **double Underscore/underline** means use that key in combo with 'Ctrl'.

Please Comment if any query related to this post.

Keep Learning, keep Growing.