

TALLY SHORTCUT KEYS

**BOOST YOUR SPEED
& ACCURACY**



Tally Shortcut Keys: Boost Your Speed & Accuracy

Introduction

In accounting, speed and accuracy are crucial. Tally is already a powerhouse for managing accounts, inventory, VAT compliance, and reporting – but using shortcut keys can make you faster and more efficient.

This guide provides essential Tally shortcuts along with real-life scenarios to save time and energy.

Navigation & Company Management

Shortcut	Function	Scenario
Alt + F1	Close a company	You're done with one company's entries and need to switch quickly.
Alt + F3	Company info menu	Set up a new company while keeping another open.
Ctrl + F3	Select company	Toggle between your UAE and Bahrain company ledgers.

Voucher Entry

Shortcut	Function	Scenario
F4	Contra voucher	Transferring funds between bankaccounts.
F5	Payment voucher	Paying multiple suppliers in onego.
F6	Receipt voucher	Logging customer payments instantly.
F8	Sales voucher	Invoicing clients back-to-back during busy month-end.

Inventory & Stock Management

Shortcut	Function	Scenario
Alt + F7	Stock journal	Record stock transfers between branches.
Alt + F9	Purchase order	Create orders for multiple vendors quickly.
Alt + F8	Sales order	Generate orders during a client call.

Reports & Analysis

Shortcut	Function	Scenario
Alt + F1	Detailed view of a report	Check invoice breakdown during an audit.
Ctrl + Q	Quit report	Return to voucher entry after reviewing outstanding reports.

Printing, Export & Communication

Shortcut	Function	Scenario
Alt + P	Print	Print multiple invoices without navigating menus.
Alt + E	Export	Send a VAT report to your accountant in Excel.
Alt + M	Email	Email statements to clients directly from Tally.

Pro Tip

Tip: If you enter 30 sales vouchers a day and save 8 seconds per voucher using **F8**, you save 4 minutes daily – that's 17+ hours a year!


About Chaturvedi Software House

At **Chaturvedi Software House LLC**, we help businesses get the most from Tally – from setup to customization, training, and ongoing support. We make your accounting smarter, faster, and stress-free.

UAE Office


Located in: Al Khaleej Center

Address: Office 513, Al Khaleej Centre, Rolla Street – Bur Dubai – Dubai, UAE


 Mobile: +971 55 347 5870

Bahrain Office

Manama, Kingdom of Bahrain

 Email: info@chaturvedisoftwarehouse.com

 Website: www.chaturvedisoftwarehouse.ae

 Let's transform your accounting experience with speed and accuracy.