Some Important Short Keys of Tally Prime

Short keys		Description
Alt +f3	=	Select, Create Company
Alt +C	=	Create ledger, group, stock etc.
Alt+ D	=	Delete Ledger, group, stock etc.
F2	=	Change voucher date
Alt+f2	=	Change period date
Esc	=	Go to back to the previous screen
		By closing the currently open scree
f11, f12	=	to open Company Features screen
Alt +f4	=	Close the Tally Program
Ctrl+ A	=	to accept or save a screen
Ctrl+ Inter	=	Edit Group or ledger
Ctrl+ N	=	Open calculator in tally
Ctrl+ P	=	Print
Ctrl+ H	=	Change entry Mode
DD	=	For Day book
DT	=	Trial balance
Alt +F1	=	Display Report Full screen

Voucher Short keys

F4	**=**	Contra
F5	**=**	Payment
F6	=	Receipt
F7	=	Journal
F8	=	Sales
F9	=	Purchase
F10	=	Other Voucher
Alt+ f5	=	Debit note
Alt+ f6	=	Credit Note