

TallyPrime Shortcut Keys

Complete practical reference for accounting, vouchers, reports, GST, IMS, banking, backups and more

CHEAT SHEET + DETAILED TABLES + ERP 9 COMPARISON

FAST LOOKUP

Find the key you need in seconds

VERIFIED

Based on current TallyHelp

PRACTICAL

Grouped by real workflows

Prepared by TallyMantra

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Find the shortcut, then get back to work

This handbook is designed for quick lookup. Start with the Essential Cheat Sheet for everyday work, then jump to the section that matches the task you are doing. The same shortcut can perform different actions depending on the active TallyPrime screen, so the tables include context wherever it matters.

Version note: This guide is aligned with TallyHelp information current to September 2026. Some shortcuts are version-specific or appear only when a related feature is enabled.

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1. Essential TallyPrime Cheat Sheet

These are the shortcuts most users benefit from learning first.

Shortcut	Action / Use	Where / Notes
F2	Change date	Voucher / report
Alt+F2	Change period	Company / report
F3	Switch company	Open companies
F4	Contra voucher	Accounting voucher
F5	Payment voucher	Accounting voucher
F6	Receipt voucher	Accounting voucher
F7	Journal voucher	Accounting voucher
F8	Sales voucher	Accounting voucher
F9	Purchase voucher	Accounting voucher
Ctrl+A	Accept / save	Most screens
Alt+C	Create master on the fly	Voucher / master fields
Ctrl+Enter	Alter master / open voucher	Context-based
Alt+G	Go To	Reports / masters / vouchers
Ctrl+P	Print current voucher/report	Direct action
Ctrl+E	Export current voucher/report	Direct action
Ctrl+M	E-mail current voucher/report	Direct action
Ctrl+Alt+W	WhatsApp current voucher/report	Direct action
F11	Company Features	Top menu
F12	Configuration	Current report/view

2. General & Navigation Shortcuts

Use these keys across TallyPrime for faster movement, search, help and common actions.

Shortcut	Action / Use	Where / Notes
Ctrl+F1	Open context-sensitive TallyHelp	Any screen
Ctrl+Alt+N	Open Notifications report	Top menu
Esc	Go back / close current screen / clear selected field	General
Ctrl+Up / Ctrl+Down	Move to first / last menu in a section	Menus
Ctrl+Left / Ctrl+Right	Move to left-most / right-most top menu	Top menu
Home / PgUp	Move to first line in a list	Lists
Home	Move to beginning of text in a field	Input field
End / PgDn	Move to last line in a list	Lists
End	Move to end of text in a field	Input field
Up / Down Arrow	Move one line or field	General
Left / Right Arrow	Move cursor / column / menu	General
Ctrl+Alt+R	Rewrite data	Data maintenance
Alt+F4	Quit application	Application
Ctrl+Alt+B	View build information	General
Ctrl+Alt+T	View TDL / Add-on details	General
Ctrl+A	Accept / save screen	General
Alt+Enter	Expand / collapse a group in a table	Tables
Ctrl+End	Move to last field / line	General
Ctrl+Home	Move to first field / line	General
Ctrl+N	Open / hide calculator panel	General
Alt+T	Hide / show details in a table	Tables
Ctrl+Q	Exit current screen / application	Bottom bar
Alt+F	Activate Find bar	Masters / transactions

3. Function Keys & Company Controls

Function keys cover the actions most people use repeatedly: dates, companies, features, configuration and core vouchers.

Shortcut	Action / Use	Where / Notes
F1	Open Help menu	Top menu
F2	Change voucher date or report date/period	Right button
Alt+F2	Change date/period; change company period	Right button
F3	Switch to another open company	Right button
Alt+F3	Select and open another company	Right button
Ctrl+F3	Shut currently loaded companies	Right button
F11	Open Company Features	Top menu
F12	Open configuration for current report/view	Right button
Alt+K	Open Company menu	Top menu
Alt+Y	Open Data menu	Top menu
Alt+Z	Open Exchange menu	Top menu
Alt+O	Open Import menu	Top menu
Alt+M	Open Share menu	Top menu
Alt+P	Open Print menu	Top menu
Alt+E	Open Export menu	Top menu
Ctrl+K	Select display language	Top menu
Ctrl+W	Select data-entry language	Top menu
Alt+G	Go To: open reports / create masters & vouchers	Top menu
Ctrl+G	Switch report / create masters & vouchers in flow	Top menu

4. Voucher & Master Entry Shortcuts

These shortcuts are most useful while you are actively entering, editing or reviewing vouchers and masters.

Shortcut	Action / Use	Where / Notes
Alt+D	Delete voucher	Voucher / report
Alt+X	Cancel voucher	Voucher / report
Ctrl+D	Remove item / ledger line	Voucher
Ctrl+T	Mark voucher as post-dated	Voucher
Ctrl+F	Autofill details in statutory vouchers	Voucher
Ctrl+H	Change voucher mode	Voucher
Alt+S	Open Stock Query for selected item	Voucher
Ctrl+L	Mark voucher as optional	Voucher
Ctrl+I	Add more details to master/voucher	Current instance
Alt+J	Define statutory adjustments	Voucher
F10	View list of all vouchers or masters	Right button
Alt+R	Retrieve narration for same party from previous voucher	Voucher entry
Ctrl+R	Retrieve narration from previous voucher of same type	Voucher entry
Alt+C	Open calculator from amount field / create master on the fly	Context-based
Alt+V	Open manufacturing journal from quantity field	Journal voucher
Tab	Next input field	Voucher/master
Shift+Tab	Previous input field	Voucher/master
Backspace	Remove typed value	Input field
Ctrl+C / Ctrl+Alt+C	Copy text from input field	Input field
Ctrl+V / Ctrl+Alt+V	Paste copied text	Input field
Page Up	Previous saved master/voucher / scroll up	General
Page Down	Next saved master/voucher / scroll down	General
Ctrl+O	Open Related Reports during voucher entry	Voucher
Alt+A	Open GST - Tax Analysis during voucher entry	Voucher
Ctrl+Alt+U	Open Voucher No. Details for unused voucher no.	Voucher
Alt+R	Open Group Company Creation from Company Creation	Company creation
Alt+Q	Open Edit Log for transaction/master	Alteration screens

5. Voucher Opening Shortcuts

A compact lookup table for opening accounting, inventory, order and payroll vouchers.

Shortcut	Action / Use	Where / Notes
F4	Contra voucher	Accounting
F5	Payment voucher	Accounting
F6	Receipt voucher	Accounting
F7	Journal voucher	Accounting
F8	Sales voucher	Accounting
F9	Purchase voucher	Accounting
Alt+F5	Debit Note	Accounting
Alt+F6	Credit Note	Accounting
Ctrl+F4	Payroll voucher	Payroll
Alt+F7	Stock Journal	Inventory
Ctrl+F7	Physical Stock	Inventory
Alt+F8	Delivery Note	Inventory
Alt+F9	Receipt Note	Inventory
Ctrl+F8	Sales Order	Order
Ctrl+F9	Purchase Order	Order
Ctrl+F6	Rejection In	Inventory
Ctrl+F5	Rejection Out	Inventory

6. Report Shortcuts

Report shortcuts help with drill-down, filtering, selection, columns, views and exception analysis.

Shortcut	Action / Use	Where / Notes
Alt+I	Insert a voucher in a report	Bottom bar
Alt+2	Duplicate voucher / create entry	Bottom bar
Alt+D	Delete entry / column (context-dependent)	Report
Alt+A	Add voucher / alter column (context-dependent)	Report
Alt+X	Cancel voucher	Report
Ctrl+R	Remove a line entry	Report
Alt+U	Restore all hidden line entries	Report
Ctrl+U	Restore last hidden line	Report
Enter	Drill down into voucher/master	Report
Ctrl+Enter	Open voucher for display / alter master	Report
Spacebar	Select / deselect line	Report
Shift+Spacebar	Select / deselect line	Report
Shift+Spacebar+PgUp/PgDn	Continuously select/deselect multiple rows	Report
Alt+F1 / Alt+F5	Detailed / condensed report view	Right button
Alt+C	Add new column (except Day Book/GST returns)	Report
Alt+A	Alter column (except Day Book/GST returns)	Report
Alt+D	Delete column (except Day Book/GST returns)	Report
Alt+N	Auto-repeat columns	Report
Ctrl+F	Filter data - TallyPrime 3.0+	Report
Alt+F12	Filter data - TallyPrime 2.1 or earlier	Older version
Ctrl+Alt+F	Filter Details - TallyPrime 7.0+	Report
Alt+F	Filter Details - TallyPrime 6.2 or earlier	Older version
Ctrl+F > F7	Calculate balances for filter conditions - 3.0+	Report
Ctrl+F12	Calculate balances for conditions - 2.1 or earlier	Older version
Ctrl+B	Basis of Values / alternate value views	Report
Ctrl+H	Change View	Report
Ctrl+J	View report exceptions	Report
Shift+Enter	Expand / collapse information	Report
Ctrl+Shift+End	Select/deselect lines to end	Report
Ctrl+Shift+Home	Select/deselect lines to top	Report

Shortcut	Action / Use	Where / Notes
Ctrl+Alt+I	Invert selection	Report
Shift+Up/Down	Linear selection/deselection	Report
+	Next artifact / increment report date	Report
-	Previous artifact / decrement report date	Report

7. GST & Compliance Shortcuts

These shortcuts are useful for GST return review, validation, filing workflows and party verification.

Shortcut	Action / Use	Where / Notes
F5	Switch Nature View / Return View	GSTR-1 / GSTR-3B
F6	Validate GSTIN/UIN for party	GSTR-1
F7	Validate HSN/SAC	GSTR-1
Ctrl+V	Update HSN/SAC details	GSTR-1 Voucher Register
F8	Validate HSN/SAC voucher-wise or master-wise	Validate HSN/SAC Summary
F10	Mark GSTR-1 / GSTR-3B as filed	GST reports
Alt+F10	Undo return filing	GST reports
Alt+J	Record statutory adjustment	GSTR-1 / GSTR-3B
Alt+V	Open GST Portal	GST reports
Alt+A	Manually update ARN	GSTR-1 / GSTR-3B
F8	Include/exclude already uploaded returns	Upload GST Returns
Alt+Q	Reset delete request	Upload GST Returns
S	Send / file returns online	Inline action
X	Export returns offline	Upload GST Returns
F8	View ITC breakup	GSTR-3B
Alt+W	Copy Doc No. & Date in Potential Matches	GSTR-2A / 2B
Alt+S	Set GST Status	GSTR-2A / 2B
Alt+R	View full party details from GST Portal	GSTR-2A / 2B
F5	Switch Return-wise / Period-wise view	Track GST Return Activities
Alt+L	Import/fetch party by GSTIN/UIN	Party validation / creation
F9	Update fetched party details	Validate Party GSTIN/UIN
F8	Switch all ledgers / exception ledgers	Validate Party GSTIN/UIN
Alt+S	Update statutory payment details	GST Challan Reconciliation
Alt+L	Set Return Effective Date	GST reports

8. IMS, Notifications & Dashboard

These shortcuts are especially useful in newer TallyPrime workflows, including IMS and Dashboard navigation.

Shortcut	Action / Use	Where / Notes
F6	Default IMS View	IMS
F7	IMS Reconciliation View	IMS
F8	IMS Action View	IMS
F9	IMS Books View	IMS
F10	Set IMS Action Status	IMS
Alt+Q	View vouchers available only in books	IMS
Ctrl+Alt+N	Open Notifications report	Top menu
Alt+D	Dismiss notification	Notifications
Ctrl+R	Remove notification line	Notifications
Ctrl+U	Restore notification line	Notifications
Ctrl+Down	Move down in Dashboard	Dashboard
Ctrl+Up	Move up in Dashboard	Dashboard
Alt+A	Add Dashboard tile	Dashboard
Alt+D	Remove Dashboard tile	Dashboard
Alt+V	Expand Dashboard tile	Dashboard
Alt+C	Configure Dashboard tile	Dashboard
F3	Change company in Dashboard	Dashboard

9. Banking & Reconciliation Shortcuts

Banking shortcuts are highly context-dependent. Use the “Where / Notes” column to avoid applying the same key in the wrong report.

Shortcut	Action / Use	Where / Notes
Alt+B	Alter bank ledger / cheque book / copy cheque dimensions	Cheque-related screens
F8	Include printed cheques / reconcile bank transactions / modify matches	Context-based banking
Alt+R	Reconcile cheques / remove statement request / manual reconciliation	Context-based banking
Alt+S	Alter cheque status / set statement period / view potential matches	Context-based banking
Ctrl+T	Create post-dated cheque transaction	Payment
Alt+F8	Include post-dated transactions / disable access / unlink transactions	Context-based banking
F6	Initiate/reconnect bank connection / monthly imported statement view	Banking
F7	Manage connection / create vouchers from bank entries	Banking
F8	Approve user access / modify matches	Banking
F9	Manage online payments / set reconciliation status	Banking
F10	Refresh bank connection / remove linked transaction / payment status	Banking
Alt+L	Manage transaction limits / update opening BRS	Banking
B	Get bank balance	Inline action
S	Get bank statement / send payments	Inline action
I	Import bank statement	Inline action
Alt+H	Set Opening BRS	Banking Activities
F4	Change bank ledger	Banking Activities
Alt+F6	Quarterly imported bank statement view	Imported Bank Data
E	Send e-payments	Inline action
X	Export payment instructions	Inline action
Alt+F7	Create consolidated voucher from bank entries	Bank Reconciliation

10. Backup & TallyDrive Shortcuts

A short reference for backup scheduling, storage management and recovery actions.

Shortcut	Action / Use	Where / Notes
F6	Take instant backup	Backup
F7	Refresh backup schedule details	Backup
Alt+A	Add backup schedule	Backup
F6	Extend TallyDrive storage	Tally.NET Account
F7	Manage user rights	Tally.NET Account
Alt+F6	Refresh TallyDrive storage	Tally.NET Account
F8	Resend Recovery Key	Tally.NET Account
F9	Download a backup	Tally.NET Account
Alt+F9	Download all backups	Tally.NET Account

11. e-Invoice & e-Way Bill Shortcuts

These are inline actions used from the e-Invoice / e-Way Bill workflow.

Shortcut	Action / Use	Where / Notes
S	Send transactions for e-Invoice / e-Way Bill generation	Inline action
X	Export transactions for offline generation	Inline action
I	Cancel e-Invoice/e-Way Bill together with voucher	While cancelling/deleting voucher

12. Print, Export, E-mail & WhatsApp

A simple rule of thumb: Alt combinations often open a menu; Ctrl combinations often act on the current voucher or report.

Shortcut	Action / Use	Where / Notes
Alt+P	Open Print menu	Top menu
Ctrl+P	Print current voucher/report	Direct action
Alt+E	Open Export menu	Top menu
Ctrl+E	Export current voucher/report	Direct action
Alt+M	Open Share menu	Top menu
Ctrl+M	E-mail current voucher/report	Direct action
Ctrl+Alt+W	WhatsApp current voucher/report	Direct action
L	Login via web browser	E-mail Authentication
Ctrl+P	Login with App Password	E-mail Authentication
F9	Configure e-mail	E-mail screen
F8	Select e-mail file format	E-mail screen
E	Reset e-mail login	Top menu
S	Verify login and send e-mail	E-mail Authentication
Alt+S	Choose predefined message template	E-mail screen

13. Currency Symbol Shortcuts

Currency shortcuts vary by laptop/desktop keyboard. Desktop Alt codes generally require the numeric keypad.

Shortcut	Action / Use	Where / Notes
Ctrl+Shift+6	UAE Dirham	Laptop & desktop; not grey extended keys
Ctrl+Shift+7	Saudi Riyal	Laptop & desktop; not grey extended keys
Ctrl+4	Indian Rupee (₹)	Laptop & desktop
Alt+0163	Pound Sterling (£)	Desktop numeric keypad; laptop: copy/paste
Alt+0128	Euro (€)	Desktop numeric keypad; laptop: copy/paste
Alt+0165	Japanese Yen (¥)	Desktop numeric keypad; laptop: copy/paste

14. Invoice Template Shortcuts

Template shortcuts apply to supported vouchers such as Sales, POS, Sales Order, Delivery Note, Credit Note and Debit Note.

Shortcut	Action / Use	Where / Notes
Ctrl+H	Change template	Voucher Printing
Alt+R	Print template without colour	Voucher Printing
Alt+T	Switch to Tally Classic Format	Voucher Printing
F2	View template list	Invoice Templates
F4	Add/remove fields	Invoice Templates
F5	Include watermarks	Invoice Templates
F6	Include header image	Invoice Templates
Alt+F6	Include footer image	Invoice Templates
F7	Create/alter custom fields	Invoice Templates
F8	Update font & colour	Invoice Templates
F9	Update field properties	Invoice Templates
F10	Update print settings	Invoice Templates
Ctrl+L	Save template	Invoice Templates
Alt+L	Set template as default	Invoice Templates
Alt+S	Copy Tally Classic configuration to template	Invoice Templates

15. TallyPrime vs Tally.ERP 9: Important Changes

Most core voucher function keys remain familiar, but several high-impact combinations changed. Keep this table handy if you are moving from ERP 9.

Action	TallyPrime	Tally.ERP 9 / Note
Debit Note	Alt+F5	Tally.ERP 9: Ctrl+F9
Credit Note	Alt+F6	Tally.ERP 9: Ctrl+F8
Physical Stock	Ctrl+F7	Tally.ERP 9: Alt+F10
Shut Company	Ctrl+F3	Tally.ERP 9: Alt+F1
Display Language	Ctrl+K	Tally.ERP 9: Alt+G
Data Entry Language	Ctrl+W	Tally.ERP 9: Alt+K
Sales Order	Ctrl+F8	No direct ERP 9 equivalent listed
Purchase Order	Ctrl+F9	No direct ERP 9 equivalent listed
Rejection Out	Ctrl+F5	Tally.ERP 9: Alt+F6
Filter report (3.0+)	Ctrl+F	Tally.ERP 9: Alt+F12

Still familiar in both versions: F2 (date), F3 (company), F4 Contra, F5 Payment, F6 Receipt, F7 Journal, F8 Sales, F9 Purchase, F11 Features, F12 Configuration, Ctrl+A Save, Alt+D Delete and Ctrl+D Remove voucher line.

16. Specialist / Plug-in Shortcuts

These shortcuts only appear when the corresponding plug-in or service is available. They are included here for completeness, but most day-to-day TallyPrime users will not need them.

Shortcut	Action / Use	Where / Notes
KSA e-Invoicing - Alt+R	Show unarchived e-Invoices	Plug-in
KSA e-Invoicing - Alt+A	Archive e-Invoices / undo replaced vouchers	Plug-in
KSA VAT - Alt+B	Save Return	Plug-in
KSA VAT - Alt+W	Recompute changes	Plug-in
KSA VAT - Alt+H	Save changes as revised	Plug-in
KSA e-Invoice - Alt+U	Fetch present e-Invoice status	Plug-in
KSA e-Invoice - Alt+T	Initiate e-Invoice reporting	Plug-in
KSA e-Invoice - Alt+N	Trigger/restart e-Invoice reporting	Plug-in
Bharat Connect - F6	Register business / create receipt in context	Plug-in
Bharat Connect - F7	View users/B2B IDs / invite / create voucher in context	Plug-in
Bharat Connect - Alt+F8	Revoke user	Plug-in
Bharat Connect - F9	Activate / update business or invoice view in context	Plug-in
Bharat Connect - Alt+F9	Deactivate business registration	Plug-in
Bharat Connect - Alt+L	Search / update B2B ID	Plug-in
Bharat Connect - Alt+S	Set invoice status	Plug-in
Bharat Connect - Alt+R	Mark rejected invoice as resolved	Plug-in
Bharat Connect - Alt+F6	Acknowledge payment received	Plug-in
Bharat Connect - F10	Switch invoice/payment view	Plug-in
Bharat Connect - Alt+I	Create master mapping for missing items	Plug-in
Bharat Connect - F5	Create payment voucher	Plug-in
Bharat Connect - Ctrl+F5	Send payment details to supplier	Plug-in
TallyCapital - F3	Login	Plug-in
TallyCapital - F4	Check credit/CIBIL score	Plug-in
TallyCapital - F5	Check eligibility / open eligibility section	Plug-in
TallyCapital - F6	Loan EMI calculator / Business KYC section	Plug-in
TallyCapital - F7	Promoter KYC section	Plug-in
TallyCapital - F8	Review & Submit / dispute CIBIL in context	Plug-in
TallyCapital - F9	GSTR-3B section	Plug-in
TallyCapital - F10	Request callback	Plug-in
TallyCapital - Alt+V	Learn more	Plug-in

Shortcut	Action / Use	Where / Notes
TallyCapital - Alt+R	Lodge grievance	Plug-in
TallyCapital - Alt+W	Withdraw consent	Plug-in
TallyCapital - L	Create loan application	Inline
TallyCapital - C	Check loan eligibility	Inline
TallyCapital - Alt+B	Open CIBIL report	Plug-in
TallyCapital - Alt+U	Upload company books	Plug-in

17. Keep This Guide Handy

Shortcut keys are most valuable when they become part of your regular workflow. Start with the essential voucher and navigation keys, then add report, GST, banking or specialist shortcuts as your role requires.

Need help getting more from TallyPrime?

TallyMantra supports businesses with TallyPrime implementation, configuration, upgrades, GST workflows and day-to-day support.

[Contact-Us](#)

Important Note

Shortcut information in this handbook is based on Tally Solutions' official TallyHelp reference, "Keyboard Shortcuts in TallyPrime," last updated September 9, 2026. TallyPrime is actively updated, and some shortcuts depend on version, enabled features, reports or plug-ins. Always check the shortcut shown in your current TallyPrime screen when in doubt.

Official reference source: [TallyHelp - Keyboard Shortcuts in TallyPrime](#)

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