

Special Function Key Combination

Windows	Functionality	Availability
ALT + F1	To close a company	At all menu screens
	To view detailed report	At almost all report screens
	To explode a line into its details	At almost all screens in TALLY.ERP 9
	To select Inventory vouchers to alter	At the Inventory/ Payroll voucher creation or alteration screen.
ALT + F2	To change the period	At almost all screens in TALLY.ERP 9
ALT + F3	To select the company info menu	At Gateway of Tally screen
	To create/alter/shut a Company	
ALT + F4	To select the Purchase Order Voucher Type	At Accounting / Inventory Voucher creation and alteration screens
ALT + F5	To select the Sales Order Voucher Type	At Accounting / Inventory Voucher creation and alteration screens
	To view monthly and quarterly report	At almost all report screens in TALLY.ERP 9
ALT + F6	To select the Rejection Out Voucher Type	At Accounting / Inventory Voucher creation and alteration screens
	To change the Sales Order Voucher Type	
ALT + F7	To select the Stock Journal Voucher Type	At Accounting / Inventory Voucher creation and alteration screens
	To accept all the Audit lists	At Tally Audit Listing screen
ALT + F8	To select the Delivery Note Voucher Type	At Accounting / Inventory Voucher creation and alteration screens
	To view the Columnar report	At Ledger Voucher screen
ALT + F9	To select the Receipt Note Voucher Type	At Accounting / Inventory Voucher creation and alteration screens
ALT + F10	To select the Physical Stock Voucher Type	At Accounting / Inventory Voucher creation and alteration screens
ALT + F12	To filter the information based on monetary value	At almost all report screens
CTRL + F1	To select payroll vouchers for alteration	At the Accounting/Inventory Voucher creation or alteration screen

CTRL + ALT + F12	Advanced Configuration	At Gateway of Tally
SPACE	To select the line to delete/hide	At almost all report screens
CTRL + SPACE	To select all the line at one instance to delete/hide	At almost all report screens
CTRL + ALT+ A	To select all the line at one instance to delete/hide	At almost all report screens