

Function Key Combination

Windows	Functionality	Availability
F1	To select a company	At all masters menu screen
F1	To select the Accounts Button	At the Accounting Voucher creation and alteration screen
<u>F1</u> (ALT+F1)	To select the Inventory To view the detailed or condensed report	At the Inventory/Payroll Voucher creation and alteration screen all the Reports In almost
F1 (CTRL + F1)	To select Payroll Vouchers to alter	At the Accounting/Inventory voucher creation or alteration screen.
F2	To change the current date To select company inventory features	At almost all screens in TALLY.ERP 9 At the F11: Features screen
F3	To select the company To select Company Statutory & Taxation features	At almost all screens in TALLY.ERP 9 At F11: Features screen
F4	To select the Contra voucher	At Accounting / Inventory Voucher creation and alteration screen
F5	To select the Payment voucher	At Accounting / Inventory Voucher creation and alteration screen
F6	To select the Receipt voucher	At Accounting / Inventory Voucher creation and alteration screen
F7	To select the Journal voucher	At Accounting / Inventory Voucher creation and alteration screen
F8	To select the Sales voucher	At Accounting / Inventory Voucher creation and alteration screen
F8 (CTRL+F8)	To select the Credit Note voucher	At Accounting / Inventory Voucher creation and alteration screen
F9	To select the Purchase voucher	At Accounting / Inventory Voucher creation and alteration screen

F9 (CTRL+F9)	To select the Debit Note voucher	At Accounting / Inventory Voucher creation and alteration screen
<u>F10</u>	To select the Reversing Journal voucher	At Accounting / Inventory Voucher creation and alteration screen
F10 (Ctrl + F10)	To select the Memorandum voucher	At Accounting / Inventory / Payroll Voucher creation and alteration screen
F11	To select the Functions and Features screen	At almost all screens in TALLY.ERP 9
F12	To select the Configure screen	At almost all screens in TALLY.ERP 9