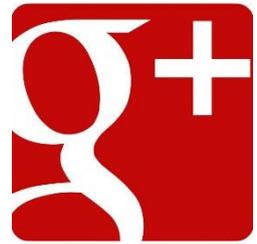


TallySchool

**Tally Shortcuts you've
never heard of !**



Some of the unknown
Tally Shortcuts put
together by **Rishit Shah**
from TallySchool.com

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Introduction

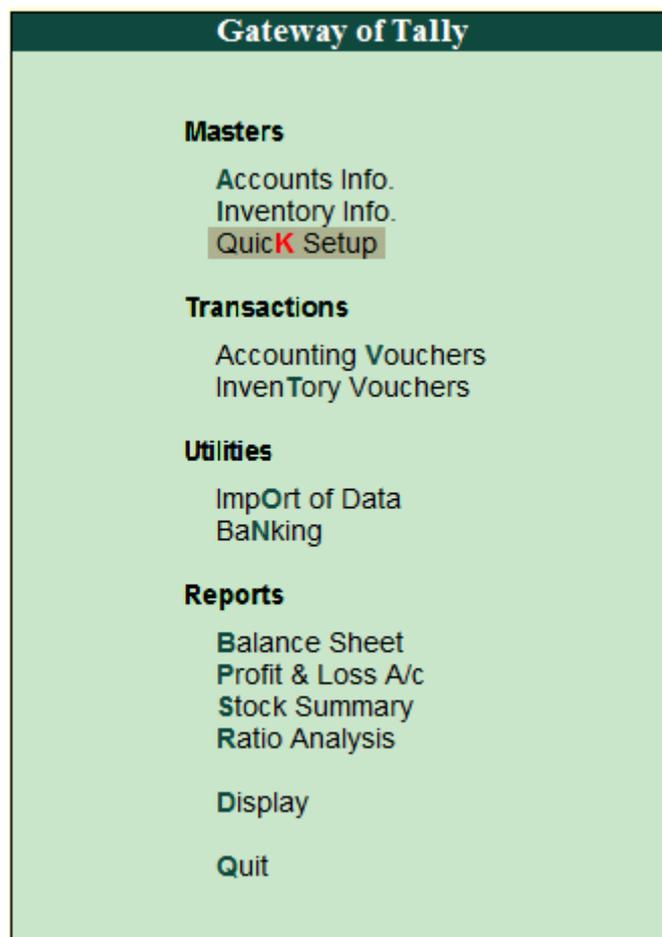
Let me give a small and sweet introduction of who am I. I am Rishit Shah. I am a big fan of Tally and currently in the final stage of Chartered Accountancy. You can [read more about me here](#).

So, what are the shortcuts? By looking at the index you must have guessed of what shortcuts I am talking about.

The shortcuts that are capitalized and bolded in red letters in Tally in every menu.

Still didn't get it? Open Tally, go to Gateway of Tally and compare it with the index of this book. You will come to know of what I am talking about.

Take a look at the picture below:



By pressing red **K** you can directly go to Quick Setup. You don't have to scroll up and down or use mouse to navigate between the menus in Tally.

These are the shortcuts on which this book is written.

Now you must be thinking, that I already know this. Why the hell is this guy telling me what I already know.

But, before you go away, let me tell you that there are **more than 100 shortcuts** like the one above (the red **K**) that you just read.

Do know all of them? Okay, do you know half of them? If you think that you know each and every shortcut of this type, then this book is not for you. Please don't waste your precious time reading what you already know.

But if you think that you don't know even a single shortcut than I assure you that this book is for the very benefit of you.

You can operate Tally much faster than you can even think. By **pressing just 4 keys** you can go into almost any menu in Tally.

People will think from where to go to this menu and you will be there in a fraction of seconds. And I'm not joking at all. I have tried this and many of my friends have tried this too. The results were amazing.

It works at the speed of light.

See it live on in the video below, in which I am using some of the Tally shortcuts described in this book. **Click the image to see the video.**



TallySchool | **Free PDF**

Start-Up

For learning all the shortcuts that you are going to see in this book, you will need **Tally.ERP 9**.

If you don't have Tally.ERP 9, don't worry.

You can download and install Tally for free (educational version).

You can view all the [instructions with a video for downloading and installing Tally on TallySchool](#).

After downloading and installing Tally, open Tally.

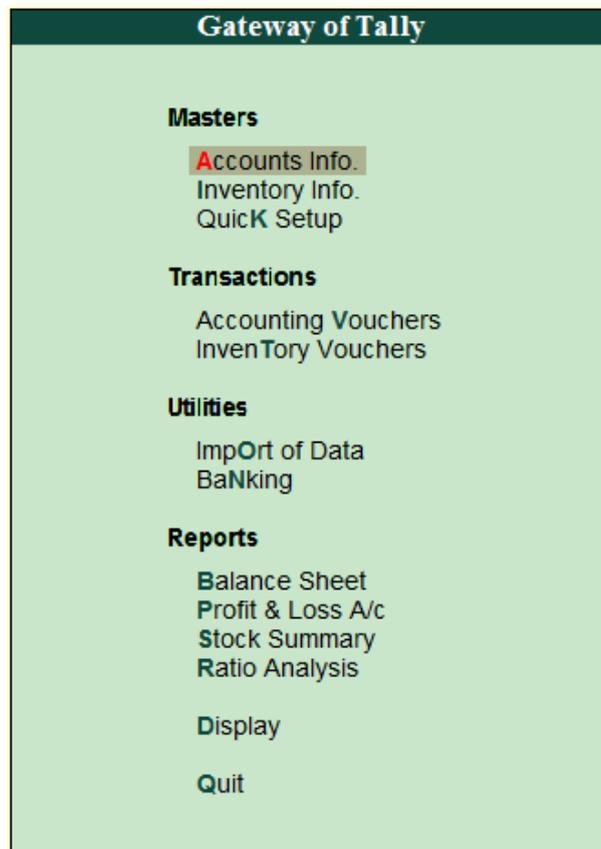
Create a new company, if you have not created till now.

If you want to see a video tutorial on how to create a company, [you can view it here](#).

When you have created a new company, go at the **Gateway of Tally**.

The screen will look as below. Now the magic starts.

Magical shortcuts.



Masters

Accounts Info.

In Accounts Info., all the shortcuts start with A.

Shortcut	Functionality
Groups	
AGC	Create a group
AGD	Display individual group
AGA	Alter a group
AGR	Create multiple groups
AGI	Display multiple ledgers
AGT	Alter multiple ledgers
Ledgers	
ALC	Create a ledger
ALD	Display individual ledger
ALA	Alter a ledger
ALR	Create multiple ledgers
ALI	Display multiple ledgers
ALT	Alter multiple ledgers
ALL	See credit limits
Budgets	
ABC	Create a budget
ABA	Alter a budget
Voucher Types	
AVC	Create a voucher
AVD	Display a voucher
AVA	Alter a voucher

Inventory Info.

In **I**nventory Info., all the shortcuts start with **I**.

Shortcut	Functionality
Stock Groups	
IGC	Create a stock group
IGD	Display individual stock group
IGA	Alter individual stock group
IGR	Create multiple stock groups
IGI	Display multiple stock groups
IGT	Alter multiple stock groups
VAT Commodity	
ITC	Create a VAT commodity
ITD	Display a VAT commodity
ITA	Alter a VAT commodity
Stock Items	
IIC	Create a stock item
IID	Display individual stock item
IIA	Alter a stock item
IIR	Create multiple stock item
III	Display multiple stock item
IIT	Alter multiple stock item
Units of Measures	
IUC	Create an inventory unit
IUD	Display inventory unit
IUA	Alter inventory unit
Voucher Types	
IVC	Create a voucher
IVD	Display a voucher
IVA	Alter a voucher
Update VAT Info.	
IE	Update VAT information

QuickK Setup

In Quick Setup, all the shortcuts start with K.

Shortcut	Functionality
KN	Go to Tally.NET setup
KM	Go to Excise for Manufacturer setup
KD	Go to Excise for Dealer setup
KV	Go to VAT setup
KT	Go to TDS setup
KC	Go to TCS setup
KS	Go to Service Tax setup

Transactions

Accounting **V**ouchers

Shortcut	Functionality
V	Go to accounting voucher creation

Inventory Vouchers

Shortcut	Functionality
T	Go to inventory voucher creation

Utilities

Imp**O**rt of Data

In Import of Data, all the shortcuts start with O.

Shortcut	Functionality
OM	Imports masters
OV	Imports vouchers

Ba**N**king

In Banking, all the shortcuts start with N.

Shortcut	Functionality
NC	Go to cheque printing
NR	Displays cheque register
NB	Go to Bank Reconciliation
NDD	Displays Cheque Deposit Slip
NDC	Displays Cash Deposit Slip
NP	Displays Payment Advice

Reports

Shortcut	Functionality
B	Displays Balance Sheet
P	Displays Profit and Loss account
S	Displays Stock Summary
R	Displays Ratio Analysis

Display

In Display, all the shortcuts start with D.

Shortcut	Functionality
Trial Balance	
DT	Displays Trial Balance
Day Book	
DD	Displays Day Book
Account Books	
DAC	Displays Cash/Bank books
DAL	Displays a list of ledgers
DAG	Displays list of groups
DAV	Displays list of groups with vouchers
DAS	Displays Sales Register
DAP	Displays Purchase Register
DAJ	Displays Journal Register
Statements of Accounts	
DSOR	Displays statements of accounts for outstanding receivables
DSOP	Displays statements of accounts for outstanding payables
DSOL	Displays statements of accounts outstanding ledger wise
DSOG	Displays statements of accounts outstanding group wise
DSS	Displays statements of accounts statistics
Inventory Books	
DIS	Displays stock item
DIG	Displays list of groups of stock items
DIT	Displays Stock Transfers
DIP	Displays physical stock register
DIMS	Displays analysis of movement of stocks group wise
DIMI	Displays analysis of movement of stocks item wise
DIMG	Displays analysis of movement of accounts group wise
DIML	Displays analysis of movement of accounts ledger wise

DIMT	Displays Transfer Analysis
DIA	Displays Ageing Analysis
Statements of Inventory	
DET	Displays Stock Query in statements of inventory
DEO	Displays Cost Estimation in statements of inventory
DEI	Displays Item Cost Analysis in statements of inventory
DES	Displays statements of inventory statistics
Statutory Info.	
DUV	Displays VAT classifications
Statutory Reports - VAT	
DOVV	Displays VAT computation in VAT reports
DOVA	Displays VAT forms in VAT reports
DOVE	Displays E-VAT forms in VAT reports
DOVC	Displays VAT commodity in VAT reports
DOVR	Displays VAT register in VAT reports
Statutory Reports - CST	
DOCR	Displays forms receivable in CST reports
DOCI	Displays forms issuable in CST reports
DOCC	Displays CST forms in CST reports
DOCE	Displays E-CST forms in CST reports
DOCS	Displays CST register in CST reports
Cash/Funds Flow	
DCC	Displays cash flow in Cash/Funds Flow
DCF	Displays funds flow in Cash/Funds Flow
DCP	Displays cash flow projection in Cash/Funds Flow
Receipts and Payments	
DR	Displays Receipts and Payments
List of Accounts	
DL	Displays List of Accounts
Exception Reports	
DXN	Displays Negative Stock in Exception Reports
DXL	Displays Negative Ledgers in Exception Reports
DXR	Displays Overdue Receivables in Exception Reports
DXP	Displays Overdue Payables in Exception Reports
DXM	Displays Memorandum Vouchers in Exception Reports
DXS	Displays Post-Dated Vouchers in Exception Reports
DXA	Displays E-mail IDs in Exception Reports



I am very much confident that above listed 100+ shortcuts will make your operation in Tally much more powerful than anyone.

If you are an Articleship going guy or doing job, than your boss will be shocked to see you using Tally this way because even your boss doesn't know this.

If you have not read the copyright, than let me tell you that **this book can be distributed freely**, but its form and content should remain as it is.

Did you read the word TallySchool many times in this book?

Scroll down to see what TallySchool is about.

What is TallySchool about?

Till now you have read TallySchool so many times in this book from the cover page to footer of every page. So what is actually TallySchool?

Well, TallySchool is an online blog which is totally dedicated to Tally. As I said on the introduction of the book that I am a big fan of Tally so I made a whole website only about Tally.

[You can read the whole story for why I created this blog here.](#)

How TallySchool can help you?

If you are trying to learn Tally, then TallySchool is surely for you.

Here are some of the points on how TallySchool can help you:

- Detailed video tutorials on every concept of Tally.
- You can even ask me questions about Tally (or any other questions) or request a certain video tutorial you want and I'll make it for you.
- **Access to all the video tutorials for free 24/7 on TallySchool.**
- Become an expert at operating Tally.
- So what are you waiting for, [visit TallySchool now](#) and start learning Tally.

And lastly if you haven't done this you will be missing some golden information on Tally.

Give a Like!

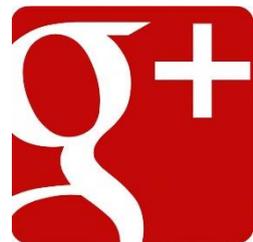


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&

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