

Tally ERP 9 Lessons : Useful Shortcut keys (Voucher Creation Screen)

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 Other Useful shortcut keys(Voucher Creation Screen)

Key	Purpose	Screen
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Y / T / E / Y	To access Accounting/ Inventory / Order / Payroll Voucher creation window	Gateway of Tally
F1 / ALT + F1 / CTRL + F1 / CTRL+F2	To switch between Accounting/ Inventory / Order / Payroll Voucher creation window	Any Voucher creation screen.
ALT + A	To display tax analysis	Mainly Accounting vouchers(Sales)
ALT + C	To create a New ledger directly from voucher entry	Accounting/Inventory/Order/Payroll Voucher creation Screen(if list of ledgers on right side of the window does not have the Ledger we need)
ALT + D	To Delete a voucher	Voucher creation screen, Voucher list in Reports screen.
ALT + I	To Switch between Item and Accounting invoice	At creation of sales and purchase invoice
ALT + G	To Choose the Language	Every Screen (we can see option at top of tally window)
ALT + K	To Choose the Keyboard Configuration like language	Every Screen (we can see option at top of tally window)
ALT + R	To Repeat the last used narration in different voucher type(using Narration of sales voucher again in Stock voucher)	Voucher creation screen,

CTRL + R	To Repeat the last used narration in same voucher type. (using Narration of sales voucher again in sales voucher)	Voucher creation screen,
CTRL + N	To open Calculator	Every Screen
CTRL + T	Switch to Post Dated	Voucher creation screen,
ALT + X	To Cancel a voucher entry	Mainly in Voucher creation screen, Reports and Display Menu(we can see option at bottom of tally window)
CTRL + A	To Accept an entry forcefully. It is like save and exit.	It works for all voucher creation screen, ledger creation etc. All creation screen where we fill information.
PageUp	To go to previous vouchers	Voucher creation screen,
PageDown	To go to next vouchers	Voucher creation screen,
ENTER	To go to next field also save details once completed.	It works for all voucher creation screen, ledger creation etc. All creation screen where we fill information.
CTRL + ENTER	To alter a master while making an entry or viewing a report	Voucher creation screen and Reports and Display Menu

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.