" Shortcut Analysis "
Tally ERP 9 VS Tally Prime

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SR.NO.	Function to Perform	Location / Area / Report	In Tally ERP 9	In Tally Prime	Additionl Optinal in Tally Prime
1	To Select Company	Gate way of Taly	F1	Alt + F3	
2	To Shut Company	Gate way of Taly	Alt + F1	Ctrl + F3	
3	To Print Current Report	From Any Report	Alt + P	Ctrl + P	
4	To Export Current Report	From Any Report	Alt + E	Ctrl + E	
5	To Copy Text	Multiple Places	Ctrl + Alt + C	Ctrl + C	
6	To Paste Text	Multiple Places	Ctrl + Alt + V	Ctrl + V	
7	To Hide Entry / Remove Line	From Any Report having Multiple Lines	Alt + R	Ctrl + R	
8	To Unhide Entry / Restore Line	From Any Report having Multiple Lines	Alt + U	Ctrl + U	
9	To Restore all removed Line / Unhide Entries	From Any Report having Multiple Lines	Ctrl + U	Alt + U	
10	To View Report in Detailed or Condensed Format	From Any Report	Alt + F1	Alt + F5	
11	Columnar Sales / Purchase Register	DAS / DAP - Sales / Purchase Register	F5	F8	Ctrl + H
12	Extracts	DAS / DAP - Sales / Purchase Register	F6	Alt + F8	Ctrl + H
13	Columnar Ledger	DAL - Ledger	Alt + F8	F8	Ctrl + H
14	Daily Break Up	DAL - Ledger	F6	Ctrl + F6	Ctrl + H
15	Monthly Ledger	DAL - Ledger	F7	F6	Ctrl + H
16	Includes Opening Balance	DAL - Ledger	F12	Ctrl + B	
17	Select Vouchers to Show	DAL - Ledger	F12	Ctrl + B	
18	Stock Valuation Method	Balance Sheet / Profit and Loss Ac	F7	F8	Ctrl + B
19	Bank Reconciliation	Bank Ledger	F5	Alt + R	Ctrl + H
20	Help	Gate way of Taly	Alt + H	F1	
21	Item Invoice / Accounting Invoice	Voucher Entry	Alt + I	Ctrl + H	
22	Invoice Mode/ Voucher Mode	Voucher Entry / Report	Ctrl + V	Ctrl + H	
23	Tax Analysis during Voucher Entry	Voucher Entry	Alt + A	Ctrl + I	

SR.NO.	Function to Perform	Location / Area / Report	In Tally ERP 9	In Tally Prime	Additionl Optinal in Tally Prime
24	Company Info·	Gate way of Taly	Alt + F3	Alt + K	
25	Single & Double Entry Mode for Payment, Receipt & Contra·	Vouchers - Payment / Receipt / Contra	F12	Ctrl + H	
26	Purchase Order	Voucher Entry	Alt + F4	Ctrl + F9	
27	Sales Order	Voucher Entry	Alt + F5	Ctrl + F8	
28	Debit Note	Voucher Entry	Ctrl + F9	Alt + F5	
29	Credit Note	Voucher Entry	Ctrl + F8	Alt + F6	
30	Physical Stock Voucher	Voucher Entry	Alt + F10	Ctrl + F7	
31	Rejections Out Voucher	Voucher Entry	Alt + F6	Ctrl + F5	
32	Tax Rate History in GST Configuration	Masters Creation related to GST	Alt + L	Alt + W	
33	Print Preview	From Any Report	Alt + I	I	
34	Print Configuration	From Any Report	F12	C	
35	Nature of Receipt (Advance Receipt)	Recording of Advance Receipt	Alt + N	Alt + J	

Newly Added in Tally Prime

SR.NO.	Function to Perform	In Tally Prime	Location / Area / Report
1	Go To	Alt + G	From Any where in Tally Prime
2	Switch to	Ctrl + G	From Any where in Tally Prime
3	Change Mode / View	Ctrl + H	Voucher Entry / Report
4	Exception Reports	Ctrl + J	Various Reports
5	More Details	Ctrl + I	Various Reports & Masters
6	Basis of Values	Ctrl + B	Various Reports
7	Auto Fill	Ctrl + F	Payment Voucher
8	List of All Vouchers (Voucher Entry)	F10	Voucher Entry
9	Select / Deselect Lines till the Top	Ctrl + Shift + Home	From Any Report having Multiple Lines
10	Select / Deselect Multiple Lines / Entries	Shift + Up / Down Arrow	From Any Report having Multiple Lines
11	Select / Deselect Lines till the End	Ctrl + Shift + End	From Any Report having Multiple Lines
12	Quit Application	Alt + F4	From Any where in Tally Prime