TallyPrime Shortcut Keys – Complete List

F1 to F12, voucher, Alt and Ctrl keys. Works the same on TallyPrime on Cloud. Full guide: tallyoncloud.org/tallyprime-shortcut-keys/

TallyPrime Function Keys (F1 to F12)

Shortcut	What it does
F1	Help
F2	Change the current date
F3	Select or change company
F4	Contra voucher
F5	Payment voucher
F6	Receipt voucher
F7	Journal voucher
F8	Sales voucher
F9	Purchase voucher
F10	Other vouchers list
F12	Configure the current screen or report

Shortcut Keys for Vouchers

Shortcut	What it does
Ctrl+F8	Credit Note
Ctrl+F9	Debit Note
Alt+F8	Delivery Note
Alt+F9	Receipt Note
Alt+F7	Stock Journal
Ctrl+F7	Physical Stock
Ctrl+F4	Payroll voucher
Ctrl+F10	Memorandum voucher

Shortcut Keys While Entering a Voucher

Shortcut	What it does
Ctrl+A	Accept and save the voucher
Esc	Go back or leave without saving
Alt+C	Create a ledger or stock item on the fly
Alt+A	Add a new voucher in a voucher list
Alt+I	Insert a voucher above the current one
Alt+2	Duplicate the current voucher
Alt+D	Delete the voucher
Alt+X	Cancel the voucher (keeps the number with zero value)
Alt+R	Remove (hide) a line in a report
Alt+U	Bring back the last removed line
Ctrl+H	Change voucher mode (item invoice, accounting invoice, as voucher)

Ctrl+I	More details for the voucher

Menu and Report Shortcut Keys

Shortcut	What it does
Alt+K	Company menu
Alt+Y	Data menu (backup, restore, repair)
Alt+Z	Exchange menu (GST, e-invoice, data sync)
Alt+G	Go To any report or voucher
Ctrl+G	Switch To another screen
Alt+O	Import
Alt+E	Export
Alt+M	Share by e-mail or WhatsApp
Alt+P	Print
Alt+F2	Change the period of a report
Ctrl+B	Basis of values in a report
Ctrl+J	Exception reports

Tip: the button bar on the right side of TallyPrime always shows the shortcut for each option on that screen.