



You can use report shortcuts while viewing and generating reports in Tally. These shortcuts can help users view details, print reports and export information in supported formats.

- 1. ALT + N: Displays reports in the automatic column configuration.
- 2. ALT + R: Hides lines in a generated report.
- 3. ALT + P: Prints a report.
- 4. ALT + E: Opens the export option for supported formats.
- 5. ALT + F1 : Displays a detailed report where supported.

GST-Related Shortcut Keys in Tally

Tally provides shortcut keys for certain GST-related transactions and statutory functions. The availability of a particular shortcut can depend on the Tally version and active screen.

- 1. CTRL + O: Opens the GST portal website where supported.
- 2. CTRL + E: Exports the selected GST return where supported.
- 3. CTRL + A: Accepts or saves the current screen where applicable.
- 4. ALT + S: Opens the Statutory Payment Screen.
- 5. ALT + J: Makes statutory adjustments in a voucher where supported.

Tally Shortcut Keys List PDF

A Tally shortcut keys PDF can be useful as a quick reference for accounting, inventory, voucher entry and reporting activities. You can keep the PDF available on your computer or mobile device for convenient day-to-day reference.

Voucher Shortcut Keys For TallyPrime

Function	Shortcut Key
The key combination retrieves the narration from the previous ledger.	Alt + R
Opens the calculator panel from the Amount field.	Alt + C
Deletes a voucher or transaction.	Alt + D
Cancels a voucher.	Alt + X
Opens a manufacturing journal from the Quantity field of a journal voucher.	Alt + V
Removes the item or ledger line in a voucher.	Ctrl + D
Retrieves the narration from the previous voucher for the same voucher type.	Ctrl + R
Duplicates or copies the selected voucher from a register.	Alt + 2

Masters & Vouchers

Function	Shortcut Key
Takes you to the next input field.	Tab
Takes you to the previous input field.	Shift + Tab
Removes the value typed in a field.	Backspace
Creates a master on the fly.	Alt + C
Opens the calculator panel.	Alt + C



Inserts the base currency symbol in an input field.	Alt + 4 / Ctrl + 4
Opens the previously saved master or voucher and scrolls up in reports.	Page Up
Opens the next master or voucher and scrolls down in reports.	Page Down
Copies text from an input field.	Ctrl + C / Ctrl + Alt + C
Pastes copied input into a text field.	Ctrl + V / Ctrl + Alt + V

Tally Shortcut Keys F1 to F12

Key	Function
F1	Selects a company and provides access to applicable company, accounting and inventory options depending on the screen.
F2	Changes the menu or report date where applicable.
F3	Selects or switches the company where applicable.
F4	Selects the Contra Voucher.
F5	Selects the Payment Voucher.
F6	Selects the Receipt Voucher.
F7	Selects the Journal Voucher.
F8	Selects the Sales Voucher.
F9	Selects the Purchase Voucher.
F10	Provides access to applicable voucher or menu functions depending on the screen.
F11	Opens the Functions and Features screen.
F12	Opens the Configure screen.

Reports Shortcut Keys For TallyPrime

Function	Shortcut Key
Inserts a voucher in a report.	Alt + I
Creates an entry in the report by duplicating a voucher.	Alt + 2
Drills down from a line in a report.	Enter
Deletes an entry from a report.	Alt + D
Adds a voucher in a report.	Alt + A
Cancels a voucher from a report.	Alt + X
Removes an entry from a report.	Ctrl + R
Hides or shows details in a table.	Alt + T
Displays hidden line entries where supported.	Alt + U
Displays the last hidden line.	Ctrl + U
Expands or collapses information in a report.	Shift + Enter
Alters a master during voucher entry or from a report drill-down.	Ctrl + Enter
Selects or deselects a line in a report.	Space Bar



Selects or deselects multiple lines.	Shift + Up / Down
Selects or deselects all lines in a report.	Ctrl + Space Bar
Selects or deselects lines till the end.	Ctrl + Shift + End
Selects or deselects lines till the top.	Ctrl + Shift + Home
Removes the selection of line items in a report.	Ctrl + Alt + I

Hidden Keys In Tally

Function	Shortcut Key
Goes back to the previous screen by closing the current screen.	Esc
Removes an input provided or selected for a field.	Esc
Opens the Company Features screen.	F11
Moves to the first or last menu in a section.	Ctrl + Up / Down
Moves to the left-most or right-most drop-down top menu.	Ctrl + Left / Right
Moves to the first line in a list.	Home / Page Up
Moves to the beginning of text in a field.	Home
Moves to the last line in a list.	End / Page Down
Moves to the end of text in a field.	End
Rewrites the data.	Ctrl + Alt + R
Quits TallyPrime.	Alt + F4
Views build information.	Ctrl + Alt + B
Views TDL/Add-on details.	Ctrl + Alt + T
Accepts or saves the data on the screen.	Ctrl + A
Expands or collapses a group in a table.	Alt + Enter
Opens or hides the calculator panel.	Ctrl + N
Exits a screen or the Tally application.	Ctrl + Q
Re-exports the JSON file for generating an E-Way Bill where supported.	Ctrl + B

Other Tally Shortcut Keys

Function	Shortcut Key
Opens a report and creates masters and vouchers while working.	Alt + G
Switches to a different report.	Ctrl + G
Opens the company's top menu.	Alt + K
Switches to another company from the list of open companies.	F3
Selects and opens another company from the available data paths.	Alt + F3
Shuts the currently loaded companies.	Ctrl + F3



Opens the TallyHelp topic based on the current screen.	Ctrl + F1
Opens the configuration options applicable to a report or view.	F12
Opens the company menu with applicable company-management actions.	Alt + K
Opens company-data management actions.	Alt + Y
Opens options for sharing or exchanging company data.	Alt + Z
Opens the import menu for masters, transactions and bank statements.	Alt + O
Accesses the e-mail menu for sending transactions or reports.	Alt + M
Accesses the print menu.	Alt + P
Opens the export menu.	Alt + E
Opens the Help menu.	F1
Opens TallyHelp based on the current screen.	Ctrl + F1
Selects the display language.	Ctrl + K
Selects the data-entry language.	Ctrl + W
Rewrites the data.	Ctrl + Alt + R
Views build information.	Ctrl + Alt + B
Views TDL/Add-on details.	Ctrl + Alt + T
Accepts or saves a screen.	Ctrl + A
Expands or collapses a group in a table.	Alt + Enter
Opens the Stock Journal Voucher.	Alt + F7
Exports the current voucher or report where supported.	Ctrl + E

Edit Log Shortcut Keys

The following shortcuts can be used to navigate or access Edit Log-related information in supported TallyPrime versions.

Function	Shortcut Key
View the Activities Affecting Edit Log report.	Alt + K (Company) > Edit Log > Enter
View the Edit Log in the Day Book.	Ctrl + B in the Day Book
View Edit Log for Ledger, Stock Item and Group.	Alt + Q from the Ledger Alteration screen