



تكامل المنال
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IT SOLUTIONS

Shortcut	Description
F12	Only Press F12
F12	Alt F12
F12	Ctrl F12
Print	Alt P
Export	Alt E
Create Ledger	ALC
Alter Ledger	ALA
To See Entries (ALL)	DD (Display ----> Daybook ----> Select Period
To See One Ledger	DAL (Display ----> Account ----> Book Ledger)
Important Shortcuts While Passing Entry	
Make Ledger	Alt C
Change Ledger	Ctrl Enter
Enter Enter	Ctrl A
Calculator	Ctrl N
To Hide Ledger	Alt R
To Unhide Ledger	Alt U
F1	To select a company
	To select the Accounts Button and Inventory buttons
F2	To change the menu period
F3	To select the company
F4	To select the Contra voucher
F5	To select the Payment voucher
F6	To select the Receipt voucher
F7	To select the Journal voucher
F8	To select the Sales voucher
F8 (CTRL+F8)	To select the Credit Note voucher

F9	To select the Purchase voucher
F9 (CTRL+F9)	To select the Debit Note voucher
F10	To select the Reversing Journal voucher
F10	To select the Memorandum voucher
F11	To select the Functions and Features screen
F12	To select the Configure screen
ALT + 2	To Duplicate a voucher
ALT + A	To Add a voucher
ALT + C	To create a master at a voucher screen (if it has not been already assigned a different function, as in reports like Balance Sheet, where it adds a new column to the report)
ALT + D	To delete a voucher
	To delete a master
	(if it has not been already assigned a different function, as explained above)
ALT + E	To export the report in ASCII, SDF, HTML OR XML format
ALT + I	To insert a voucher
Alt+H	Help Shortcut
ALT + O	To upload the report at your website
Alt+I	Insert a voucher / To toggle between Item and Accounting invoice
Alt+N	To view the report in automatic columns (Multiple Columns at all reports, Trial Balance, Cash/bank books, Group Summary & Journal Reg
Alt+U	Retrieve the last line which is deleted using Alt+R
Alt+Y	Register Tally
ALT + M	To Email the report
ALT + P	To print the report
ALT + R	To remove a line in a report
ALT + S	To bring back a line you removed using ALT + R
ALT+ V	From Invoice screen to bring Stock Journal screen
ALT + W	To view the Tally Web browser.
Alt+Z	Zoom
ALT + X	To cancel a voucher in Day Book/List of Vouchers
ALT + R	To Register Tally
CTRL + A	To accept a form – wherever you use this key combination, that screen or report gets accepted as it is.
Ctrl+Alt+B	Check the Company Statutory details

Ctrl+M	Switches to Main Area of Tally Screen
Ctrl+N	Switches to Calculator / ODBC Section of Tally Screen
Ctrl+R	Repeat narration in the same voucher type irrespective of Ledger Account
Ctrl+T	Mark any voucher as Post Dated Voucher
Ctrl+Alt+C	Copy the text from Tally (At creation and alternation screens)
Ctrl+Alt+V	To paste the text from Tally (At creation and alternation screens)
Ctrl+F9	Select Debit Note Voucher
Ctrl+Alt+c (for copy) Ctrl+Alt+v (for paste)	Duplicate narration in many Vouchers
Ctrl+F6	Rejection In
CTRL + B	To select the Budget
CTRL + C	To select the Cost Centre
	To select the Cost Category
CTRL+ E	To select the Currencies
CTRL + G	To select the Group
CTRL + I	To select the Stock Items
CTRL + L	To select the Ledger
CTRL + O	To select the Godowns
CTRL + Q	To abandon a form – wherever you use this key combination, it quits that screen without making any changes to it.
CTRL + Alt + R	Rewrite data for a Company
CTRL + S	Allows you to alter Stock Item master
CTRL + U	To select the Units
Ctrl + V	To select the Voucher Types
ALT + F1	To close a company
	To view detailed report
	To explode a line into its details
ALT+ F2	To change the system period
ALT + F3	To select the company info menu
	To create/alter/shut a Company
ALT + F4	To select the Purchase Order Voucher Type
ALT + F5	To select the Sales Order Voucher Type
	To view monthly and quarterly report

ALT + F6	To select the Rejection Out Voucher Type
	To change the Sales Order Voucher Type
ALT + F7	To select the Stock Journal Voucher Type
ALT + F7	To accept all the Audit lists
ALT+ F8	To select the Delivery Note Voucher Type
	To view the Columnar report
ALT + F9	To select the Receipt Note Voucher Type
ALT + F10	To select the Physical Stock Voucher Type
ALT + F12	To filter the information based on monetary value
CTRL + ALT + F12	Advanced Config
PgUp	Display previous voucher during voucher entry/alter
PgDn	Display next voucher during voucher entry/alter
ENTER	To accept anything you type into a field.
	To accept a voucher or master
	To get a report with further details of an item in a report.
ESC	To remove what you typed into a field
	To come out of a screen
	To indicate you do not want to accept a voucher or master.
SHIFT + ENTER	Collapse next level details
SHIFT + ENTER	To explode a line into its details
CTRL + ENTER	To alter a master while making an entry or viewing a report

For more details, please visit our website: www.manalpro.com/tally

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**Kind Regards,
TAM Tally Team**