All Tally Prime Shortcut Keys For Daily Use [Updated 2026]

This guide by AiAccountant.com presents a complete and categorized list of all Tally Prime shortcut keys for 2026. These shortcuts are designed to make your accounting and business management faster, more accurate, and more efficient.

General / Global shortcuts

Shortcut	Action / Explanation / Example
Ctrl + A	Accept / Save current screen — Save a voucher, ledger or master after entering details.
Esc	Cancel / Close current popup / go back.
Ctrl + Q	Quit / Exit (from many screens).
Ctrl + P	Print current report / screen.
Ctrl + E	Export current report (Excel / PDF / XML).
Ctrl + F1	Help / Open context help (search help article).
F1	Company selection / toggle accounts-inventory modes.
F2	Change Date in vouchers / reports.
F3	Select / Change Company.
F11	Company Features (enable/disable GST, Inventory, etc).
F12	Configure screen-level options.
Alt + G	Go To (quick search to jump to any report / voucher / menu).
Ctrl + G	Switch To (switch between alternate views / calculators / modes).
Ctrl + F2	Change Date (alternate / quick).
Ctrl + F4	Change Period in reports.
Alt + F2	Quick Change Period.
Alt + F3	Load / Select another company.
Ctrl + N	Contextual numeric toggle / open calculator.
Ctrl + F9	Inventory / Production features selection.
Ctrl + H	Change Mode (toggle inventory/accounting modes).
Ctrl + Enter	Alter / Edit current master from a screen.
Alt + O	Upload / Open online upload options.
Alt + X	Cancel voucher / operation.

Shortcut	Action / Explanation / Example
Home / End	Jump to first / last line in lists.
PgUp / PgDn	Page navigation within long reports.
Ctrl + Up / Ctrl + Down	Jump to first/last menu in a section.
Alt + F4	Exit Tally (close application).
Enter	Drill-down or accept selection (contextual).

Voucher entry & voucher-type shortcuts

Shortcut	Action / Explanation / Example
F4	Contra voucher (cash/bank transfers).
F5	Payment voucher.
F6	Receipt voucher.
F7	Journal voucher.
F8	Sales voucher.
F9	Purchase voucher.
F10	Reversing Journals / Memo vouchers.
Alt + A	Add voucher from a report or listing.
Alt + I	Insert a voucher or a line in a list.
Alt + 2	Duplicate selected voucher (copy).
Alt + D	Delete selected voucher / master (or delete line).
Alt + R	Remove line from a voucher/report.
Alt + S	Stock/statutory quick actions.
Ctrl + L	Toggle ledger selection / mark optional.
Ctrl + B	Toggle budget view where applicable.
Alt + X	Cancel voucher (alternate).
Ctrl + F8	Select Credit Note voucher type.
Ctrl + F9	Select Debit Note voucher.
Ctrl + F10	Select Memorandum voucher.
Alt + C	Create ledger / stock item on-the-fly.
Ctrl + R	Repeat narration / reuse last narration.
Ctrl + I	Insert line/item in voucher.
Shift + Enter	Accept field but remain on it.

Shortcut	Action / Explanation / Example
`Ctrl + O`	Select Godown / change location.

Reports & navigation shortcuts

Shortcut	Action / Explanation / Example
`Alt + G`	Go To — quick jump to reports, vouchers, masters.
`Enter`	Drill-down into ledger / line to see transactions.
`Ctrl + F`	Find / Search within reports or lists.
`Ctrl + P`	Print active report or screen.
`Ctrl + E`	Export report to Excel/PDF/XML.
`Ctrl + F4`	Change Period for opened report.
`Ctrl + F2`	Change Date quickly for report view.
`Alt + F1`	Toggle detailed / summary view in reports.
`Alt + F2`	Quick change period (alternate key).
`Ctrl + Up / Ctrl + Down`	Jump to first/last menu in Gateway sections.
`Home / End`	Go to first / last line in report lists.
`PgUp / PgDn`	Page navigation inside long reports.
`Ctrl + Alt + N`	Open Notifications panel.
`Ctrl + V`	View / toggle voucher types or view.
`Ctrl + L`	Ledger selection / filters in reports.
`Alt + M`	Mail report / Open email options.
`Alt + E`	Quick Export.
`Ctrl + S`	Open marketplace / TallyShop.

Printing / Export / Email / Output shortcuts

Shortcut	Action / Explanation / Example
Ctrl + P	Print current screen/report.
Ctrl + E	Export (CSV / Excel / PDF / XML).
Alt + E	Alternate Quick Export.
Alt + M	Mail the report (open mail dialog).
Ctrl + Shift + C	Copy a field value / narration.
Ctrl + O	Used in export flows (e.g., godown selection).
Ctrl + F5	Print preview / Refresh.
Alt + P	Quick print initiation.
Ctrl + Alt + P	Page setup / print shortcut.
Alt + O	Upload / online sending for exports.
Email dialog navigation	Use Tab to move fields and Ctrl+A to accept.
Export dialog keys	Use Enter to accept format and Alt keys for options.

Inventory & Stock shortcuts

Shortcut	Action / Explanation / Example
`Ctrl + U`	Units selection while entering quantity.
`Ctrl + O`	Select Godown / change godown.
`Alt + S`	Stock query / quick stock summary.
`Ctrl + F9`	Inventory / Manufacturing selection.
`Alt + I`	Insert stock journal / insert item line.
`Ctrl + Shift + I`	Insert line/item in inventory screens.
`Alt + R`	Restore/remove stock line.
`Ctrl + M`	Manufacturing / production toggle.
`Alt + V`	View link between invoice & stock journals.
`Ctrl + Shift + S`	Quick stock summary (variant).
`Ctrl + B`	Batch-wise / budget view interactions.
`F12 (stock screens)`	Configure columns and quantity display.

GST / Taxation / Statutory shortcuts

Shortcut	Action / Explanation / Example
`Alt + J`	Statutory adjustment vouchers / GST adjustments.
`Ctrl + O`	Open GST options / portal links.
`Ctrl + E`	Export GST return data (JSON / Excel).
`Alt + G (then search)`	Use Go To to jump to GSTR reports.
`Alt + S`	Statutory / GST-related quick actions.
`Ctrl + B`	Tax / budget view toggles.
`Ctrl + F`	Find tax ledger or details inside reports.
`Alt + M`	Mail GST return / email statutory report.

Company & Data management shortcuts

Shortcut	Action / Explanation / Example
F3	Select Company / Switch company.
Alt + F3	Load / Shut another company.
Alt + F4	Close / Exit application.
F11	Company features dialog.
Alt + F1	Toggle detailed/summary in company-level reports.
Ctrl + A	Accept / Save company or company dialog forms.
Alt + O	Upload company data / online backup.
Ctrl + Shift + B	Backup data.
Ctrl + Shift + R	Restore data.
Ctrl + F1	Help for company features.

Editing / Selection / Field shortcuts

Shortcut	Action / Explanation / Example
Ctrl + L	Toggle Ledger selection / mark voucher optional.
Ctrl + Enter	Alter / Edit the master from listing screens.
Shift + Enter	Accept field but stay on it.
Ctrl + Shift + C	Copy current field value / narration.
Ctrl + F	Find within current screen.
Ctrl + Backspace	Remove previous word.
Ctrl + Z	Undo where supported.
Ctrl + Y	Redo where supported.
Tab / Shift + Tab	Move forward / backward between fields.
Spacebar	Toggle selection checkboxes or select option.

Developer / Advanced / Module shortcuts

Shortcut	Action / Explanation / Example
Ctrl + K	Open Control Centre / support screens.
Alt + F1	Toggle developer/debug details.
Ctrl + Alt + N	Notifications panel.
Ctrl + Shift + F	Advanced find.
Ctrl + Alt + D	Developer options / diagnostics.
Alt + 1 / Alt + 2 ...	Quick module toggles (user-defined).
Ctrl + Shift + S	Save script / snapshot (module influenced).
F12 (developer mode)	Developer screen configuration.