

TallyPrime Shortcut Keys – Quick Reference Guide

This PDF provides a quick reference of the most useful TallyPrime shortcut keys for beginners and professionals.

General Shortcut Keys

Shortcut Key	Function
Ctrl + A	Save
Ctrl + Q	Quit screen
Alt + C	Create master
F1	Select Company
F2	Change Date

Voucher Shortcut Keys

Shortcut Key	Voucher
F4	Contra
F5	Payment
F6	Receipt
F7	Journal
F8	Sales
F9	Purchase

Reports & Navigation Shortcuts

Shortcut Key	Use
Alt + F1	Detailed / Condensed View
Alt + R	Bank Reconciliation
Ctrl + Enter	Alter master
F12	Configure screen