Tally Prime Shortcut Keys

281 shortcuts in one printable cheat sheet. Vouchers, reports, GST, banking and more, with Tally.ERP 9 comparison.

Based on: TallyHelp keyboard shortcuts page, last updated 24 September 2026 (TallyPrime 7.2 is announced on that page). **Tip:** In TallyPrime, Alt works with single-underlined letters and Ctrl works with double-underlined letters on buttons. Use the **Tally.ERP 9** column if you are moving from the older version. A dash (-) means no shortcut is listed.

Start here: 25 keys that cover most daily work

Esc	Go back / close screen	**Ctrl+P**	Print current voucher / report
Ctrl+A	Accept or save	**Ctrl+E**	Export current voucher / report
Alt+G	Go To any report or create	**Ctrl+M**	E-mail current voucher / report
Ctrl+G	Switch to a different report	**Ctrl+Alt+W**	WhatsApp current voucher / report
F2	Change date	**Ctrl+F1**	Help for the current screen
Alt+F2	Change period	**Alt+K**	Company menu
F3	Switch open company	**F11 / F12**	Features / Configuration
Alt+F3	Open another company	**Ctrl+N**	Calculator panel
F4 to F9	Contra, Payment, Receipt, Journal, Sales, Purchase	**Alt+F**	Find bar
Alt+F6	Credit Note	**Ctrl+F**	Filter a report (3.0 and later)
Alt+F5	Debit Note	**Ctrl+H**	Change view / mode
Alt+D	Delete voucher / entry	**Enter**	Drill down in a report
Alt+X	Cancel voucher		

What is inside: 1. Navigation, Menus and Companies (48) | 2. Open Vouchers (17) | 3. Inside Vouchers and Masters (35) | 4. Report Shortcuts (32) | 5. GST Reports, Returns and IMS (32) | 6. e-Invoice and e-Way Bill (4) | 7. Banking, Cheques and Payments (54) | 8. Docs by Ira (9) | 9. Profile, Dashboard, Notifications and Backup (21) | 10. E-mail, Templates, Import and Currency Symbols (29) | Notes page

1. Navigation, Menus and Companies

Works across TallyPrime: moving around, menus, companies, print, export and share.

#	Action	TallyPrime	Tally.ERP 9
1	Find the Help article from any screen	**Ctrl+F1**	Alt+H
2	Open the Notifications report	**Ctrl+Alt+N**	-
3	Go back by closing the open screen; remove input given to a field	**Esc**	Esc
4	Move to the first / last menu in a section	**Ctrl+Up / Ctrl+Down**	Ctrl+Up / Down
5	Move to the left-most / right-most drop-down top menu	**Ctrl+Left / Ctrl+Right**	-
6	Move from any line to the first line in a list	**Home or PgUp**	Home & PgUp
7	Move from any point in a field to the beginning of its text	**Home**	Home
8	Move from any line to the last line in a list	**End or PgDn**	End & PgDn
9	Move from any point in a field to the end of its text	**End**	End
10	Move one line up in a list; move to the previous field	**Up arrow**	Up arrow
11	Move one line down in a list; move to the next field	**Down arrow**	Down arrow
12	Move one position left in a text field, to the previous column or previous menu	**Left arrow**	Left arrow
13	Move one position right in a text field, to the next column or next menu	**Right arrow**	Right arrow
14	Rewrite data	**Ctrl+Alt+R**	Ctrl+Alt+R
15	Quit the application	**Alt+F4**	-

#	Action	TallyPrime	Tally.ERP 9
16	View the build information	**Ctrl+Alt+B**	Ctrl+Alt+B
17	View TDL / Add-on details	**Ctrl+Alt+T**	Ctrl+Alt+T
18	Accept or save a screen	**Ctrl+A**	Ctrl+A
19	Expand or collapse a group in a table	**Alt+Enter**	Alt+Enter
20	Move to the last field or last line	**Ctrl+End**	Ctrl+End
21	Move to the first field or first line	**Ctrl+Home**	Ctrl+Home
22	Open or hide the calculator panel	**Ctrl+N**	Ctrl+N (open), Ctrl+M (hide)
23	Hide or show the details in a table	**Alt+T**	Alt+T
24	Open the Company Features screen	**F11**	F11
25	Go To: open a report, and create masters and vouchers in the flow of work	**Alt+G**	-
26	Switch to a different report, and create masters and vouchers in the flow of work	**Ctrl+G**	-
27	Open the company menu (actions for managing your company)	**Alt+K**	-
28	Open the list of actions for managing company data	**Alt+Y**	-
29	Open the list of actions for sending or exchanging company data	**Alt+Z**	-
30	Open the Import menu (masters, transactions, bank statements)	**Alt+O**	-
31	Open the Share menu (e-mail or WhatsApp)	**Alt+M**	-
32	Open the Print menu	**Alt+P**	-
33	Open the Export menu	**Alt+E**	-
34	Select the display language for all screens	**Ctrl+K**	Alt+G
35	Select the data entry language for all screens	**Ctrl+W**	Alt+K
36	Export the current voucher or report	**Ctrl+E**	Alt+E
37	E-mail the current voucher or report	**Ctrl+M**	Alt+M
38	WhatsApp the current voucher or report	**Ctrl+Alt+W**	Alt+M
39	Print the current voucher or report	**Ctrl+P**	Alt+P
40	Open the Help menu	**F1**	-
41	Change the voucher date, or the date / period for reports	**F2**	F2
42	Change the period of the company (or the period for reports)	**Alt+F2**	Alt+F2
43	Switch to another company from the list of open companies	**F3**	F3
44	Select and open another company from the same folder or other data paths	**Alt+F3**	Alt+F3
45	Shut the currently loaded companies	**Ctrl+F3**	Alt+F1
46	Open the list of configurations for the report / view	**F12**	F12
47	Exit a screen or the application	**Ctrl+Q**	Ctrl+Q
48	Activate the find bar to find user-entered information in masters and transactions	**Alt+F**	-

2. Open Vouchers

Function keys that open each voucher type directly.

#	Action	TallyPrime	Tally.ERP 9
49	Open Contra voucher (F10 > Accounting Vouchers)	**F4**	F4
50	Open Payment voucher (F10 > Accounting Vouchers)	**F5**	F5
51	Open Receipt voucher (F10 > Accounting Vouchers)	**F6**	F6
52	Open Journal voucher (F10 > Accounting Vouchers)	**F7**	F7
53	Open Stock Journal voucher (F10 > Inventory Vouchers)	**Alt+F7**	Alt+F7
54	Open Physical Stock (F10 > Inventory Vouchers)	**Ctrl+F7**	Alt+F10
55	Open Sales voucher (F10 > Accounting Vouchers)	**F8**	F8

#	Action	TallyPrime	Tally.ERP 9
56	Open Delivery Note (F10 > Inventory Vouchers)	**Alt+F8**	Alt+F8
57	Open Sales Order (F10 > Order Vouchers)	**Ctrl+F8**	-
58	Open Purchase voucher (F10 > Accounting Vouchers)	**F9**	F9
59	Open Receipt Note (F10 > Inventory Vouchers)	**Alt+F9**	Alt+F9
60	Open Purchase Order (F10 > Order Vouchers)	**Ctrl+F9**	-
61	Open Credit Note (F10 > Accounting Vouchers)	**Alt+F6**	Ctrl+F8
62	Open Debit Note (F10 > Accounting Vouchers)	**Alt+F5**	Ctrl+F9
63	Open Payroll voucher (F10 > Payroll Vouchers)	**Ctrl+F4**	-
64	Open Rejection In voucher (F10 > Inventory Vouchers)	**Ctrl+F6**	Ctrl+F6
65	Open Rejection Out voucher (F10 > Inventory Vouchers)	**Ctrl+F5**	Alt+F6

3. Inside Vouchers and Masters

Keys for entering and editing vouchers and masters.

#	Action	TallyPrime	Tally.ERP 9
66	Delete a voucher	**Alt+D**	Alt+D
67	Cancel a voucher	**Alt+X**	Alt+X
68	Remove an item / ledger line in a voucher	**Ctrl+D**	Ctrl+D
69	Mark a voucher as Post-Dated	**Ctrl+T**	Ctrl+T
70	Autofill details in stat vouchers	**Ctrl+F**	Ctrl+A
71	Change mode: open vouchers in different modes	**Ctrl+H**	Ctrl+V (Voucher mode), Alt+I (Invoice mode)
72	Open the Stock Query report for the selected stock item	**Alt+S**	Alt+S
73	Mark a voucher as Optional	**Ctrl+L**	Ctrl+L
74	Add more details to a master or voucher for the current instance	**Ctrl+I**	-
75	Define stat adjustments during voucher entry	**Alt+J**	Alt+J
76	View the list of all vouchers or masters	**F10**	-
77	Retrieve narration for the same party from the previous voucher entry	**Alt+R**	Alt+R
78	Open the calculator panel from the Amount field during voucher entry	**Alt+C**	Alt+C
79	Create another master on the fly while creating masters and vouchers	**Alt+C**	Alt+C
80	Open a manufacturing journal from the Quantity field of a journal voucher	**Alt+V**	Alt+V
81	Retrieve the narration from the previous voucher of the same voucher type	**Ctrl+R**	Ctrl+R
82	Go to the next input field	**Tab**	Tab
83	Go to the previous input field	**Shift+Tab**	Shift+Tab
84	Remove the value typed	**Backspace**	Backspace
85	Insert the base currency symbol in an input field	**Alt+4 or Ctrl+4**	Ctrl+4
86	Open the previously saved master or voucher; scroll up in reports	**Page Up**	Page Up
87	Open the next master or voucher; scroll down in reports	**Page Down**	Page Down
88	Copy text from an input field	**Ctrl+C or Ctrl+Alt+C**	Ctrl+Alt+C
89	Paste input copied from a text field	**Ctrl+V or Ctrl+Alt+V**	Ctrl+Alt+V
90	Create party using GSTIN/UIN: import GSTIN/UIN from Excel (TallyPrime 7.0 and above / 6.2 and below)	**Alt+L / Alt+F**	-
91	Open Related Reports during voucher entry	**Ctrl+O**	-
92	Open the GST - Tax Analysis report during voucher entry	**Alt+A**	-
93	Open the Voucher No. Details screen to select an Unused Voucher No.	**Ctrl+Alt+U**	-

#	Action	TallyPrime	Tally.ERP 9
94	Open Group Company Creation from the Company Creation screen	**Alt+R**	-
95	Select a ledger in the Advance Receipt Details screen	**Alt+L**	-
96	Open the Edit Log report in Master and Voucher Alteration screens	**Alt+Q**	-
97	Download the employee sample file in the Import Masters screen	**Alt+W**	-
98	Copy the payment link in the Payment Link Details screen	**Ctrl+C**	-
99	Resend OTP for Connected Banking login in the OTP screen	**Alt+R**	-
100	Copy the cheque dimensions in the Cheque Format Selection screen	**Alt+B**	-

4. Report Shortcuts

Keys for working in reports: drill-down, filters, columns and selection.

#	Action	TallyPrime	Tally.ERP 9
101	Insert a voucher in a report	**Alt+I**	Alt+I
102	Create an entry in a report by duplicating a voucher	**Alt+2**	Alt+2
103	Delete an entry from a report	**Alt+D**	Alt+D
104	Add a voucher in a report	**Alt+A**	Alt+A
105	Cancel a voucher from a report	**Alt+X**	Alt+X
106	Remove a line entry from a report	**Ctrl+R**	Alt+R
107	Display all hidden line entries, if they were removed	**Alt+U**	Ctrl+U
108	Display the last hidden line (press repeatedly to restore in sequence)	**Ctrl+U**	Alt+U
109	Drill down and open a voucher or master from the last level of a report	**Enter**	Enter
110	Drill down and open a voucher for display	**Ctrl+Enter**	Enter
111	Alter a master during voucher entry or from drill-down of a report	**Ctrl+Enter**	Ctrl+Enter
112	Select / deselect a line in a report	**Spacebar**	Space bar
113	Select or deselect a line in a report (alternate)	**Shift+Spacebar**	Shift+Spacebar
114	Continuously select / deselect multiple rows in a report	**Shift+Spacebar+PgUp/PgDn**	Ctrl+Spacebar
115	View the report in detailed or condensed format	**Alt+F1 or Alt+F5**	Alt+F1
116	Add a new column (except in Day Book and GST Returns)	**Alt+C**	Alt+C
117	Alter a column (except in Day Book and GST Returns)	**Alt+A**	Alt+A
118	Delete a column (except in Day Book and GST Returns)	**Alt+D**	Alt+D
119	Auto repeat columns (except in Day Book and GST Returns)	**Alt+N**	Alt+N
120	Filter data in a report with selected conditions (TallyPrime 3.0 and later / 2.1 or earlier)	**Ctrl+F / Alt+F12**	Alt+F12
121	After filtering, see the field where matches were found (7.0 and above / 6.2 and below)	**Ctrl+Alt+F / Alt+F**	-
122	Calculate balances from vouchers that satisfy the selected conditions (3.0 and later / 2.1 or earlier)	**Ctrl+F > F7 / Ctrl+F12**	Ctrl+F12
123	View values in different ways in a report	**Ctrl+B**	-
124	Change view: show report details in different views without changing context	**Ctrl+H**	F7/F8/F9, Alt+T
125	View the exceptions related to a report	**Ctrl+J**	-
126	Expand or collapse information in a report	**Shift+Enter**	Shift+Enter
127	Select or deselect lines till the end	**Ctrl+Shift+End**	Ctrl+Shift+End
128	Select or deselect lines till the top	**Ctrl+Shift+Home**	Ctrl+Shift+Home
129	Invert the selection of line items in a report	**Ctrl+Alt+I**	Ctrl+Alt+I
130	Linear selection / deselection of multiple lines in a report	**Shift+Up / Shift+Down**	-

#	Action	TallyPrime	Tally.ERP 9
131	Go to the next artifact; increment the report date or move to the next report in a sequence	**+**	+
132	Go to the previous artifact; decrement the report date or move to the previous report	**- (minus)**	- (minus)

5. GST Reports, Returns and IMS

Keys for GSTR-1, GSTR-3B, GSTR-2A/2B, GSTIN validation and IMS views.

#	Action	TallyPrime	Tally.ERP 9
133	Switch between Nature View and Return View (GSTR-1 and GSTR-3B)	**F5**	-
134	Validate the GSTIN/UIN for a party in GSTR-1	**F6**	-
135	Validate HSN/SAC in the GSTR-1 report	**F7**	-
136	Update HSN/SAC details in GSTR-1 Voucher Register (Validate HSN/SAC)	**Ctrl+V**	-
137	Validate HSN/SAC voucher-wise or master-wise in Validate HSN/SAC Summary	**F8**	-
138	Mark GSTR-1 and GSTR-3B as filed	**F10**	-
139	Undo GSTR-1 and GSTR-3B filing	**Alt+F10**	-
140	Record a stat adjustment from GSTR-1 and GSTR-3B	**Alt+J**	-
141	Open the GST Portal from GST reports (GSTR-1, GSTR-3B, GSTR-2A/2B, Track GST Return Activities)	**Alt+V**	Ctrl+O
142	Manually update ARN from GSTR-1 and GSTR-3B	**Alt+A**	-
143	Include or exclude already uploaded returns in Upload GST Returns	**F8**	-
144	Reset the delete request for Upload GST Returns	**Alt+Q**	-
145	Send returns online from Upload GST Returns (in-line button)	**S**	-
146	Export returns offline from Upload GST Returns (in-line button)	**X**	-
147	File returns directly from File GSTR-1 (in-line button)	**S**	-
148	View the ITC breakup of GSTR-3B	**F8**	-
149	Copy the Doc No. and Date in Potential Matches under GSTR-2A and GSTR-2B	**Alt+W**	-
150	Set the GST Status under GSTR-2A and GSTR-2B	**Alt+S**	-
151	View full party details as per the GST portal in GSTR-2A and GSTR-2B	**Alt+R**	-
152	Switch between Return-wise and Period-wise views in Track GST Return Activities	**F5**	-
153	Import GSTIN/UIN from Excel in Create Party Using GSTIN/UIN	**Alt+L**	-
154	Fetch details using GSTIN/UIN in Validate Party GSTIN/UIN (also in ledger creation and alteration)	**Alt+L**	-
155	Update the fetched party details in Validate Party GSTIN/UIN	**F9**	-
156	Switch between all ledgers and ledgers with exceptions in Validate Party GSTIN/UIN	**F8**	-
157	Set the Return Effective Date in the GST reports	**Alt+L**	-
158	Update Statutory Payment Details in the GST Challan Reconciliation report	**Alt+S**	-
159	Switch to IMS Default View	**F6**	-
160	Switch to IMS Reconciliation View	**F7**	-
161	Switch to IMS Action View	**F8**	-
162	Switch to IMS Books View	**F9**	-
163	View entries available only in books voucher (IMS)	**Alt+Q**	-
164	Set IMS Action Status	**F10**	-

6. e-Invoice and e-Way Bill

In-line button keys on the e-Invoice and e-Way Bill screens.

#	Action	TallyPrime	Tally.ERP 9
165	Send transactions from the Send for e-Invoicing / e-Way Bill screen (in-line button)	**S**	-
166	Export transactions for offline e-Invoice / e-Way Bill generation (in-line button)	**X**	-
167	Cancel e-Invoice / e-Way Bill and the voucher together while cancelling a voucher (in-line button)	**I**	-
168	Cancel e-Invoice / e-Way Bill and the voucher together while deleting a voucher (in-line button)	**I**	-

7. Banking, Cheques and Payments

Cheque printing, connected banking, reconciliation and e-Payments.

#	Action	TallyPrime	Tally.ERP 9
169	Cheque Printing: alter the Bank ledger and enable cheque printing	**Alt+B**	-
170	Cheque Printing: include Printed Cheques in the report	**F8**	-
171	Cheque Register: alter cheque book	**Alt+B**	-
172	Cheque Register: reconcile cheque transactions	**Alt+R**	-
173	Instrument-wise Cheque Register: alter the status of a cheque	**Alt+S**	-
174	Create a post-dated cheque transaction while recording payments	**Ctrl+T**	-
175	Include post-dated transactions in the Ledger Vouchers report	**Alt+F8**	-
176	Bank Connections: initiate a new bank connection	**F6**	-
177	Connect to Bank: refresh bank connection status	**S**	-
178	Bank Connections: refresh bank connection status	**F10**	-
179	Bank Connections: manage connection	**F7**	-
180	Bank Connections: reconnect to bank	**F6**	-
181	Connect to Bank screen: connect to bank (in-line button)	**C**	-
182	Disconnect from Bank screen: disconnect from bank (in-line button)	**D**	-
183	Bank Connections: manage online payments	**F9**	-
184	Bank Connections: manage transaction limits for online payments	**Alt+L**	-
185	Bank Connections: approve user access to connected banking	**F8**	-
186	Bank Connections: disable user access to connected banking	**Alt+F8**	-
187	Get Balance report: get balance for bank account (in-line button)	**B**	-
188	Get Statement report: set statement period	**Alt+S**	-
189	Get Statement report: get bank statement (in-line button)	**S**	-
190	Get Statement report: delete Statement Request	**Alt+R**	-
191	Approve connected banking access request from TallyPrime (in-line button)	**A**	-
192	Send Payments report: send payments online (in-line button)	**S**	-
193	Banking Activities: set the Opening BRS	**Alt+H**	-
194	Banking Activities: set the Reconciliation Beginning Date	**Alt+R**	-
195	Banking Activities: change bank ledger	**F4**	-
196	Ledger Creation: update the Opening BRS	**Alt+L**	-
197	Bank Statement Preview: import bank statement (in-line button)	**I**	-
198	Summary of Imported Statement: view Bank Reconciliation Summary (in-line button)	**S**	-
199	Bank Reconciliation: reconcile transactions	**F8**	-
200	Bank Reconciliation: view potential matches	**Alt+S**	-
201	Potential Matches report: configure potential matches	**Alt+S**	-

#	Action	TallyPrime	Tally.ERP 9
202	Find Matches: add transactions to partial matches	**F9**	-
203	Bank Reconciliation: set the reconciliation status of a transaction	**F9**	-
204	Bank Reconciliation: modify matches	**F8**	-
205	Bank Reconciliation: remove transactions from the linked transactions	**F10**	-
206	Bank Reconciliation: unlink transactions	**Alt+F8**	-
207	Bank Reconciliation: reconcile a transaction manually	**Alt+R**	-
208	Bank Reconciliation: view reconciled transactions	**F5**	-
209	Imported Bank Data: view imported bank statement monthly	**F6**	-
210	Imported Bank Data: view imported bank statement quarterly	**Alt+F6**	-
211	Exporting Payment Instructions: send e-Payments (in-line button)	**E**	-
212	e-Payments: copy master info while resolving transactions with incomplete or incorrect details	**Alt+S**	-
213	e-Payments: accept the transactions as is	**Alt+J**	-
214	Exporting Payment Instructions: export payment instructions (in-line button)	**X**	-
215	e-Payments: reset payment status	**F8**	-
216	e-Payments: set payment status	**F9**	-
217	e-Payments: get online payment status	**F10**	-
218	Create vouchers out of bank entries (Reconciliation Summary and Imported Bank Data)	**F7**	-
219	Optional Vouchers: mark a voucher as regular after creating it from bank entries (in-line button)	**R**	-
220	Bank Reconciliation: create a consolidated voucher from multiple bank entries	**Alt+F7**	-
221	Payment Advice screen: update e-mail address	**Alt+W**	-
222	Import Masters: download the payee sample file for beneficiary details in MS Excel	**Alt+B**	-

8. Docs by Ira

Reviewing and saving imported transactions.

#	Action	TallyPrime	Tally.ERP 9
223	Review Imported Transactions: save vouchers using Docs by Ira	**F10**	-
224	Accounting Voucher Creation: autofill vouchers using Docs by Ira	**Ctrl+F**	-
225	Review Imported Transactions: view the file imported using Docs by Ira	**Alt+I**	-
226	Review Imported Transactions: refresh the status of imported files	**F7**	-
227	Review Imported Transactions: view potential duplicates	**Ctrl+S**	-
228	Potential Duplicates screen: configure potential duplicates	**Alt+S**	-
229	Review Imported Transactions: update mapping for one or more transactions	**F6**	-
230	Review Imported Transactions: set dates of one or more transactions	**F9**	-
231	Review Imported Transactions: set account ledger for one or more transactions	**F8**	-

9. Profile, Dashboard, Notifications and Backup

Dashboard tiles, notifications, backups and TallyDrive.

#	Action	TallyPrime	Tally.ERP 9
232	Profile: edit Profile	**Alt+I**	-
233	Profile: open Tally Portal	**Alt+V**	-

#	Action	TallyPrime	Tally.ERP 9
234	Dashboard: move down	**Ctrl+Down**	-
235	Dashboard: move up	**Ctrl+Up**	-
236	Dashboard: add a tile	**Alt+A**	-
237	Dashboard: remove a tile	**Alt+D**	-
238	Dashboard: expand a tile	**Alt+V**	-
239	Dashboard: configure a tile	**Alt+C**	-
240	Dashboard: change company	**F3**	-
241	Notifications: dismiss Notifications	**Alt+D**	-
242	Notifications: remove a Notification line	**Ctrl+R**	-
243	Notifications: restore a Notification line	**Ctrl+U**	-
244	Backup: take an instant backup	**F6**	-
245	Backup: refresh backup schedule details	**F7**	-
246	Backup: add a schedule	**Alt+A**	-
247	Tally.NET Account: extend TallyDrive storage	**F6**	-
248	Tally.NET Account: manage user rights	**F7**	-
249	Tally.NET Account: refresh TallyDrive storage	**Alt+F6**	-
250	Tally.NET Account: resend Recovery Key	**F8**	-
251	Tally.NET Account: download a backup	**F9**	-
252	Tally.NET Account: download all backups	**Alt+F9**	-

10. E-mail, Templates, Import and Currency Symbols

Sending e-mail, invoice templates, import data and currency symbols.

#	Action	TallyPrime	Tally.ERP 9
253	E-mail Authentication: login via web browser	**L**	-
254	E-mail Authentication: login with App Password	**Ctrl+P**	-
255	E-mail screen: configure your e-mail	**F9**	-
256	E-mail screen: select the file format	**F8**	-
257	Reset e-mail login (top menu)	**E**	-
258	E-mail Authentication: verify login and send e-mail	**S**	-
259	E-mail screen: select a predefined message template	**Alt+S**	-
260	Voucher Printing: change a template (Sales, POS, Orders, Delivery, Credit and Debit Notes)	**Ctrl+H**	-
261	Voucher Printing: print a template without colour	**Alt+R**	-
262	Voucher Printing: change to Tally Classic Format	**Alt+T**	-
263	Invoice Templates: view the list of templates	**F2**	-
264	Invoice Templates: add / remove fields in the template	**F4**	-
265	Invoice Templates: include watermarks	**F5**	-
266	Invoice Templates: include header image	**F6**	-
267	Invoice Templates: include footer image	**Alt+F6**	-
268	Invoice Templates: create or alter custom fields	**F7**	-
269	Invoice Templates: update font and colour	**F8**	-
270	Invoice Templates: update field properties	**F9**	-
271	Invoice Templates: update print settings	**F10**	-
272	Invoice Templates: save a template	**Ctrl+L**	-
273	Invoice Templates: set a template as default	**Alt+L**	-
274	Invoice Templates: copy applicable settings from Tally Classic format to a template	**Alt+S**	-
275	Import Data: export the Sample Excel Files provided by TallyPrime	**Alt+L**	-

#	Action	TallyPrime	Tally.ERP 9
276	Insert Indian Rupee symbol (laptop and desktop)	**Ctrl+4**	-
277	Insert UAE Dirham symbol (not on the grey keys of an extended keyboard)	**Ctrl+Shift+6**	-
278	Insert Saudi Riyal symbol (not on the grey keys of an extended keyboard)	**Ctrl+Shift+7**	-
279	Insert Pound Sterling symbol (desktop, grey keys only; on laptops copy and paste)	**Alt+0163**	-
280	Insert Euro symbol (desktop, grey keys only; on laptops copy and paste)	**Alt+0128**	-
281	Insert Japanese Yen symbol (desktop, grey keys only; on laptops copy and paste)	**Alt+0165**	-

Notes and verification

Before you rely on a key: shortcuts can change between releases. Where a version matters, the table shows it. Check your version in the About report in TallyPrime, and confirm any key on the official TallyHelp page: help.tallysolutions.com/keyboard-shortcuts-tally-prime/

Not included: shortcuts specific to country plug-ins and add-ons (KSA e-Invoicing, UAE VAT and e-Invoicing, Kenya eTIMS, Bharat Connect for Business and TallyCapital). See the official page for those.

Disclaimer: This cheat sheet is compiled from Tally Solutions' public help documentation for convenience. It is not an official Tally Solutions publication.

My own notes