SHOTCUTS IN TALLY PRIME VS ERP 9

Action	Shortcut Key	Equivalent in Tally.ERP 9
To go back to the previous screen by closing the currently open screen To remove inputs that is provided/selected for a field	Esc	Esc
To open Company Features screen	F11	F11
To move to the first/last menu in a section	Ctrl+Up/Down	Ctrl+Up/Down
To move to the left-most/right-most drop-down top menu	Ctrl+Left/Right	None
To move from any line to the first line in a list	Home & PgUp	Home & PgUp
To from any point in a field to the beginning of the text in that field	Home	Home
To move from any line to the last line in a list	End & PgDn	End & PgDn
To move from any point in a field to the end of the text in that field	End	End
To move one line up in a list To move to the previous field	Up arrow	Up arrow
To move one line down in a list To move to the next field	Down arrow	Down arrow

To move:
  One position left in a text field
  To the previous column on the left
  To the previous menu on the left
	Left arrow	Left arrow

To move:
  One position right in a text field
  To the next column on the right
  To the next menu on the right
	Right arrow	Right arrow

To rewrite data	Ctrl+Alt+R	Ctrl+Alt+R
To quit the application	Alt+F4	None
To view the build information	Ctrl+Alt+B	Ctrl+Alt+B
To view TDL/Add-on details	Ctrl+Alt+T	Ctrl+Alt+T
To navigate to the next artifact in the context To increment the Report date or next report in a sequence of reports displayed	+	+
To navigate to the previous artifact in the context To decrement Report date or previous report in a sequence of reports displayed	_	_
To accept or save a screen	Ctrl+A	Ctrl+A
To expand or collapse a group in a table	Alt+Enter	Alt+Enter
To move to the last field or last line	Ctrl+End	Ctrl+End
To move to the first field or first line	Ctrl+Home	Ctrl+Home
To open or hide calculator panel	Ctrl+N	Ctrl+N (to Open) Ctrl+M (to Hide)
To exit a screen or the application	Ctrl+Q	Ctrl+Q