

## Tally Prime Shortcut Keys

1	Alt + G	GO TO
2	Ctrl + G	Switch To
3	Alt + K	Company Menu
4	Alt + Y	Manage Company Data
5	Alt + Z	Exchange Company Data
6	Alt + O	Import Feature of the Company
7	Alt + E	Export
8	Alt + M	Email
9	Alt + P	Print

## Company Shortcut Keys

10	F3	Change Company
11	Alt + F3	Switch Company
12	Ctrl + F3	Shut Company
13	F11	Open Company Feature
14	F12	Set Configuration

15	Alt + Z	Zoom
16	Ctrl + K	Change Display Language
17	Ctrl + W	Change Data Language
18	Alt + I	Insert
19	Alt + 2	Duplicate Entry
20	Ctrl + A	Save
21	Alt + D	Delete
22	Alt + A	Add
23	Ctrl + R	Remove
24	Alt + U	Undo All at Once
25	Ctrl + U	Undo One by One
26	Shift + Enter	View Details of Any Entry
27	Alt + F1 Or Alt + F5	View Details of All Entries at Once
28	Ctrl + Enter	Alter
29	Space	Select Entry
30	Ctrl + Space	Select All
31	Alt + C	Add Column
32	Alt + F12	Add Filters

33	Ctrl + J	Exceptional Report
34	F4	Contra
35	F5	Payment
36	F6	Receive
37	F7	Journal
38	Alt + F7	Stock Journal
39	Ctrl + F7	Physical Stock
40	F8	Sales
41	Alt + F8	Delivery Note
42	Ctrl + F8	Sales Order
43	F9	Purchase
44	Alt + F9	Receipt Note
45	Ctrl + F9	Purchase Order
46	Alt + F6	Credit Note
47	Alt + F5	Debit Note
48	Ctrl + F4	Payroll
49	Ctrl + F6	Rejections In
50	Ctrl + F5	Rejections Out
51	F10	List of Voucher Types
52	Alt + R	Rewrite Narration
53	Ctrl + T	Post Dated Voucher
54	Alt + D	Delete
55	Ctrl + H	Change Modes
56	Alt + S	Stock Query Report
57	Ctrl + L	Optional Voucher
58	Alt + C	Create
59	Ctrl + N	Calculator
60	Ctrl + Alt + C Or Ctrl + C	Copy
61	Ctrl + Alt + P Or Ctrl + V	Paste
62	Ctrl + E	Export Current Voucher
63	Ctrl + M	Email Current Voucher
64	Ctrl + P	Print Current Voucher
65	Alt + X	Cancel Current Voucher
66	Alt + F2	Change Period
67	ESC	Exit
68	Alt + F4	Close Tally
69	Ctrl + Q	Close Tally
70	Ctrl + Alt + R	Repair Company
71	Ctrl + Alt + T	Load TDL