

Power Shortcuts for Transactions in Tally.ERP 9

Did you know that Tally.ERP 9 has powerful shortcuts to let you have a faster and smoother experience while passing transactions? Now, you can boost your productivity and spare more time for your business.

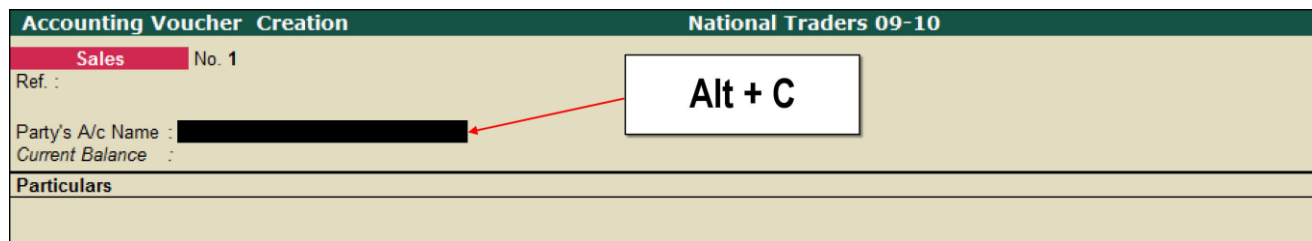
What would you do when you open your voucher screen and find that the required ledgers or stock items have not been created yet? This kind of situation generally forces users to come out of the voucher creation screen and navigate through the menu to complete the requirements. Wouldn't it be much easier if you could do this directly from your current screen by using a few key combinations? This is where the Shortcut keys in Tally.ERP 9 come in to help you experience a faster transaction entry process. These must-try shortcut keys can be used while creating or altering vouchers and also while viewing reports that show transactions.

Power Shortcuts for Voucher Creation and Alteration Screen

1. **Alt +C:** To create any master (e.g. ledger, stock item) on a voucher creation or alteration screen

For example, on the Sales Voucher screen, put the cursor at 'Party's A/c Name' and press 'Alt + C' to open the ledger creation screen.

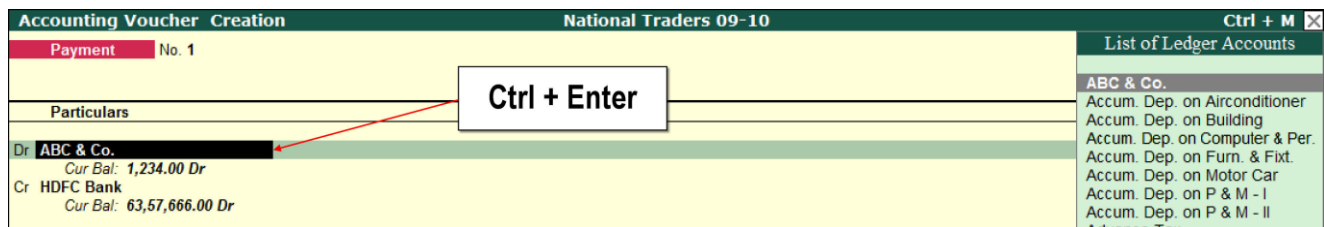
Once, the ledger creation is done, accept the screen and you will go back to the previous Sales Voucher screen with the newly created ledger name.



| Accounting Voucher Creation | | National Traders 09-10 | |
|-----------------------------|--|------------------------|--|
| Sales No. 1 | | | |
| Ref. : | | Alt + C | |
| Party's A/c Name : | | | |
| Current Balance : | | | |
| Particulars | | | |
| | | | |

2. **Ctrl + Enter:** To alter any master item on a voucher creation or alteration screen

For example, select a particular ledger or stock item on the Sales Voucher screen and press 'Ctrl + Enter'.



| Accounting Voucher Creation | | National Traders 09-10 | | Ctrl + M |
|-----------------------------|--|------------------------|--|--------------------------------|
| Payment No. 1 | | | | List of Ledger Accounts |
| Particulars | | Ctrl + Enter | | ABC & Co. |
| Dr ABC & Co. | | | | Accum. Dep. on Airconditioner |
| Cur Bal: 1,234.00 Dr | | | | Accum. Dep. on Building |
| Cr HDFC Bank | | | | Accum. Dep. on Computer & Per. |
| Cur Bal: 63,57,666.00 Dr | | | | Accum. Dep. on Furn. & Fixt. |
| | | | | Accum. Dep. on Motor Car |
| | | | | Accum. Dep. on P & M - I |
| | | | | Accum. Dep. on P & M - II |
| | | | | Advance Tax |

3. **Ctrl + R:** To repeat narration on a voucher

While you are creating or altering a voucher, go to the Narration field and press 'Ctrl + R'. This will copy the 'Narration' from the last opened transaction in the same voucher type.

| Accounting Voucher Creation | | ABC Company | | Ctrl + M |
|--------------------------------|----------|-------------|--------|-------------|
| Sales No. 2 | | | | 22-Dec-2011 |
| Ref. : | | Post-Dated | | Thursday |
| Party's A/c Name : XYZ Company | | | | |
| Current Balance : 14,350.00 Cr | | | | |
| Sales Ledger : Sales Account | | | | |
| Name of Item | Quantity | Rate per | Amount | |
| Software CD | 20 Nos | 40.00 Nos | 800.00 | |
| J End of List | | | | |
| Narration: | | | 20 Nos | 800.00 |

Ctrl + R

4. **Ctrl + Q:** To cancel or quit the screen without saving any of the changes made

On a voucher screen, press 'Ctrl + Q' to quit or cancel the transaction and come out of the screen. This does not save any changes you have made.

5. **Ctrl + D:** To delete a line in a voucher

For example, on a voucher alteration or creation screen, highlight the required line and press 'Ctrl + D' to delete it.

| Accounting Voucher Alteration (Secondary) | | ABC Company | |
|---|----------|-------------|--------|
| Sales No. 2 | | | |
| Ref. : | | Post-Dated | |
| Party's A/c Name : XYZ Company | | | |
| Current Balance : 13,550.00 Cr | | | |
| Sales Ledger : Sales Account | | | |
| Name of Item | Quantity | Rate per | Amount |
| Software CD | | | |
| Cardboard | | | |
| Plastic Case | | | |
| J End of List | | | |

Ctrl + D

6. **Alt + D:** To delete a voucher from its alteration screen, you can press 'Alt + D'

| Sales No. 2 | | 22-Dec-2011 | |
|--------------------------------|----------|-------------|--------|
| Ref. : | | Thursday | |
| Party's A/c Name : XYZ Company | | | |
| Current Balance : 13,550.00 Cr | | | |
| Sales Ledger : Sales Account | | | |
| Name of Item | Quantity | Rate per | Amount |
| Software CD | 20 Nos | 40.00 Nos | 800.00 |

Delete ?

Yes or No

Power Shortcuts for Reports displaying Transactions

These are handy shortcuts we can use in reports like Day Book, Ledgers A/cs and Sales/Purchase Registers etc. that show transactions.

1. **Alt + A:** To add a voucher right after the cursor position in a list of vouchers

For example:

- Go to 'Gateway of Tally > Display > Day Book
- Select one voucher and press 'Alt + A' to insert a voucher right after the highlighted voucher in the list

| Day Book | | Steelage Industries (P) Ltd | | Ctrl + M | |
|------------|----------------------|-----------------------------|---------|-----------------------------|-------------------------------|
| Day Book | | | | For 22-Dec-2011 | |
| Date | Particulars | Vch Type | Vch No. | Debit Amount Inwards Qty | Credit Amount Outwards Qty |
| 22-12-2011 | Office Costs | Receipt | 2 | | 5,000.00 |
| 22-12-2011 | Indus Trader | Sales | 1 | 2,21,025.00 | |
| 22-12-2011 | Innova Steel Traders | Purchase | 1 | | 24,817.50 |
| 22-12-2011 | Indus Mega Traders | Purchase | 2 | | 12,408.75 |
| 22-12-2011 | Indus Mega Traders | Purchase | 3 | | 99,270.00 |
| 22-12-2011 | Indus Mega Traders | Purchase | 4 | | 10,000.00 |
| 22-12-2011 | Indus Trader | Purchase | 5 | | 10,000.00 |

2. **Alt + I:** To insert a voucher before the cursor position in the vouchers list

For example,

- Go to Gateway of Tally > Display > Account Books > Purchase Register > Press 'Enter'
- Press 'Alt + I' to insert a voucher directly before the highlighted voucher in the list

NOTE: The same keys can also be used to toggle between voucher and invoice mode on the sales and purchase invoice creation screen.

3. **Alt + D:** To delete a voucher from the Day Book

For example, in a Day Book or other reports showing the list of vouchers,

- Select or highlight the voucher to delete > Press 'Alt + D'.

| Day Book | | Steelage Industries (P) Ltd | | Ctrl + M | |
|------------|----------------------|-----------------------------|---------|-----------------------------|-------------------------------|
| Day Book | | | | For 22-Dec-2011 | |
| Date | Particulars | Vch Type | Vch No. | Debit Amount Inwards Qty | Credit Amount Outwards Qty |
| 22-12-2011 | Indus Traders | Sales | 1 | 94,250.00 | |
| 22-12-2011 | Innova Steel Traders | Purchase | 1 | | 1,16,145.90 |
| 22-12-2011 | Indus Mega Traders | Purchase | 2 | | 99,270.00 |

4. Alt + 2 : To duplicate a voucher

While viewing a list of vouchers in reports:

- Select the voucher of which you want to make the duplicate > Press 'Alt + 2'.

| Day Book | | Steelage Industries (P) Ltd | | Ctrl + M | |
|------------|----------------------|-----------------------------|---------|-----------------------------|-------------------------------|
| Day Book | | | | For 22-Dec-2011 | |
| Date | Particulars | Vch Type | Vch No. | Debit Amount Inwards Qty | Credit Amount Outwards Qty |
| 22-12-2011 | Indus Traders | Sales | 1 | 94,250.00 | |
| 22-12-2011 | Innova Steel Traders | Purchase | 1 | | 1,16,145.90 |
| 22-12-2011 | Indus Mega Traders | Purchase | 2 | | 99,270.00 |

Alt + 2

| | | | | | | | | | | | |
|---------|--------------|-----------|-----------|--------------|------------|---------------|----------------|-----------------|----------------|---------------|-------------------|
| Q: Quit | Enter: Alter | D: Delete | X: Cancel | 2: Duplicate | A: Add Vch | I: Insert Vch | R: Remove Line | U: Restore Line | U: Restore All | Space: Select | Space: Select All |
|---------|--------------|-----------|-----------|--------------|------------|---------------|----------------|-----------------|----------------|---------------|-------------------|

Now the voucher creation screen with the similar details or information on the selected voucher will be opened.

| Accounting Voucher Creation (Duplication) | | Steelage Industries (P) Ltd | | Ctrl + M | |
|---|------------|-----------------------------|-----------|-------------|--|
| Purchase | No. 2 | | | 22-Dec-2011 | |
| Supplier Invoice No. : | ██████████ | Date : | Thursday | | |
| Party's A/c Name : Indus Mega Traders | | | | | |
| Current Balance : 3,19,319.00 Cr | | | | | |
| Purchase Ledger : Purchases @ 5% | | | | | |
| VA7/Tax Class : Purchases @ 5% | | | | | |
| Name of Item | Quantity | Rate per | Amount | | |
| Cold Rolled Coils 64 mm | 200 MT | 496.35 MT | 99,270.00 | | |

5. Alt + Enter: To view the 'Voucher Display'

To do this:

- Select the required voucher on from the list of vouchers > Press 'Alt + Enter'.

| Day Book | | Steelage Industries (P) Ltd | | Ctrl + M | |
|------------|----------------------|-----------------------------|---------|-----------------------------|-------------------------------|
| Day Book | | | | For 22-Dec-2011 | |
| Date | Particulars | Vch Type | Vch No. | Debit Amount Inwards Qty | Credit Amount Outwards Qty |
| 22-12-2011 | Office Costs | Receipt | 2 | | 5,000.00 |
| 22-12-2011 | Indus Trader | Sales | 1 | 2,21,025.00 | |
| 22-12-2011 | Innova Steel Traders | Purchase | 1 | | 24,817.50 |
| 22-12-2011 | Indus Mega Traders | Purchase | 2 | | 12,408.75 |
| 22-12-2011 | Indus Mega Traders | Purchase | 3 | | 99,270.00 |
| 22-12-2011 | Indus Mega Traders | Purchase | 4 | | 10,000.00 |
| 22-12-2011 | Indus Trader | Purchase | 5 | | 10,000.00 |

Alt + Enter

- The 'Voucher Display' screen will appear as shown below:

| Voucher Display | | Steelage Industries (P) Ltd | | Ctrl + M | |
|--------------------------------|------------------------|-----------------------------|-----|-----------|--|
| <u>Purchase</u> | | | | | |
| No. | : 1 | | | | |
| Date | : 22-Dec-2011 | | | | |
| Supplier Invoice No. | : | | | | |
| Party Ledger A/c | : Innova Steel Traders | | | | |
| Current Balance | : 24,817.50 Cr | | | | |
| Name of Item | Quantity | Rate | per | Amount | |
| Cold Rolled Coils 64 mm | 50 MT | 496.35 | MT | 24,817.50 | |
| Party Bill Allocations: | | | | | |
| New Ref | 1 | 24,817.50 Cr | | | |

Hence, you can use these power shortcuts to help save time and enhance the usage experience in Tally.ERP 9.

Get more 'Tally Tips' on Tally.ERP 9 at www.tallysolutions.com/website/html/contactus/tally-tips.php