

Tally ERP 9 Lessons : Shortcut keys (Miscellaneous)

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 sectors Tally is almost everywhere. This software is used for accounting as well as billing system. 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

Key	Purpose	Screen
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CTRL + B	To select the Budget	Options in Account Info / Inventory info / Payroll Info -- e.g. Groups/Ledgers/Cost Centers/Budgets creation screen and alteration screen
ALT + S	Different output for different creation screen	Options in Account Info / Inventory info / Payroll Info -- e.g. Groups/Ledgers/Cost Centers/Budgets creation screen and alteration screen
CTRL + C	To select the Cost Centre To select the Cost Category	Options in Account Info / Inventory info / Payroll Info -- e.g. Groups/Ledgers/Cost Centers/Budgets creation screen and alteration screen
CTRL+ E	To select the Currencies	Options in Account Info / Inventory info / Payroll Info -- e.g. Groups/Ledgers/Cost Centers/Budgets creation screen and alteration screen

CTRL + G	To select the Group	Options in Account Info / Inventory info / Payroll Info -- e.g. Groups/Ledgers/Cost Centers/Budgets creation screen and alteration screen
CTRL + L	Switch to Ledger Creation	Options in Account Info / Inventory info / Payroll Info -- e.g. Groups/Ledgers/Cost Centers/Budgets creation screen and alteration screen
CTRL + V	Switch to Voucher Type creation	Options in Account Info / Inventory info / Payroll Info -- e.g. Groups/Ledgers/Cost Centers/Budgets creation screen and alteration screen
CTRL + I	To select the Stock Items	Options in Account Info / Inventory info / Payroll Info -- e.g. Groups/Ledgers/Cost Centers/Budgets creation screen and alteration screen

CTRL + U	Switch to Unit creation window.	Options in Account Info / Inventory info / Payroll Info -- e.g. Groups/Ledgers/Cost Centers/Budgets creation screen and alteration screen
CTRL + Alt + R	To Rewrite data for a Company	From Gateway of Tally screen
CTRL + H	To view the Support Center	Every 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.