

DISPLAY & REPORTING AND SHORT FUNCTION KEYS USES IN TALLY

IIIT SKILLS

DISPLAY & REPORTING

Particulars	Short Cut keys
Display Sales Register	D,A,S, Select Month & Press Enter
Display Godown Summary	D,E,G .
Display Movement Analysis-Stock Group Wise	D, I , M , S
Display Movement Analysis-Stock Item Wise	D, I , M , I
Display Movement Analysis- A/c Group Wise	D , I , M , G
Display Movement Analysis-LedgerWise	D , I , M , L
Display Columnar Sales Register	D ,A ,S, Select Month & Press F5
Display Sales Register - Extract - Ledger Wise	D,A,S, Select month Press Enter,F6
Display Sales Register -Extract- Inventory Wise	D,A,S, Select Month & Press F12 Enable Show Extract Of Register & Show Inventory-Wise Extract .
Display Stock Ageing Analysis	D,I,A
Display Sales Order Summary	D,E,A
Display Sales Bill Pending	D,E,B
Display Voucher & Masters Statistics	D,S,S
Display Outstanding Statement- Receivable	D,S,O,R
Display Outstanding Statement- Group Wise	D,S,O,G
Display Outstanding Statement- Bill Wise	D,S,O,G F7
Ageing analysis-Group Wise	D,S,O,G F6
Display Outstanding Statement- Ledger-Bill Wise	D,S,O,L
Ageing analysis-Ledger Wise	D,S,O,L F6
Accounting Voucher	V
Display Balance Sheet	B
Display Stock Summary	S
Display Cost Estimation	D,E,O
Purchase Order Summary	D,E,P.
Stock Query	D,E,T, Select Item
Negative Stock masters	D,X,N
Negative ledgers	D,X,L
Post-Dated Vouchers	D,X,S
Physical Stock Register	D,I, P
Daily Balances	D,A,L, Select Ledger,F6.
Display Columnar Purchase Register	D,A,P, Select month & Press Enter, F5
Display Purchase Register- Extract-Ledger A/cwise	D,A,P, Select month & Press Enter, F6

Inventory Vouchers	T
Stock Journal	Alt + F7
Purchase Order	Alt+F4
Sales Order	Alt + F5
Rejections In	Ctrl + F6
Rejections Out	Alt + F6
Delivery Note	Alt + F8
Receipt Note	Alt + F9
Physical Stock voucher	Alt + F10
Display Profit & Loss A/c	P
Display Ratio Analysis	R
Display Trial Balance	D,T
Alter ledger Account	A,L,A
Alter any master (in a Report)	Ctrl +Enter
Explode a Master / Voucher in to its Constituents (in a Report)	Shift + Enter.
Select Company	F1
Shut Company	Alt + F1
Alter Company	Alt + F3, A
Backup Data	Alt + F3, B
Restore Data	Alt + F3, R
Display Purchase register- Extract-Inventory Wise	D,A,P ,Select month & PressEnter,F12

SHORT FUNCTION KEYS

Keys	Functionality	Availability
F1	To select a company	At all masters menu screen
F1	To select the Accounts Button	At the Accounting Voucher creation and alteration screen
Alt + F1	To select the Inventory Button	At the Inventory/Payroll Voucher creation and alteration screen
Ctrl + F1	To select Payroll Vouchers to alter	At the Accounting/Inventory voucher creation or alteration screen.
F2	To change the current date To select company inventory	At almost all screens in TALLY At the F11: Features screen features
ALT + F2	To change the period	At almost all screens in TALLY
F3	To select the company To select Company Statutory & Taxation features	At almost all screens in TALLY At F11: Features screen
Alt + F3	To select the company info menu To create/alter/shut a Company	At Gateway of Tally screen
F4	To select the Contra voucher	At Accounting / Inventory Voucher creation and alteration screen
Alt + F4	To select the Purchase Order	At Accounting / Inventory Voucher creation and alteration Voucher Type screens
Ctrl + F4	To select the Payroll Voucher Type	At Accounting/ Inventory Voucher creation and alteration screens .
F5	To select the Payment voucher	At Accounting / Inventory Voucher creation and alteration screen
Alt + F5	To select the Sales Order Voucher Type	At Accounting / Inventory Voucher creation and alteration screen
Ctrl + F5	To select the Attendance Voucher Type	At Accounting / Inventory Voucher creation and alteration screen
F6	To select the Receipt voucher	At Accounting / Inventory Voucher creation and alteration screen
Alt + F6	To select the Rejection Out Voucher Type	At Accounting / Inventory Voucher creation and alteration screens
F7	To select the Journal voucher To audit one by one	At Accounting / Inventory Voucher creation and alteration screen At TallyAudit Listing screen
Alt + F7	To select the Stock Journal Voucher Type To accept all the Audit lists	At Accounting / Inventory Voucher creation and alteration screens At TallyAudit Listing screen
F8	To select the Sales voucher	At Accounting / Inventory Voucher creation and alteration screen

Alt + F8	To select the Delivery Note Voucher Type To view the Columnar report	At Accounting / Inventory Voucher creation and alteration screens At Ledger Voucher screen
Ctrl + F8	To select the Credit Note Voucher	At Accounting / Inventory Voucher creation and alterationscreen
F9	To select Purchase Voucher Type To select Inventory Report	At Accounting / Inventory Voucher creation and alteration screen Stock Summary screen
Alt + F9	To select Receipt Note Voucher Type	At Accounting / Inventory Voucher creation and alterationscreen
Ctrl + F9	To select Debit Note Voucher Type	At Accounting / Inventory Voucher creation and alteration screen
F10	To select the Reversing Journal voucher	At Accounting / Inventory Voucher creation and alteration screen
Alt + F10	To select the Physical Stock Voucher Type	At Accounting / Inventory Voucher creation and alteration screen
Ctrl + F10	To select the Memorandum voucher	At Accounting / Inventory Voucher creation and alteration screen
F11	To select the Functions and Features screen	At almost all screens in TALLY
F12	To select the Configuration screen	At almost all screens in TALLY
Alt + F12	To filter the information based on monetary value	At almost all report screens
Alt + C	To create a master at a voucher screen (if it has not been already assigned a different function, as in reports like Balance Sheet, where it adds a new column to the report)	At voucher entry and alteration screens, at a field where you have to select a master from a list. necessary account has not been created already, use this key combination to create the master without quitting from the voucher screen.
Ctrl + A	To accept a form – wherever you use this key combination, that screen or report gets accepted as it is.	At almost all screens in TALLY, except where a specific detail has to be given before accepting.
Alt + D	To delete a voucher To delete a masters To delete a column in any columnar report (if it has not been already assigned a different function, as explained above)	At Voucher and Master (Single) alteration screens. Masters can be deleted subject to conditions All the reports screen which can be viewed in columnar format
ALT + P	To print the report	At all reports screens in TALLY

Alt + 2	To Duplicate a voucher	At List of Vouchers – creates a voucher similar to the one where you positioned the cursor and used this key combination
Alt + A	To add a voucher To Alter the column in columnar report	At List of Vouchers–adds a voucher after the one where you positioned the cursor and used this key combination. Alters the column in all the reports which can be viewed in columnar format
Alt + E	To export the report in ASCII, Excel, HTML OR XML format	At all reports screens in TALLY
Alt + I	To insert a voucher To toggle between Item and Accounting invoice	At List of Vouchers – inserts a voucher before the one where you positioned the cursor and used this key combination. At creation of sales and purchase invoice
Alt + G	To select the Language Configuration	At almost all screens in TALLY.
Alt + K	To select the Keyboard Configuration	At almost all screens in TALLY.
Alt + O	To upload the report at your website	At almost all screens in TALLY.
Alt + M	To Email the report	At all reports screens in TALLY
Alt + N	To view the report in automatic columns	At all the reports where columns can be added
Alt + R	To remove a line in a report	At all reports screens in TALLY
ALT + U	To Restore the last line which is deleted using Alt + R	At all reports screens in Tally
Alt + V	From Invoice screen to bring Stock Journal screen	At Invoice screen -> Quantity Field > Press Alt + V to select the Stock Journal.
Alt + W	To view the Tally Web browser	At all reports screens in Tally
Alt + X	To cancel a voucher in Day Book/List of V ouchers	At all reports screens in Tally
Alt + R	To Register Tally	At almost all screens in TALLY
Ctrl + B	To select the Budget	At Groups/Ledgers/Cost Centres/ Budgets/Scenarios/Voucher Types/ Currencies (Accounts Info) creation and alteration
CTRL + ALT + B	To check the Company Statutory details	At all the menu screens

Ctrl + C	To select the Cost Centre	At Groups/Ledgers/Cost Centres/ Budgets/Scenarios/Voucher Types/ Currencies (Accounts Info) creation and alteration screen
	To select the Cost Category	At Stock Groups/ Stock Categories/ Stock Items/ Reorder Levels/ Godowns/ Voucher Types / Units of Measure (Inventory Info) creation/ alteration screen
Ctrl + E	To select the Currencies	At Groups/Ledgers/Cost Centres/ Budgets/Scenarios/Voucher Types/ Currencies (Accounts Info) creation and alteration screen
Ctrl + G	To select the Group	At Groups/Ledgers/Cost Centres/ Budgets/Scenarios/Voucher Types/ Currencies (Accounts Info) creation and alteration screen
Ctrl + I	To select the Stock Items	At Stock Group/ Stock Categories/ Stock Items/ Reorder Levels/ Godowns/ Voucher Types / Units of Measure (Inventory Info) creation/ alteration screen
Ctrl + Alt + I	To import statutory masters	At all menu screens
Ctrl + L	To select the Ledger	At Groups/Ledgers/Cost Centres/ Budgets/Scenarios/Voucher Types/ Currencies (Accounts Info) creation and alteration screen
	To mark a Voucher as Optional	At the creation and alteration of Vouchers
Ctrl + L	To select the Ledger	At Groups/Ledgers/Cost Centres/ Budgets/Scenarios/Voucher Types/ Currencies (Accounts Info) creation and alteration screen
	To mark a Voucher as Optional	At the creation and alteration of Vouchers
Ctrl + O	To select the Godowns	At Stock Group/ Stock Categories/ Stock Items/ Reorder Levels/ Godowns/ Voucher Types / Units of Measure (Inventory Info) creation/ alteration screen
Ctrl + Q	To abandon a form – wherever you use this key combination, it quits that screen without making any changes to it.	At almost all screens in TALLY.

Ctrl + R	To repeat narration in the same voucher type	At creation/alteration of voucher screen
Ctrl + Alt + R	Rewrite data for a Company	From Gateway of Tally screen
Ctrl + S	Allows you to alter Stock Item master	At Stock Voucher Report and Godown Voucher Report
Ctrl + U	To select the Units To Restore the last line which is deleted using Alt + R	At Stock Groups/ Stock Categories/ Stock Items/ Reorder Levels/ Godowns/ Voucher Types / Units of Measure (Inventory Info) creation/ alteration screen At all reports screens in Tally
Ctrl + V	To select the Voucher Types To toggle between Invoice and Voucher	At Groups/Ledgers/Cost Centres/ Budgets/Scenarios/Voucher Types/ Currencies (Accounts Info) creation and alteration screen At creation of Sales/Purchase Voucher screen
Space Bar	To select a Master/Voucher/ Stock Items	At almost all report screens in TALLY.
Ctrl + Space Bar	To select all Vouchers at a time.	At almost all voucher register in TALLY.
Ctrl + K	To select Control Centre	At almost all report screens in TALLY.
Ctrl + H	To select Support Centre	At almost all report screens in TALLY.
PageUp	Display previous voucher during voucher entry/alter	At voucher entry and alteration screens
PageDown	Display next voucher during voucher entry/alter	At voucher entry and alteration screens