TallyPrime

241
SHORTCUT KEYS
DEMYSTIFIED

+32
PRODUCTIVITY
HACKS

Release 3.0

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Common Keyboard Shortcuts found throughout TallyPrime (Total 49)

#	Function/Action	Keyboard Shortcuts	Where should you find?
1	To navigate to the previous screen and closing the currently open screen To clear the provided/selected inputs for a field	Esc	–
2	To go to the first/last menu in a section	Ctrl + Up/Down	–
3	To go to the left-most/right-most drop-down top menu	Ctrl + Left/Right	–
4	To go from any line to the first line in a list	Home & Page Up	–
5	To go from any point in a field to the beginning of the text in that field	Home	–
6	To go from any line to the last line in a list	End & Page Down	–
7	To go from any point in a field to the end of the text in that field	End	–
8	To navigate one line up in a list To navigate to the previous field	Up arrow	–
9	To navigate one line down in a list To navigate to the next field	Down arrow	–

10	To navigate: * One point left in a text field * To the previous column on the left * To the previous menu on the left	Left arrow	–
11	To navigate: * One position right in a text field * To the next column on the right * To the next menu on the right	Right arrow	–
12	To rewrite data	Ctrl + Alt + R	–
13	To close the program	Alt + F4	–
14	To examine the build data	Ctrl + Alt + B	–
15	To examine TDL/Add-on information	Ctrl + Alt + T	–
16	To increment the Report date or navigate to next report in a sequence of generated reports	" + "	–
17	To decrement the Report date or navigate to previous report in a sequence of generated reports	"–"	–
18	To save a screen	Ctrl + A	–
19	To expand or collapse a group in a table	Alt + Enter	–
20	To go to the last field or last line	Ctrl + End	–

21	To go to the first field or first line	Ctrl + Home	–
22	To open or hide calculator panel	Ctrl + N	–
23	To hide or show the details in a table	Alt + T	–
24	To open Company Features screen	F11	Top menu
25	To primarily open a report, and create masters and vouchers in the flow of work.	Alt + G	Top menu
26	To navigate to a different report, and create masters and vouchers in the flow of work.	Ctrl + G	Top menu
27	To open Company top menu	Alt + K	Top menu
28	To open TallyHelp topic based on the context of the screen that is open	Ctrl + F1	Top menu
29	To open the company menu with the list of actions related to ma-ging your company	Alt + K	Top menu
30	To open the list of actions applicable to ma-ging the company data	Alt + Y	Top menu
31	To open the list of actions applicable to sharing or exchanging your company data	Alt + Z	Top menu
32	To open the import menu for importing masters, transaction, and bank statements	Alt + O	Top menu

33	To open the e-mail menu for sending transactions or reports	Alt + M	Top menu
34	To open the print menu for printing transactions or reports.	Alt + P	Top menu
35	To open the export menu for exporting masters, transactions, or reports	Alt + E	Top menu
36	To choose the display language that is applicable across all screens	Ctrl + K	Top menu
37	To choose the data entry language that is applicable to all screens	Ctrl + W	Top menu
38	To export the current voucher or report	Ctrl + E	Top menu
39	To e-mail the current voucher or report	Ctrl + M	Top menu
40	To print the current voucher or report	Ctrl + P	Top menu
41	To open the Help menu	F1	Top menu
42	To open TallyHelp topic based on the context of the screen that is open	Ctrl + F1	Top menu
43	To modify the date of voucher entry or period for reports	F2	Right button
44	To modify the date of voucher entry or period for reports	Alt + F2	Right button

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45	To move to another company from the list of open companies	F3	Right button
46	To choose and open another company located in the same folder or other data paths	Alt + F3	Right button
47	To close the currently loaded companies	Ctrl + F3	Right button
48	To open the list of configurations applicable for the report/view	F12	Right button
49	To close a screen or the program	Ctrl + Q	Bottom bar

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Tallyprime shortcut keys to work on Reports (Total 31)

#	Function/Action	Keyboard Shortcuts	Where should you find?
1	To add a voucher in a report	Alt+I	Bottom bar
2	To generate an entry in the report, by duplicating a voucher	Alt+2	Bottom bar
3	To remove an entry from a report	Alt+D	Bottom bar
4	To include a voucher in a report	Alt+A	Bottom bar
5	To termi-te a voucher from a report	Alt+X	Bottom bar
6	To remove a line entry from a report	Ctrl+R	Bottom bar
7	To show all hidden line entries, if they were removed	Alt+U	Bottom bar
8	To show the last hidden line (If multiple lines were hidden, pressing this shortcut repeatedly will restore the last hidden line first and follow the sequence)	Ctrl+U	Bottom bar
9	To explore further and open a voucher or master from the last level details of a report	Enter	Bottom bar

10	To explore further and open a voucher for display	Ctrl+Enter	Bottom bar
11	To change a master during voucher entry or from drill-down of a report	Ctrl+Enter	Bottom bar
12	To select/deselect a line in a report	Spacebar	Bottom bar
13	To choose or deselect a line in a report	Shift+Spacebar	Bottom bar
14	To choose or deselect all lines in a report	Ctrl+Spacebar	Bottom bar
15	To display the report in detailed or condensed format	Alt+F1 Alt+F5	Right button
16	To open the GST Portal	Alt+V	Right button
17	To append a new column	Alt+C	Right button
18	To change a column	Alt+A	Right button
19	To remove a column	Alt+D	Right button
20	To auto repeat columns	Alt+N	Right button
21	To Refine/filter data in a report, with a selected range of conditions	Alt+F12	Right button

22	To calculate balances using vouchers that satisfy the selected conditions	Ctrl+F12	Right button
23	To views values in different ways in a report	Ctrl+B	Right button
24	To change view – display report details in different views To navigate to Voucher View from Summary reports To navigate to post-dated cheque related transactions report	Ctrl+H	Right button
25	To display the exceptions related to a report	Ctrl+J	Right button
26	To dig down from a line in a report	Enter	–
27	To stretch or breakdown information in a report	Shift+Enter	–
28	To choose or deselect lines till the end	Ctrl+Shift+End	–
29	To choose or deselect lines till the top	Ctrl+Shift+Home	–
30	To invert selection of line items in a report	Ctrl+Alt+I	–
31	To Execute linear selection/deselection multiple lines in a report	Shift+Up/Down	–

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Shortcuts use in Vouchers & Masters (Total 25)

#	Function/Action	Keyboard Shortcuts	Where should you find?
1	To remove a voucher	Alt+D	Bottom bar
2	To cancel a voucher	Alt+X	Bottom bar
3	To remove item/ledger line in a voucher	Ctrl+D	Bottom bar
4	To mark a voucher as Post-Dated	Ctrl+T	Right button
5	To autofill details	Ctrl+F	Right button
6	To change mode – open vouchers in different modes	Ctrl+H	Right button
7	To open the Stock Query report for the selected stock item	Alt+S	Right button
8	To mark a voucher as Optio-l	Ctrl+L	Right button
9	To add more details to a master or voucher for the current instance	Ctrl+I	Right button

10	To define stat adjustments during voucher entry	Alt+J	Right button
11	To view list of all vouchers or masters	F10	Right button
12	To retrieve -rration from the previous ledger during voucher entry	Alt+R	–
13	To open the calculator panel from Amount field during voucher entry	Alt+C	–
14	To open a manufacturing jour-l from the Quantity field of a jour-l voucher	Alt+V	–
15	To retrieve the -rration from the previous voucher, for the same voucher type	Ctrl+R	–
16	To go to the next input field	Tab	–
17	To go to the previous input field	Shift+Tab	–
18	To remove the value typed	Backspace	–
19	To create a master, on the fly	Alt+C	–
20	To open the calculator panel	Alt+C	–
21	To insert the base currency symbol in an input field.	Alt+4 Ctrl+4	–

22	To open the previously saved master or voucher To scroll up in reports	Page Up	–
23	To open the next master or voucher To scroll down in reports	Page Down	–
24	To copy text from an input field	Ctrl+C Ctrl+Alt+C	–
25	To paste input copied from a text field.	Ctrl+V Ctrl+Alt+V	–

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Keyboard Shortcuts to Open Vouchers (Total 17)

#	Function/Action	Keyboard Shortcuts	Where should you find?
1	To open Contra voucher	F4	F10 > Accounting Vouchers
2	To open Payment voucher	F5	F10 > Accounting Vouchers
3	To open Receipt voucher	F6	F10 > Accounting Vouchers
4	To open Jour-l voucher	F7	F10 > Accounting Vouchers
5	To open Stock Jour-l voucher	Alt+F7	F10 > Inventory Vouchers
6	To open Physical Stock	Ctrl+F7	F10 > Inventory Vouchers
7	To open Sales voucher	F8	F10 > Accounting Vouchers

8	To open Delivery Note	Alt+F8	F10 > Inventory Vouchers
9	To open Sales Order	Ctrl+F8	F10 > Order Vouchers
10	To open Purchase voucher	F9	F10 > Accounting Vouchers
11	To open Receipt Note	Alt+F9	F10 > Inventory Vouchers
12	To open Purchase Order	Ctrl+F9	F10 > Order Vouchers
13	To open Credit Note	Alt+F6	F10 > Accounting Vouchers
14	To open Debit Note	Alt+F5	F10 > Accounting Vouchers
15	To open Payroll voucher	Ctrl+F4	F10 > Payroll Vouchers
16	To open Rejection In voucher	Ctrl+F6	F10 > Inventory Vouchers
17	To open Rejection Out voucher	Ctrl+F5	F10 > Inventory Vouchers

Editor keys and Menu keys used in TallyPrime Developer (Total 119)

- ## *Editor Keys (Total 67)*

#	Function/Action	Keyboard Shortcuts	Where should you find?
1	To scroll the cursor up by a line	Up	–
2	To scroll the cursor down by a line	Down	–
3	To scroll the cursor left by a character	Left Arrow	–
4	To scroll the cursor right by a character	Right Arrow	–
5	To move the cursor to the beginning of the current line	Home	–
6	To move the cursor to the end of the current line	End	–
7	To move the cursor one page up at a time	PageUp	–
8	To move the cursor one page down at a time	PageDown	–
9	To choose the edit mode or override mode in editor window	Insert	–

10	To clear the next character from the cursor location or to clear the selected text	Delete	–
11	To come out of a dialog box, similar to the option 'cancel'	Esc	–
12	To remove one character back from the current location	Back Space	–
13	To leave one tab space from the current location	Tab	–
14	To start a fresh line	Enter	–
15	To choose a line downwards from the cursor position	Shift + Down	–
16	To choose a line upwards from the cursor position	Shift + Up	–
17	To choose a character left of the cursor position	Shift + Left Arrow	–
18	To choose a character to the right of the cursor position	Shift + Right Arrow	–
19	To choose the text from the cursor location to the starting point of the line	Shift + Home	–
20	To choose the text from the cursor location to the ending point of the line	Shift + End	–
21	To choose one page up from the cursor location	Shift + PageUp	–

22	To choose one page down from the cursor location	Shift + PageDown	–
23	To paste the content from clipboard	Shift + Insert	–
24	To cut the selected text	Shift + Delete	–
25	To remove one character back from the current location	Shift + Back Space	–
26	To move the cursor one tab back from the current location	Shift + Tab	–
27	To start a fresh line	Shift + Enter	–
28	To copy contents from multiple locations or to paste the selected contents at multiple locations	Ctrl + <Mouse Click>	–
29	To scroll the page one line down at a time	Ctrl + Down	–
30	To scroll the page one line up at a time	Ctrl + Up	–
31	To adjust position the cursor a word left	Ctrl + Left Arrow	–
32	To adjust position the cursor a word right	Ctrl + Right Arrow	–
33	To adjust position the cursor at the beginning of the file	Ctrl + Home	–

34	To adjust position the cursor at the end of the file	Ctrl + End	–
35	To copy the selection	Ctrl + Insert	–
36	To delete a word right from the cursor location	Ctrl + Delete	–
37	To cut the current line	Ctrl + L	–
38	Toggles current line with the line above it	Ctrl + T	–
39	To remove one word back from the current location	Ctrl + Back Space	–
40	To position the cursor to the next definition in a file	Ctrl +]	–
41	To position the cursor to the previous definition in a file	Ctrl + [	–
42	To position the cursor at the beginning of the line	Alt + Home	–
43	To position the cursor to the end of the line	Alt + End	–
44	Undo	Alt + Back Space	–
45	To Shift one line down during column selection	Alt + Shift + Down	–

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46	To Shift one line up during column selection	Alt + Shift + Up	–
47	To Shift one character left during column selection	Alt + Shift + Left Arrow	–
48	To Shift one character right during column selection	Alt + Shift + Right Arrow	–
49	To extend the rectangular selection to the starting of the line	Alt + Shift + Home	–
50	To extend the rectangular selection to the end of the line	Alt + Shift + End	–
51	To choose one page up from the current location during column selection	Alt + Shift + PageUp	–
52	To choose one page down from the cursor location during column selection	Alt + Shift + PageDown	–
53	To choose one paragraph up	Ctrl + Shift + [	–
54	To choose one paragraph down	Ctrl + Shift +]	–
55	To choose a word from the left	Ctrl + Shift + Left Arrow	–
56	To choose a word from the right	Ctrl + Shift + Right Arrow	–
57	To choose the text from the cursor location to the beginning of the file	Ctrl + Shift + Home	–

58	To choose the text from the cursor position to end of the file	Ctrl + Shift + End	–
59	To remove the line right from the current location	Ctrl + Shift + Delete	–
60	To remove the line left from the current location	Ctrl + Shift + Back Space	–
61	To remove the current line	Ctrl + Shift + L	–
62	To copy the current line	Ctrl + Shift + T	–
63	To zoom in to the Editor Window	Ctrl + Shift + '+'	–
64	To zoom out of the Editor Window	Ctrl + Shift + '-'	–
65	To add bookmarks along required lines in the Editor	Ctrl + F2	–
66	To navigate to the Previous bookmark	Shift + F2	–
67	To navigate to the Next bookmark	F2	–

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• *Menu Keys (Total 52)*

#	Function/Action	Keyboard Shortcuts	Where should you find?
1	Delete	Del	-
2	To get the Help Manual	F1	-
3	To find the next occurrence in the current file	F3	-
4	To find and replace the next search result	F4	-
5	To compile a file	F7	-
6	To build the current project	F9	-
7	To go back to the previous search result	Shift + F3	-
8	To find and replace the previous search result	Shift + F4	-
9	To directly jump to any other File	Alt + P	-
10	To hide Explorer window	Alt + 1	-

11	To hide Output window	Alt + 2	-
12	To create a new TDL file	Ctrl + N	-
13	To open an existing TDL file	Ctrl + O	-
14	To save a file or a project	Ctrl + S	-
15	Undo	Ctrl + Z	-
16	Redo	Ctrl + Y	-
17	Select all	Ctrl + A	-
18	Cut	Ctrl + X	-
19	Copy	Ctrl + C	-
20	Paste	Ctrl + V	-
21	Execute OS Command	Ctrl + E	-
22	To find a text in the current file	Ctrl + F	-

23	To locate the given text in all the files	Ctrl + D	-
24	Move to a Line number	Ctrl + G	-
25	To find and replace a text with a new text	Ctrl + H	-
26	To directly Jump to any Definition	Ctrl + J	-
27	To go to Project Explorer	Ctrl + 1	-
28	To go to Output Window	Ctrl + 2	-
29	To go to Edit Pane	Ctrl + 3	-
30	To go to Definition Explorer	Ctrl + 4	-
31	To go to Schema Explorer	Ctrl + 5	-
32	To go to Build Window	Ctrl + 6	-
33	To go to Search Window	Ctrl + 7	-
34	To go to Function Browser	Ctrl + 8	-

35	To go to Action Browser	Ctrl + 9	-
36	To move to the next search location	Ctrl + F3	-
37	To compile a project	Ctrl + F7	-
38	To move to the original description from a reference or modifier	Ctrl + Dot	-
39	To expand the pointed definition	Ctrl + Plus	-
40	To collapse the pointed definition	Ctrl + Minus	-
41	To show all the references for the current description	Ctrl + /	-
42	To jump to previous location	Ctrl + PgUp	-
43	To jump to subsequent location	Ctrl + PgDn	-
44	To create a new project	Ctrl + Shift + N	-
45	To open an existing project	Ctrl + Shift + O	-
46	To comment one or more lines	Ctrl + Shift + C	-

47	To uncomment one or more commented lines	Ctrl + Shift + U	-
48	To move to the previous search location	Ctrl + Shift + F3	-
49	To show all the modifiers for the current description	Ctrl + Shift+ /	-
50	To exit from Tally Developer	Ctrl + Alt + Q	-
51	To open the Attribute References Search Dialog	Ctrl + Alt + A	-
52	To open the Definition References Search Dialog	Ctrl + Alt + D	-

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AWARDS & RECOGNITIONS

INDIAN EDUCATION EXCELLENCE AWARDS
Best Vocational Training Institute in India, 2018

ASSOCHAM SKILLING AWARD
Quality Skill Development

CERTIFICATE OF EXCELLENCE
Best Vocational Training Institute

NATIONAL EDUCATION EXCELLENCE
Brands Academy, 2016

ASIA EDUCATION SUMMIT & AWARDS
Worldwide Achievers, 2017

GLOBAL QUALITY AWARDS
Quality Vocational Training, 2015

BEST BRANDS OF THE YEAR
Brands Achiever Initiative, 2015

INDIAN EDUCATION AWARD
Vocational Education Programme of The Year 2014

CERTIFICATE OF APPRECIATION
Most Innovative Course Mumbai University, 2015

EDUCATION EXCELLENCE AWARDS
Best Vocational Training Company in India, 2014

CERTIFICATE OF PARTNERSHIP
NSDC, 2022-23

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