

Tally ERP 9 Lessons : Useful Shortcut keys (Special Function Keys)

SHORT INTRODUCTION OF

TALLY ERP 9



Tally ERP 9

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 (Alt/Ctrl-Function Keys)

Key	Purpose	Screen	
ALT + F1	To Shut a company	Company Info Screen, Menu Screen , Options in Masters etc.	
ALT + F1	To view detailed report or to hide detailed report	Report screens (like Balance sheet, P/L account etc.)	

ALT + F1	To switch to Inventory vouchers	After Selection of Accounting/Inventory/Order/Payroll voucher àà Accounting/Inventory/Order/Payroll Voucher creation and Alteration screen
ALT + F2	To change the period	After Company selection à Every Screen
ALT + F3	To get the Company Info menu (create/alter/shut/backup/restore etc. company)	Gateway of Tally screen, After selecting Options in Masters
ALT + F4	To Use the Purchase Order Voucher	After Selection of Accounting/Inventory/Order/Payroll voucher àà Accounting/Inventory/Order/Payroll Voucher creation and Alteration screen(If option is enable in company features)
ALT + F5	To Use the Sales Order Voucher	After Selection of Accounting/Inventory/Order/Payroll voucher àà Accounting/Inventory/Order/Payroll Voucher creation and Alteration screen(If option is enable in company features)
ALT + F6	To Use the Rejection Out Voucher	After Selection of Accounting/Inventory/Order/Payroll voucher àà Accounting/Inventory/Order/Payroll Voucher creation and Alteration screen
ALT + F7	To Use the Stock Journal Voucher	After Selection of Accounting/Inventory/Order/Payroll voucher àà Accounting/Inventory/Order/Payroll Voucher creation and Alteration screen

ALT + F8	To Use the Delivery Note Voucher	After Selection of Accounting/Inventory/Order/Payroll voucher àà Accounting/Inventory/Order/Payroll Voucher creation and Alteration screen
ALT + F8	To View Columnar report of ledger	After selection of particular ledger
ALT + F9	To Use the Receipt Note Voucher	After Selection of Accounting/Inventory/Order/Payroll voucher àà Accounting/Inventory/Order/Payroll Voucher creation and Alteration screen
ALT + F10	To Use the Physical Stock verification.	After Selection of Accounting/Inventory/Order/Payroll voucher àà Accounting/Inventory/Order/Payroll Voucher creation and Alteration screen
ALT + F12	To get Range of information in reports (Conditional Range)	After selection of options in Reports
CTRL + F1	To Switch to payroll Buttons	After Selection of Accounting/Inventory/Order/Payroll voucher àà Accounting/Inventory/Order/Payroll Voucher creation and Alteration screen
CTRL + F2	To Switch to Order Buttons	After Selection of Accounting/Inventory/Order/Payroll voucher àà Accounting/Inventory/Order/Payroll Voucher creation and Alteration screen
CTRL + F4	To Use Payroll voucher	After Selection of Accounting/Inventory/Order/Payroll voucher àà Accounting/Inventory/Order/Payroll Voucher creation and Alteration screen

CTRL + F5	To Use Attendance voucher	Payroll Voucher creation and Alteration screen
CTRL + F8	To Use Credit Note voucher	After Selection of Accounting/Inventory/Order/Payroll voucher àà Accounting/Inventory/Order/Payroll Voucher creation and Alteration screen
CTRL+F9	To Use Debit Note voucher	After Selection of Accounting/Inventory/Order/Payroll voucher àà Accounting/Inventory/Order/Payroll Voucher creation and Alteration screen
Ctrl + F10	To use Memorandum Voucher	After Selection of Accounting/Inventory/Order/Payroll voucher àà Accounting/Inventory/Order/Payroll Voucher creation and Alteration screen
CTRL + F12	To Calculate Value in report (Conditional Selection)	After selection of options in Reports

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.

