

## CHAPTER 14

# KEYBOARD FUNCTIONS

Keyboard can be effectively used in TALLY as given below for quicker/better performance:

|                  |   |
|------------------|---|
| Ctrl+A           | To unconditionally Accept (for example, while altering the Ledger Account). The Question Accept? (Y/N) will not be asked.   |
| Ctrl+Q           | To unconditionally Quit the screen without asking 'Quit? Y/N'.  |
| Insert           | To change from Insert Mode to Overstrike mode. In Overstrike mode, TALLY uses the block cursor.   |
| Del              | To delete a character under the cursor.   |
| Backspace        | To delete a character before (to the left of ) cursor. It also takes you to the previous entry if you are on the first character.   |
| Ctrl+Left Arrow  | To move cursor a full WORD to the Left.   |
| Ctrl+Right Arrow | To move cursor a full WORD to the Right.  |
| Home             | To move to the beginning of the line.   |
| End              | To move to the end of the line/sentence.  |
| Esc              | To DELETE the entire line/sentence. If you press 'Esc' on an empty line, it will act like a QUIT key. Thus, if you press 'Esc' twice you can easily come out of any screen. (The first key will make the line empty, and the second key will work like the QUIT key). |
| Tab              | Identical to the Enter Key. That is a compatible-mode key for people accustomed to other software.  |
| Back Tab         | The reverse of the Enter key. That is to say, it takes you back, instead of forward. Shift+Tab) Another way to do so is to use the Backspace key.   |
| Space            | The only special situation for the Space is during Voucher Entry. After entering To/By (or Dr/Cr) pressing SPACE is the same as pressing the ENTER  |
| key.Alt+R        | To REPEAT the NARRATION of the same Ledger Account. This key repeats the last narration used for the First Ledger Account in the voucher.   |
| Ctrl+R           | To REPEAT the NARRATION of the same VOUCHER TYPE.   |
| Ctrl+Home        | To go to the top of a table (during selection of a name)  |
| Ctrl+End         | To go to the bottom of a table or to the last entry of the voucher, which is the narration. For example, to only change the narration, choose to alter the voucher and press Ctrl+End.  |
| Any Key          | On any display list, pressing a key takes you to the first name which starts with that character. For example, while seeing a Detailed Alphabetic Trial Balance, press P to quickly go to the section starts with P.  |
| Alt+P            | To PRINT the current report. For example, while we display Profit and Loss a/c press Alt+P to print it.   |

|                     |   |
|---------------------|---|
| +(Plus) & - (Minus) | Occasionally, while seeing the vouchers of May, you want to move on to June. One way, is to press Esc, then DOWN and again ENTER. Alternatively, simply press (+). This works consistently through the program and is even more useful in the Day Book, as it changes the current date of display. The (-) offers the reverse action. |
| Ctrl+PgUp &         | For particularly long displays, these keys move 100 items at a time   |
| Ctrl+PgDn           | (instead of the normal 10)  |

## **SHORTCUT BUTTONS**

### **1. In Gateway of Tally**

|                   |  |
|-------------------|--|
| F1 Select Company | To select multiple companies           |
| F1 Shut Company   | To shut multiple companies             |
| F2 Date           | To Change Date                         |
| F2 Period         | To change the Financial Year           |
| F3 Company        | To open company                        |
| F3 Company Info   | To create, display, alter the company. |
| F11 Features      | To customize Tally                     |
| F12 Configuration | To customize Reports                   |

### **2. In Reports**

|                        |   |
|------------------------|---|
| F1 Detailed/Condensed  | To view the accounts in detail or to condense the details   |
| F2 Period              | To change the period  |
| F3 Company             | To switch to different Companies which is already   |
| New Column (Alt + C)   | To add one more column in a report by giving the period   |
| Alter Column (Alt + A) | To Alter the period given in New column   |
| Del Column (Alt + D)   | To Delete Columns   |
| Auto Column (Alt + N)  | To automatically set columns by selecting the options from the column list                              |
| F8 Other Reports       | To Display the list of related reports, If available  |
| F9 Inv Reports         | To access and to analyze the various Inventory Reports  |
| F10 Acc Reports        | To access and to analyze the various Inventory Reports  |
| F12 Range              | To filter the information in a report; for example, to display the values greater than Rs.5000/-        |
| F12 Value              | To filter the information from a voucher; for example, to display the voucher with contra voucher type. |

## **WHAT YOU LEARNT IN THIS COURSE!**

- How to open Tally.ERP 9
- How to create a Company with all its particulars.
- How to create Ledgers under a suitable Group with Opening Balances.
- How to create Multiple Ledgers.
- How to post the Vouchers selecting suitable Voucher Types.
- How to set the Features and Configurations.
- How to open and analyze Books and Reports.
- How to deal with Inventory Management.
- How to create Purchase and Sales Orders.
- How to generate Invoices.
- How to maintain Billwise Details.
- How to use the Calculator in two ways.
- How to work with Multiple Companies.
- How to create Auto/New columns.
- How to create Voucher Type and to work with different Voucher Types
- How to prepare Bank Reconciliation Statement.
- How to prepare Budgets and Scenario.
- How to deal with VAT, TDS, Service Tax.
- How to deal with Excise, FBT, CST.
- How to deal with Cost Center and Job Costing.
- How to prepare Pay Roll.
- How to use Multi-Lingual Feature and Phonetic Keyboard.
- How to deal with POS
- How to deal with ODBC.
- How to use Tally Audit Feature.
- How to create Users and Passwords.
- How to open Tally automatically and use Multi User version
- How to copy Masters and Text.
- How to Backup and Restore
- How to print the Books and Reports
- How to use Keyboard Shortcuts and Functions.

