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Tally ERP 9 Shortcut Keys with GST - PDF + Excel Download - Video

Tally ERP 9 Shortcut Keys with GST - PDF + Excel Download

Today, we are going to see all of the tally shortcuts and how to actually use those tally shortcut keys so that you can easily **increase your productivity in Tally by at least 5 times**.

Yes, after knowing how to use tally shortcuts, you will be able to use Tally in a way that you have never used before.

There are in total **380+ tally shortcuts** and you can also download all the tally shortcut keys list in PDF and in the Excel format down in this post.

Before you download the tally shortcuts in PDF or Excel, let me tell you what you will learn in this post.

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What you will learn in this post

- What are different types of tally shortcuts in Tally ERP 9
- How to use tally shortcuts in Tally ERP 9
- Tally ERP 9 - GST shortcut keys
- Tally shortcut keys list
- Tally ERP 9 shortcut keys PDF and Excel - Download

Introduction to Tally Shortcuts in Tally ERP 9

Do you know that you can use **entire Tally with just a keyboard**? You do not require a mouse if you know Tally well. Same is with Excel also.

When you have a certain mastery over Tally, you can easily run it with just the keyboard and that feeling is like **eating an ice cream**.

You just have to enjoy the taste of ice cream and it automatically melts in your mouth. Similarly, you just have to know the tally shortcuts and it automatically works for you.

Tally shortcut keys can be considered as a frame of Tally. Suppose, if Tally is your body, then all of the tally shortcuts forms your skeleton.

Now, let us move ahead and see what are the different types of tally shortcuts in Tally ERP 9.

Different Types of Tally Shortcuts - Tally ERP 9

Broadly, there are 2 types of tally shortcuts in Tally ERP 9. They are:

1. **Functional tally shortcut keys - using F1 to F12** at different screens in Tally 2.
Alphabetical tally tally shortcut keys - using letters on keyboard and red coloured tally keys

Let's start with the first one which are functional tally shortcut keys.

Functional Tally Shortcut Keys in Tally ERP 9

Most of you know the functional tally shortcuts because they are very much visible when you use

Tally. You cannot ignore them.

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Functional tally shortcut keys are from F1 to F12. And, there is no F13 in your keyboard also. ;) You just looked at your keyboard to see if there is no F13, right? It's okay.

Everywhere in Tally, you can see a dark green coloured bar on the right hand side of the screen and that is where all the functional tally shortcuts are located.

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Look at the image above in which I am in Accounting Vouchers in Tally which you can go to from **Gateway of Tally**.

You can see all the tally shortcuts along with the name of the function it will do.

You can use mouse and click on each of the buttons but if you know the tally shortcuts, you can simply press the button on your keyboard and that's it.

From the above image, **if you press F4**, you will directly be in **Contra Voucher in Tally**.

On the other hand, if you had used the mouse, you will have to put your hand on your mouse and click on the button which says Contra.

Now, **there are two things** which come into play here.

Firstly, if you know the tally shortcut key i.e. F4 for contra voucher, you can just press it and you do not have to locate it like you do in mouse.

Secondly, if you observe, the background colour of the contra voucher in Tally is white.

So, even without looking at your keyboard, you can press F4 and if the screen turns white, you know you are in the contra voucher.

Both of the above things save a lot of time for you when you use tally.

Now, if you see the tally shortcuts on the right hand side green bar, there are 4 types of functional tally shortcut keys. They are:

1. **Grey** tally shortcut keys
2. **Normal** tally shortcut keys
3. **Double Underline** tally

shortcut keys 4. **Single Underline** tally
shortcut keys

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Grey Tally Shortcut Keys

A grey coloured tally shortcut key means two things.

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- Firstly, if a particular option is not available then the tally shortcut key will be in grey colour.

See the fifth option from the above image, it is Company. It is grey because it is not available in accounting vouchers. It is only available at gateway of tally.

- Secondly, if you are already in a menu, that option automatically gets disabled because you cannot access the option as you are already in it right now.

For example, if you look in the above image, the grey tally shortcut key that I have marked is Accounting Vouchers.

We are already in accounting vouchers and that is why it is grey.

These were the grey tally shortcuts. Now, let us move on to other tally shortcut keys.

Normal Tally Shortcut Keys

Normal tally shortcut keys are the keys which are available and you can use them just by pressing the letters on them.

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For example, **F8 i.e. Sales** is a normal tally shortcut key which I have marked in the above image.

You can just press F8 and you will be directly in the **sales voucher in tally** where you can even pass **GST sales entries in tally** and all the other kinds of sales entries also.

Double Underline Tally Shortcut Keys

The shortcut key for **debit note in tally** is F9 and you can check it in the picture above as I have marked it.

Did you notice the **double underline under the letters F9**? There is a reason for that.

It is because, in entire tally, if you see a shortcut key with double underline, **you have to press CTRL along with that key to use the shortcut.**

So, if you want to go to **debit note voucher in tally**, you need to press CTRL + F9 together.

Look at the top left of the image and you will see the option of Support Centre which has a shortcut of H with double underlines.

It means you can go to the support centre in tally by pressing CTRL + H.

Single Underline Tally Shortcut Keys

Just like the double underline tally shortcut keys in tally, there are single underline tally shortcut keys also.

The only difference is when you have single underline for any tally shortcut key, **you have to press ALT + that tally shortcut key.**

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In the above image, if you want to use the tally shortcut for Stat Payment which is used for GST payment vouchers in Tally, **you need to use ALT + S.**

S is the shortcut for Stat Payment when you are in **Accounting Vouchers in Tally** and single underline under the letter means that you have to press ALT + S.

These were the functional tally shortcut keys in tally. Now we are going to look at alphabetical tally shortcut keys.

Although, if you have noticed, we have already seen some of the alphabetical tally shortcuts above. Like ALT + S for Stat Payment in tally or CTRL + H for Support Centre in Tally.

Let's go ahead.

Alphabetical Tally Shortcut Keys in Tally ERP 9

Alphabetical tally shortcuts are the most used tally shortcuts in Tally ERP 9 **because they are everywhere.**

If you have a look at the Gateway of Tally, you will see different options like accounting vouchers, **inventory vouchers**, banking, balance sheet and so on.

Look at the picture below.

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Look at the first option called Accounts Info. What do you notice?

Do you see the **red coloured A in bold in the option of Accounts Info?** It is the shortcut for Accounts Info in Tally.

In the same way, you can see the alphabets turning red when you move onto different options in Tally. **You can clearly see that in the image above.**

Similarly, for every option in Gateway of Tally, there is a red coloured tally shortcut which you can use to **move in tally like a bullet train.**

For example, if you want to create a ledger in Tally, then you have to press **ALC** one by one. Try it now and see for yourself.

If you press ALC one by one at a great speed, you can do the work in tally at that speed.

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If you press DOG in the same way, you will be in GST Reports in Tally where you can find GSTR 1 in Tally.

Many people don't know about these shortcuts but they are very important and you should start using it.

These red coloured tally shortcuts are very important and useful because **you do not have to use up and down arrow keys** once you know these tally shortcuts.

I have explained the entire methodology on how to use these tally shortcuts in the video below.

I promise you that after watching this video, **you will not see Tally in the same way as before.**

How to use Tally Shortcuts in Tally ERP 9 - Video

Video will be uploaded soon.

Tally ERP 9 - GST shortcut keys

GST in tally is very easy and it can be used even faster because of the gst tally shortcuts.

I have separately listed down all the gst tally shortcut keys here so you can go through them and get your gst entries and returns in tally extremely fast.

Tally Shortcuts for GST Classifications - Tally ERP 9

Accounts Info. > **S**Tatutory Info. > **G**ST Classifications

Tally Shortcut Keys	Tally Shortcut Functionality
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ATGC	To create GST classifications in tally.
------	--

ATGD	To display GST classifications in tally.
------	---

ATGA	To alter GST classifications in tally.
------	---

ATGQ	To go back to the previous menu in tally.
------	---

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Tally Shortcuts for GST Tax Rate Setup - Tally ERP 9

Inventory Info. > Tax Rate **S**etup > **G**ST

Tally Shortcut Keys	Tally Shortcut Functionality
---------------------	------------------------------

ISG	To setup GST taxation rates in tally.
-----	--

Tally Shortcuts for GST Reports - Tally ERP 9

Display > Statutory Reports > GST

Tally Shortcut Keys Tally Shortcut Functionality

DOG1 To go to **GSTR-1** in tally.

DOG2 To go to **GSTR-2** in tally.

DOG3 To go to **GSTR-3B** in tally.

DOGC To go to **GST challan reconciliation** in tally.

DOGV To go to **GST marked vouchers** in tally.

DOGR To go to **GST rate setup** in tally.

DOGM To go to **map UoM - UQC (Unit of Measurement - Unit Quantity Code)** in tally.

DOGU To **update party GSTIN/UIN** in tally.

Tally Shortcuts for GST E-Way Bill - Tally ERP 9

Display > Statutory Reports > GST > e-Way Bill

Tally Shortcut Keys Tally Shortcut Functionality

DOGWE To **export gst e-way bill** in tally.

DOGWU To **update gst e-way bill information** in tally.

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DOGWR To go to **e-way bill report** in tally.

Tally Shortcut Keys List - Category Wise

There are literally hundreds of tally shortcuts which I am going to list down right now neatly classified in tables so you can remember and use them.

Let's start!

Firstly, I am going to list down some of the **common tally shortcuts** which you can use at any screen in Tally i.e. anywhere in tally and they all work in the same way.

I call these shortcuts as **common tally shortcuts**.

Commonly used Tally Shortcut Keys in Tally ERP 9

Tally Shortcut Keys Tally Shortcut Functionality

ALT + C To **create a ledger in Tally** - whenever in a voucher in tally.

ALT + D To delete a ledger in Tally - whenever in any voucher in tally. You can also **delete a company in tally** using this tally shortcut key.

ALT + E To export vouchers, reports or anything in Tally. You can **export reports and vouchers from Tally** in ASCII, Excel, HTML, JPEG, PDF, and XML formats.

ALT + H To go to the Help in Tally from anywhere.

ALT + K To change the language of the keyboard or for keyboard configuration in Tally.

ALT + M To email any voucher or report from Tally to any email address along with CC and BCC.

ALT + O To upload the vouchers or reports from Tally to your own website. Although, this option is not used by most of

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the people.

ALT + P To print any voucher or report in Tally. You can also print in different printers and PDF as well.

ALT + X To cancel any voucher while in the voucher or in the list of vouchers.

ALT + Z To zoom in the print preview while printing any voucher in Tally.

ALT + 2 To duplicate the voucher from the list of the vouchers in Tally.

CTRL + A To accept or save the ledger, voucher, report or anything else in Tally.

CTRL + Q To exit or quit any screen in Tally. Although, ESC is mostly used for this by everyone including me. :)

These were the common tally shortcuts that you will use more frequently in day to day accounting in Tally.

Creation Tally Shortcut Keys in Tally ERP 9

Now, I am going to list down the shortcuts that can help you navigate in all the creation screens in Tally.

If you are in the ledger creation menu in tally, you can easily jump in between the different creation screens in tally.

Look at the image below and you will understand everything.

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Look at the top right corner in which you can see the words **Ledger Creation** which means this screen is the ledger creation screen in tally.

Now, look at the second arrow - which are creation tally shortcuts and they are used to go from one creation screen to another in tally.

That is the reason I call them creation tally shortcuts. Here is the list of all the **creation tally shortcuts** in Tally ERP 9.

Tally Shortcut Keys Tally Shortcut Functionality

CTRL + B To go to the **Budget Creation Screen** in

Tally.

CTRL + C To go to the Cost Centre Creation screen in Tally.

CTRL + E To go to the Pay Head Creation screen in Tally.

CTRL + G To go to the Ledger Group Creation screen in Tally.

CTRL + L To go to the Ledger Creation Screen in Tally.

CTRL + O To go to the Employee Group Creation Screen in Tally.

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CTRL + P To go to the Employee Creation Screen in Tally.

CTRL + S To go to the Cost Category Creation Screen in Tally.

CTRL + T To go to the Attendance/Production Type Creation Screen in Tally.

Now, you will be seeing some tally shortcuts which are **inside the Unit Creation Screen** and they change the functions because the screen has changed in Tally.

They are specifically used for inventory shortcuts in tally. Look at the picture below and you will instantly know what I am talking about.

Inventory Shortcuts in Tally - Tally ERP 9

Tally Shortcut Keys Tally Shortcut Functionality

CTRL + U To go to the Unit Creation Screen in Tally.

CTRL + G To go to the Stock Group Creation Screen in Tally.

CTRL + C To go to the Stock Category Creation Screen in Tally.

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CTRL + I To go to the **Stock Item Creation Screen in Tally.**

CTRL + O To go to the Godown Creation Screen in Tally.

CTRL + V To go to the Voucher Type Creation Screen in Tally.

Notice that some of the **tally shortcuts are same in the above two tables** but the only difference is about the screen in Tally.

This is very much natural in Tally. Depending upon which screen you are in tally, the function of the tally shortcut changes but shortcut keys almost remain the same.

Now we will look at the tally shortcuts which are very powerful if used and can **literally save your time by at least 5 times in tally.**

Alphabetical Red Coloured Tally Shortcut Keys in Tally ERP 9

I have already given a short introduction as to how these shortcut keys work in Tally.

Let's say, you want to create a ledger in Tally. So, what will you do?

1. From Gateway of Tally, go to Accounts Info.
2. From there, you will select Ledgers.
3. Now, you will select Create under Single Ledger.

What if I tell you that there is a shortcut to directly reach the ledger creation screen in Tally. **It is called ALC.**

Look at the image below and you will understand it crystal clear.

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Did you notice that in the above tally shortcut of ALC, all the tally keys ALC are in red colour and in capital letters.

Similarly, for every option in Tally, if you see, there is a red coloured letter which is the tally shortcut key for that option.

I have listed down all of them below for you.

Also, you can download all of the tally shortcuts that are mentioned in this post for **free in the PDF and Excel file formats**.

Accounts Info. Tally Shortcut Keys - Tally ERP 9

Tally Shortcuts for Ledger Groups

Accounts Info. > **G**roups

Tally Shortcut Keys Tally Shortcut Functionality

AGC To **create** single group for ledgers in tally.

AGD To **display** single group for ledgers in tally.

AGA To **alter** single group for ledgers in tally.

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AGR To **create multiple groups** for ledgers in tally.

AGI To **display multiple groups** for ledgers in tally.

AGT To **alter multiple groups** for ledgers in tally.

AGQ To go back to the previous menu in tally.

Tally Shortcuts for Ledgers

Accounts Info. > **L**edgers

Tally Shortcut Keys Tally Shortcut Functionality

ALC To **create** single ledger in tally.

ALD To **display** single ledger in tally.

ALA To **alter** single ledger in tally.

ALR To **create multiple ledgers** in tally.

ALI To **display multiple ledgers** in tally.

ALT To **alter multiple ledgers** in tally.

ALL To set the **credit limits for multiple ledgers** in tally.

ALQ To go back to the previous menu in tally.

Tally Shortcuts for Cost Categories

Accounts Info. > Cost Categories

Tally Shortcut Keys Tally Shortcut Functionality

AOC To **create** single cost category in tally.

AOD To **display** single cost category in tally.

AOA To **alter** single cost category in tally.

AOR To **create multiple cost categories** in tally.

AOI To **display multiple cost categories** in tally.

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AOT To **alter multiple cost categories** in tally.

AOQ To go back to the previous menu in tally.

Tally Shortcuts for Cost Centres

Accounts Info. > Cost Centres

Tally Shortcut Keys Tally Shortcut Functionality

ACC To **create** single cost centre in tally.

ACD To **display** single cost centre in tally.

ACA To **alter** single cost centre in tally.

ACR To **create multiple cost centres** in tally.

ACI To **display multiple cost centres** in tally.

ACT To **alter multiple cost centres** in tally.

ACQ To go back to the previous menu in tally.

Tally Shortcuts for Budgets

Accounts Info. > Budgets

Tally Shortcut Keys Tally Shortcut Functionality

ABC To **create a budget in tally.**

ABC To **display** a budget in tally.

ACQ To go back to the previous menu in tally.

Tally Shortcuts for Scenarios

Accounts Info. > Scenarios

Tally Shortcut Keys Tally Shortcut Functionality

ASC To **create** a scenario in tally.

ASA To **display** a scenario in tally.

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ASQ To go back to the previous menu in tally.

Tally Shortcuts for Currencies

Accounts Info. > Currencies

Tally Shortcut Keys Tally Shortcut Functionality

ARC To **create** a currency in tally.

ARD To **display** a currency in tally.

ARA To **alter** a currency in tally.

ARR To **create or alter the rates of exchange** for multiple currencies in tally.

ARQ To go back to the previous menu in tally.

Tally Shortcuts for Voucher Types

Accounts Info. > **V**oucher Types

Tally Shortcut Keys Tally Shortcut Functionality

AVC To **create** a voucher type in tally.

AVD To **display** a voucher type in tally.

AVA To **alter** a voucher type in tally.

AVQ To go back to the previous menu in tally.

Tally Shortcuts for TDS - Nature of Payments

Accounts Info. > **S**Tatutory Info. > **T**DSD - Nature of Payments

Tally Shortcut Keys Tally Shortcut Functionality

ATTC To **create** TDS nature of payment in tally.

ATTD To **display** TDS nature of payment in tally.

ATTA To **alter** TDS nature of payment in tally.

ATTQ To go back to the previous menu in tally.

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Tally Shortcuts for TCS - Nature of Goods

Accounts Info. > **S**Tatutory Info. > TCS - **N**ature of Goods

Tally Shortcut Keys Tally Shortcut Functionality

ATNC To **create** TDS nature of payment in tally.

ATND To **display** TDS nature of payment in tally.

ATNA To **alter** TDS nature of payment in tally.

ATNQ To go back to the previous menu in tally.

Payroll Info. Tally Shortcut Keys - Tally ERP 9

Tally Shortcuts for Employee Categories

Payro**L**I Info. > Employee **C**ategories

Tally Shortcut Keys Tally Shortcut Functionality

LCC To **create** single employee category in tally.

LCD To **display** single employee category in tally.

LCA To **alter** single employee category in tally.

LCR To **create multiple employee categories** in tally.

LCI To **display multiple employee categories** in tally.

LCT To **alter multiple employee categories** in tally.

LCQ To go back to the previous menu in tally.

Tally Shortcuts for Employee Groups

Payro**L**I Info. > Employee **G**roups

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Tally Shortcut Keys Tally Shortcut Functionality

LGC To **create** single employee group in tally.

LGD To **display** single employee group in tally.

LGA To **alter** single employee group in tally.

LGR To **create multiple employee groups** in tally.

LGI To **display multiple employee groups** in tally.

LGT To **alter multiple employee groups** in tally.

LGQ To go back to the previous menu in tally.

Tally Shortcuts for Employees

PayroLI Info. > **E**mployees

Tally Shortcut Keys Tally Shortcut Functionality

LEC To **create** single employee in tally.

LED To **display** single employee in tally.

LEA To **alter** single employee in tally.

LER To **create multiple employees** in tally.

LEI To **display multiple employees** in tally.

LET To **alter multiple employees** in tally.

LEQ To go back to the previous menu in tally.

Tally Shortcuts for Unit for Work

PayroLI Info. > **U**nits (Work)

Tally Shortcut Keys Tally Shortcut Functionality

LUC To **create units for work** of employees in tally.

LUD To **display units for work** of employees in

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tally.

LUA To **alter units for work** of employees in tally.

LUQ To go back to the previous menu in tally.

Tally Shortcuts for Attendance/Production Types

PayroLI Info. > **A**ttendance/Production Types

Tally Shortcut Keys Tally Shortcut Functionality

LAC To **create attendance/production type** for employees in tally.

LAD To **display attendance/production type** for employees in tally.

LAA To **alter attendance/production type** for employees in tally.

LAQ To go back to the previous menu in tally.

Tally Shortcuts for Pay Heads

PayroLI Info. > **P**ay Heads

Tally Shortcut Keys Tally Shortcut Functionality

LPC To **create pay heads** for employees in tally.

LPD To **display pay heads** for employees in tally.

LPA To **alter pay heads** for employees in tally.

LPQ To go back to the previous menu in tally.

Tally Shortcuts for Salary Details

PayroLI Info. > S Salary Details

Tally Shortcut Keys Tally Shortcut Functionality

LSI To **define salary details** of employees in tally.

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LSD To **display salary details** of employees in tally.

LSQ To go back to the previous menu in tally.

Tally Shortcuts for Income Tax Details

PayroLI Info. > I Income Tax Details

Tally Shortcut Keys Tally Shortcut Functionality

LIP To **create pay head configuration** of employees in tally.

LID To **income tax declarations** of employees in tally.

LIO To **override exemption value in income tax** of employees in tally.

LIR To **override tax value in income tax** of employees in tally.

LIT To set **tax configurations in income tax** of

employees in tally.

LIQ To go back to the previous menu in tally.

Tally Shortcuts for Previous Employer Details

Payro**LI** Info. > **I**ncome Tax Details > Pr**E**vious Employer Details

Tally Shortcut Keys Tally Shortcut Functionality

LIEI To set **previous employer's income/exemption details** in income tax for employees in tally.

LIET To set **previous employer's tax deducted/paid details** in income tax for employees in tally.

LIEQ To go back to the previous menu in tally.

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Tally Shortcuts for Payroll Voucher Types

Payro**LI** Info. > **V**oucher Types

Tally Shortcut Keys Tally Shortcut Functionality

LVC To **create** a payroll voucher type for employees in tally.

LVD To **display** a payroll voucher type for employees in tally.

LVA To **alter** a payroll voucher type for employees in tally.

LVQ To go back to the previous menu in tally.

Inventory Info. Tally Shortcut Keys - Tally ERP 9

Now, we are going to look at tally shortcuts for inventory in tally.

You need to maintain stock in tally and that is where these tally shortcuts are going to be helpful to you.

Let us look at them.

Tally Shortcuts for Stock Groups

Inventory Info. > Stock **G**roups

Tally Shortcut Keys Tally Shortcut Functionality

IGC To **create** single stock group in tally.

IGD To **display** single stock group in tally.

IGA To **alter** single stock group in tally.

IGR To **create multiple stock groups** in tally.

IGI To **display multiple stock groups** in tally.

IGT To **alter multiple stock groups** in tally.

IGQ To go back to the previous menu in tally.

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Tally Shortcuts for Stock Categories

Inventory Info. > Sto**C**k Categories

Tally Shortcut Keys Tally Shortcut Functionality

ICC To **create** single stock category in tally.

ICD To **display** single stock category in tally.

ICA To **alter** single stock category in tally.

ICR To **create multiple stock categories** in tally.

ICI To **display multiple stock categories** in tally.

ICT To **alter multiple stock categories** in tally.

ICQ To go back to the previous menu in tally.

Tally Shortcuts for Stock Items

Inventory Info. > Stock **I**tems

Tally Shortcut Keys Tally Shortcut Functionality

IIC To **create single stock item** in tally.

IID To **display** single stock item in tally.

IIA To **alter** single stock item in tally.

IIR To **create multiple stock items** in tally.

III To **display multiple stock items** in tally.

IIT To **alter multiple stock items** in tally.

IIQ To go back to the previous menu in tally.

Tally Shortcuts for Units of Measure for Stock Items

Inventory Info. > **U**nits of Measure

Tally Shortcut Keys Tally Shortcut Functionality

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IUC To **create units of measure for stock items** in tally.

IUD To **display units of measure for stock items** in tally.

IUA To **alter units of measure for stock items** in tally.

IUQ To go back to the previous menu in tally.

Tally Shortcuts for Godowns

Inventory Info. > Go**D**owns

Tally Shortcut Keys Tally Shortcut Functionality

IDC To **create** single godown in tally.

IDD To **display** single godown in tally.

IDA To **alter** single godown in tally.

IDR To **create multiple godowns** in tally.

IDI To **display multiple godowns** in tally.

IDT To **alter multiple godowns** in tally.

IDQ To go back to the previous menu in tally.

Tally Shortcuts for Reorder Levels

Inventory Info. > **R**eorder Levels

Tally Shortcut Keys Tally Shortcut Functionality

IRG To specify **reorder levels for stock groups** in tally.

IRC To specify **reorder levels for stock**

categories in tally.

IRI To specify **reorder levels for stock items** in tally.

IRQ To go back to the previous menu in tally.

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Tally Shortcuts for Voucher Types

Inventory Info. > **V**oucher Types

Tally Shortcut Keys Tally Shortcut Functionality

IVC To **create** a voucher type in tally.

IVD To **display** a voucher type in tally.

IVA To **alter** a voucher type in tally.

IVQ To go back to the previous menu in tally.

Please note that these voucher types are the same as **we reached from Accounts Info menu in tally.**

It is just that we can reach the same place in tally from different paths.

Let's move ahead and see other shortcuts.

Tally Shortcuts for Copy Allocation Details

Inventory Info. > Copy **A**llocation Details

Tally Shortcut Keys Tally Shortcut Functionality

IA To **copy default accounting allocation details** from stock item to master type in tally.

These were the tally shortcuts for masters in tally.

Tally Shortcut Keys for Vouchers - Tally ERP 9

Now, we are going to look at tally shortcuts for transactions in tally.

And, they are very simple. You already know it. They are all the vouchers in tally that we use in day to day accounting transactions.

There are total 4 types of transactions in tally and they are generally called as vouchers in tally.

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Gateway of Tally > Transactions

Tally Shortcut Keys Tally Shortcut Functionality

V To go to the **Accounting Vouchers** in tally.

T To go to the **Inventory Vouchers** in tally.

E To go to the **Order Vouchers** in tally.

Y To go to the **Payroll Vouchers** in tally.

So, you just have to press single letters as mentioned above from the gateway of tally and you will be in respective vouchers in tally.

Now, we will look at the utilities shortcuts in tally.

Tally Shortcut Keys for Importing Data - Tally ERP 9

Impo**o**rt of Data

Tally Shortcut Keys Tally Shortcut Functionality

OM To **import masters** in XML format in tally.

OV To **import vouchers** in XML format in tally.

OB To **import payee or employee bank details** in Excel format in tally.

OQ To go back to the previous menu in tally.

Tally Shortcut Keys for Banking - Tally ERP 9

Ba**N**king

Tally Shortcut Keys Tally Shortcut Functionality

NC To go to the **cheque printing** screen in tally.

NR To go to the **cheque register** screen in tally.

NB To go to the **bank reconciliation screen in tally.**

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NDD To go to the **cheque deposit slip** screen in tally.

NDC To go to the **cash deposit slip** screen in tally.

NP To go to the **payment advice** screen in tally.

NT To go to the **post dated summary screen in tally.**

NQ To go back to the previous menu in tally.

Tally Shortcut Keys for Reports - Tally ERP 9

Now, we are going to look at tally shortcuts for reports in tally. They are very simple and you know them all.

They are:

Gateway of Tally > Reports

Tally Shortcut Keys Tally Shortcut Functionality

B To go to the **Balance Sheet** in tally.

P To go to the **Profit & Loss A/c** in tally.

S To go to the **Stock Summary** in tally.

R To go to the **Ratio Analysis** in tally.

Tally Shortcut Keys for Display Menu - Tally ERP 9

These are the direct tally shortcuts that you can access from the display menu in tally.

In other words, you can go to these menus directly from display.
There are no further steps involved.

Tally Shortcuts directly in the Display Menu

Display

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Tally Shortcut Keys Tally Shortcut Functionality

DT To go to the **trial balance** in tally.

DD To go to the **day book** in tally.

DR To go to the **receipts and payments screen** in tally.

DL To go to the **list of accounts** in tally.

Now, we will look at other tally shortcuts which are one step inside the other menus **but still we have to go through them from the display menu in tally.**

I have listed each of shortcuts with the functionality which you can access.

Account Books Tally Shortcut Keys - Tally ERP 9

Display > **A**ccount Books

Tally Shortcut Keys Tally Shortcut Functionality

DAC To go to the **cash and bank books** in tally.

DAL To go to the **list of ledgers in tally.**

DAG To go to the **list of groups** in tally.

DAV To go to the **list of group vouchers** in tally.

DAS To go to the **sales register** in tally.

DAO To go to the **POS - Point of Sales register** in tally.

DAP To go to the **purchase register** in tally.

DAJJ To go to the **journal register** in tally.

DAJB To go to the **debit note register** in tally.

DAJC To go to the **credit note register** in tally.

DAQ To go back to the previous menu in tally.

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Statement of Accounts Tally Shortcut Keys - Tally ERP 9

Display > **S**tatement of Accounts

Tally Shortcut Keys Tally Shortcut Functionality

DSOR To go to the **outstanding bills receivables** in tally.

DSOP To go to the **outstanding bills payable** in tally.

DSOL To go to the **ledger outstandings** in tally.

DSOG To go to the **group outstandings** in tally.

DSIR To go to **interest receivables** in tally.

DSIP To go to **interest payables** in tally.

DSIL To go to **ledger interest calculations** in tally.

DSIG To go to **group interest calculations** in tally.

DSCC To go to **cost category summary** in tally.

DSCO To go to **cost centre breakup** in tally.

DSCL To go to the **cost ledger breakup** in tally.

DSCG To go to the **cost group breakup** in tally.

DSJ To go to the **job work analysis** in tally.

DSS To go to the **statistics** in tally.

DSQ To go back to the previous menu in tally.

Inventory Books Tally Shortcut Keys - Tally ERP 9

Display > Inventory Books

Tally Shortcut Keys Tally Shortcut Functionality

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DIS To go to the **stock item monthly summary** in tally.

DIG To go to the **stock summary or stock group summary** in tally.

DIC To go to the **batches of stocks** in tally.

DIO To go to the **sales orders book** in tally.

DIB To go to the **purchase orders book** in tally.

DIT To go to the **stock transfers or stock journal register** in tally.

DIP To go to the **physical stock register** in tally.

DIMS To go to the **movement analysis of stock groups** in tally.

DIMC To go to the **movement analysis of stock categories** in tally.

DIMI To go to the **movement analysis of stock items** in tally.

DIMG To go to the **movement analysis of group of ledgers** in tally.

DIML To go to the **movement analysis of ledgers** in tally.

DIMT To go to the **movement analysis of stock transfers** in tally.

DIA To go to the **stock ageing analysis** in tally.

DIQ To go back to the previous menu in tally.

Statements of Inventory Tally Shortcut Keys - Tally ERP 9

Display > Stat**E**ments of Inventory

Tally Shortcut Keys Tally Shortcut Functionality

DEG To go to the **godown summary** in tally.

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DEC To go to **stock category summary** in tally.

DET To go to **stock query** in tally.

DEO To go to the **cost estimations of stock items** in tally.

DEIG To go to the **stock group cost analysis** in tally.

DEII To go to the **stock item cost analysis** in tally.

DEIC To go to the **cost track breakup** in tally.

DEAS To go to **sales order stock group outstandings** in tally.

DEAC To go to **sales order stock category outstandings** in tally.

DEAI To go to **sales order stock item outstandings** in tally.

DEAG To go to **sales order group outstandings** in

tally.

DEAL To go to **sales order ledger outstandings** in tally.

DEAO To go to **sales orders outstanding or sales orders due** in tally.

DEPS To go to **purchase order stock group outstandings** in tally.

DEPC To go to **purchase order stock category outstandings** in tally.

DEPI To go to **purchase order stock item outstandings** in tally.

DEPG To go to **purchase order group outstandings** in tally.

DEPL To go to **purchase order ledger outstandings** in tally.

DEPO To go to **purchase orders outstanding or**

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purchase orders due in tally.

DERG To go to the **inventory reorder status of stock groups** in tally.

DERC To go to the **inventory reorder status of stock categories** in tally.

DEU To go to **purchase bills pending** in tally.

DEB To go to **sales bills pending** in tally.

DES To go to **statistics** in tally.

DEQ To go back to the previous menu in tally.

Payroll Statutory Info. Tally Shortcut Keys - Tally ERP 9

Display > Payroll Stat**U**tory Info.

Tally Shortcut Keys Tally Shortcut Functionality

DUI To go to **employees income tax classification** in tally.

DUA To go to **employees income tax slabs** in tally.

DUQ To go back to the previous menu in tally.

Statutory Reports Shortcuts Tally Shortcut Keys - Tally ERP 9

Tally Shortcuts for TDS Reports - Tally ERP 9

Display > Statut**O**ry Reports > **T**DS Reports

Tally Shortcut Keys Tally Shortcut Functionality

DOT6 To go to the **TDS return - Form 26Q** in tally.

DOT7 To go to the **TDS return - Form 27Q** in tally.

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DOTT To go the **TDS return transaction book** in tally.

DOTC To go to **TDS challan reconciliation** in tally.

DOTD To go to **TDS nature of payment outstandings** in tally.

DOTL To go to **TDS ledgers without PAN** in tally.

DOTQ To go back to the previous menu in tally.

Tally Shortcuts for Employees Provident Fund in Payroll Reports - Tally ERP 9

Display > Statut**O**ry Reports > **P**ayroll Reports > **P**rovident Fund

Tally Shortcut Keys Tally Shortcut Functionality

DOPS To go to **payroll statutory summary** in tally.

DOPP5 To go to **monthly Form 5 of employee provident fund** in tally.

DOPP1 To go to **monthly Form 10 of employee provident fund** in tally.

DOPP2 To go to **monthly Form 12A of employee provident fund** in tally.

DOPPM To go to **monthly statement of employee provident fund** in tally.

DOPPE To go to **e-challan return - ECR of employee provident fund** in tally.

DOPP3 To go to **annual Form 3A of provident fund** in tally.

DOPP6 To go to **annual Form 6A of provident fund** in tally.

DOPPR5 To go to **monthly Form 5 e-return of employee provident fund** in tally.

DOPPR1 To go to **monthly Form 10 e-return of employee provident fund** in tally.

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DOPPR2 To go to **monthly Form 12A e-return of employee provident fund** in tally.

DOPPR3 To go to **annual Form 3A e-return of employee provident fund** in tally.

DOPG To go to the **gratuity summary for employees** in tally.

DOPPPQ To go back to the previous menu in tally.

Tally Shortcuts for Employee State Insurance in Payroll Reports- Tally ERP 9

Display > Statut**O**ry Reports > **P**ayroll Reports > **E**mployee State Insurance

Tally Shortcut Keys Tally Shortcut Functionality

DOPE3 To go to **monthly Form 3 of employee state insurance** in tally.

DOPES To go to **monthly statement of employee state insurance** in tally.

DOPEE To go to **monthly e-return of employee state insurance** in tally.

DOPE5 To go to **half yearly Form 5 of employee state insurance** in tally.

DOPE6 To go to **half yearly Form 6 of employee state insurance** in tally.

DOPEQ To go back to the previous menu in tally.

Tally Shortcuts for Professional Tax in Payroll Reports - Tally

ERP 9

Display > Statut**O**ry Reports > **P**ayroll Reports > P**R**ofessional Tax

Tally Shortcut Keys Tally Shortcut Functionality

DOPRC To go to the **computation report of professional tax** in tally.

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DOPRM To go to the **statement of professional tax** in tally.

DOPRQ To go back to the previous menu in tally.

Tally Shortcuts for National Pension Scheme in Payroll Reports - Tally ERP 9

Display > Statut**O**ry Reports > **P**ayroll Reports > **N**ational Pension Scheme

Tally Shortcut Keys Tally Shortcut Functionality

DOPNS To go to the **subscriber contribution details of national pension scheme for employees** in tally.

DOPNN To go to the **payroll NPS summary** in tally.

DOPNP To go to **PRAN - Permanent Retirement Account Number - not available report of employees** in tally.

DOPNQ To go back to the previous menu in tally.

Tally Shortcuts for Income Tax in Payroll Reports - Tally ERP 9

Display > Statut**O**ry Reports > **P**ayroll Reports > **I**ncome Tax

Tally Shortcut Keys Tally Shortcut Functionality

DOPIC To go to **income tax computation of employees** in tally.

DOPIA To go to **salary projections of employees** in tally.

DOPIR To go to **income tax challan reconciliation of employees** in tally.

DOPIUO To go to **quarterly ITR Form 24Q of income tax** in tally.

DOPIUN To go to **quarterly annexure 1 to ITR Form 24Q of income tax** in tally.

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DOPIUE To go to **quarterly annexure 2 to ITR Form 24Q of income tax** in tally.

DOPIUF To go to **annual Form 16 of income tax** in tally.

DOPIUB To go to **annual Form 12BA of income tax** in tally.

DOPIUI To go to **annual ITR - 1 of of income tax for employees** in tally.

DOPIEE To go to **e-return of income tax E-24Q for employees** in tally.

DOPIEP To go to **print Form 27A of e-return of income tax for employees** in tally.

DOPIXP To go to **PAN not available reports of employees for income tax** in tally.

DOPIXO To go to **employees other records** in tally.

DOPIXT To go to **TDS variance for employees** in

tally.

DOPIQ To go back to the previous menu in tally.

Tally Shortcuts for TCS Reports in Payroll Reports - Tally ERP 9

Display > Statut**O**ry Reports > TCS Rep**O**rts

Tally Shortcut Keys Tally Shortcut Functionality

DOOF To go to **Form 27 EQ of TCS reports** in tally.

DOOR To go to **return transaction book of TCS reports** in tally.

DOOC To go to **TCS challan reconciliation** in tally.

DOOD To go to **TCS nature of goods outstandings** in tally.

DOOQ To go back to the previous menu in tally.

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Job Work In Reports Tally Shortcut Keys - Tally ERP

9 Now, we will look at the shortcuts for job work in reports in tally.

When you take up the job work i.e. take materials from someone in order to do a job work. For example, you took cotton from someone in order to make 100 t-shirts.

Let's see the shortcuts now.

Tally Shortcuts for Order Outstandings - Tally ERP 9

Display > Job **W**ork In Reports > **O**rder Outstandings

Tally Shortcut Keys Tally Shortcut Functionality

DWOO To go to **job orders summary for order outstandings** in tally.

DWOC To go to **components orders summary for order outstandings** in tally.

Tally Shortcuts for Job Work Order Outstandings - Tally ERP 9

Display > Job **W**ork In Reports > **J**ob Work Registers

Tally Shortcut Keys Tally Shortcut Functionality

DWJJ To go to **job work in orders book or register** in tally.

DWJO To go to **material out register for job work** in tally.

DWJI To go to **material in register for job work** in tally.

DWJR To go to **material movement register for job work** in tally.

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Tally Shortcuts for Stock in Job Work In Reports - Tally ERP 9

Display > Job **W**ork In Reports > **S**tock

Tally Shortcut Keys Tally Shortcut Functionality

DWSP To go to **stock from party** in tally.

DWSA To go to **stock ageing analysis** in tally.

Tally Shortcuts for Stock in Job Work Analysis - Tally ERP 9

Display > Job **W**ork In Reports > Job Work **A**nalysis

Tally Shortcut Keys Tally Shortcut Functionality

DWAI To go to **issue variance analysis** in tally.

DWAR To go to **receipt variance analysis** in tally.

Job Work Out Reports Tally Shortcut Keys - Tally ERP 9

Suppose you gave 500 kgs of cotton to someone to make 5,000 sarees. This is a classic example of job work out reports.

We can do this in tally and right now we are going to look at tally shortcuts for job work out reports.

Tally Shortcuts for Order Outstandings - Tally ERP 9

Display > **J**ob Work In Reports > **O**der Outstandings

Tally Shortcut Keys Tally Shortcut Functionality

DJOO To go to **job orders summary for order outstandings** in tally.

DJOC To go to **components orders summary for order outstandings** in tally.

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Tally Shortcuts for Job Work Order Outstandings - Tally ERP 9

Display > **J**ob Work In Reports > **J**ob Work Registers

Tally Shortcut Keys Tally Shortcut Functionality

DJJJ To go to **job work out orders book or register** in tally.

DJJO To go to **material out register for job work** in tally.

DJJI To go to **material in register for job work** in tally.

DJJR To go to **material movement register for job work** in tally.

Tally Shortcuts for Stock in Job Work In Reports - Tally ERP 9

Display > **J**ob Work In Reports > **S**tock

Tally Shortcut Keys Tally Shortcut Functionality

DJSJ To go to **stock with job worker** in tally.

DJSA To go to **stock ageing analysis** in tally.

Tally Shortcuts for Job Work Analysis in Job Work In Reports - Tally ERP 9

Display > **J**ob Work In Reports > Job Work **A**nalysis

Tally Shortcut Keys Tally Shortcut Functionality

DJAI To go to **issue variance analysis** in tally.

DJAR To go to **receipt variance analysis** in tally.

Cash/Funds Flow Tally Shortcut Keys - Tally ERP 9

Display > **C**ash/Funds Flow

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Tally Shortcut Keys Tally Shortcut Functionality

DCC To go to **cash flow report** in tally.

DCF To go to **funds flow report** in tally.

DCP To go to **cash flow projection** in tally.

Payroll Reports Tally Shortcut Keys - Tally ERP 9

Display > **P**ayroll Reports

Tally Shortcut Keys Tally Shortcut Functionality

DPPPS To go to **single employee payslip** in tally.

DPPPM To go to **multi employee payslip** in tally.

DPPPE To go to **e-mail id of employees** in tally.

DPPS To go to **employee pay sheet** in tally.

DPPY To go to **payroll statement of all employees** in tally.

DPPM To go to **payment advice of all employees** in tally.

DPPR To go to **payroll register** in tally.

DPPF To go to **employee profile** in tally.

DPPH To go to **employee headcount** in tally.

DPPE To go to **employee pay head breakup** in tally.

DPPL To go to **pay head employee breakup** in tally.

DPA To go to **attendance sheet of employees** in tally.

DPT To go to **attendance register of employees** in tally.

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DPXP To go to **passport expiry report in expat reports of employees** in tally.

DPXV To go to **visa expiry report in expat reports of employees** in tally.

DPXC To go to **contract expiry report in expat reports of employees** in tally.

Exception Reports Tally Shortcut Keys - Tally ERP 9

Display > **E**Xception Reports

Tally Shortcut Keys Tally Shortcut Functionality

DXN To go to the **list of negative stock items** in tally.

DXL To go to the **list of negative ledger**

accounts in tally.

DXB To go to the **list of batches with negative balance** in tally.

DXR To go to the **overdue receivables** in tally.

DXP To go to the **overdue payables** in tally.

DXM To go to the **memorandum register** in tally.

DXE To go to the **reversing register** in tally.

DXO To go to the **list of optional vouchers** in tally.

DXC To go to the **list of cancelled vouchers** in tally.

DXS To go to the **list of post dated vouchers** in tally.

DXV To go to the **marked vouchers register** in tally.

DXA To go to the **email ids of all ledgers** in tally.

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Tally ERP 9 shortcut keys with GST - PDF and Excel - Download

You can **download the entire list of tally shortcuts** which includes different tally shortcut keys in the PDF as well as Excel format for your use.

In the PDF file of tally shortcut keys, you will find the exact copy of this post while in the Excel file, you will only find the list of tally shortcuts.

Click on either the PDF or Excel option below to download the the respective files for tally shortcuts.

Conclusion

This is a very long post but of immense value for someone who uses tally or is trying to learn tally.

By using these tally shortcuts, you will be faster in tally **beyond your imagination**. It was the same experience for me too when I first found out these tally shortcuts. It literally blew my mind away.

If you have any suggestions regarding the tally shortcut keys that I have listed above, please feel free to comment below and let me know.

Also, if you have any doubts or questions, you can comment that too and I will answer your comments. I answer to each and every comment.

If you found this post useful, please share it with your friends who are interested in tally.

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