Introduction to TallyPrime

TallyPrime is complete business management software for small and medium business. TallyPrime helps you manage

accounting, inventory, banking, taxation, banking, payroll and much more to get rid of complexities, and in turn, focus on

business growth.

What you can do with TallyPrime?

Invoicing & Accounting- TallyPrime makes it amazingly simple to create and record invoices.

Optimized invoice components, host of configurations, multiple billing modes and so on.. makes TallyPrime really moulding to

your business. The wide variety of TallyPrime's features makes it a simple accounting system.

Inventory management- The features of TallyPrime's make it one of the most flexible system for

optimal inventory management. Features such as godown management, multiple stock valuation, manufacturing, batch and

expiry date, job costing etc., and the powerful inventory reports make inventory management a cakewalk.

Insightful Business Reports- TallyPrime comes with more than 400 business reports which

are readily available with powerful insights that will allow you make informed decisions.TallyPrime's amazing flexibility allows

you to slice and dice your reports and look at them the way you want, the way it works for your business.

GST/Taxation- With TallyPrime, you can generate GST compliant invoices such as tax invoice, bill of supply

etc. in seconds and file accurate GST returns always. What's more? You can automatically generate e-invoice and print invoices

with IRN and QR code instantly. Using TallyPrime's features, you can also manage TDS, TCS and payroll statutory such as PF,

ESI and employee income tax.

Credit and Cash Flow Statement- By increasing the efficiencies in accounts receivable, accounts payables, inventories, and several other areas of business, TallyPrime helps you optimise cash flows. TallyPrime's insightful reports help you to be on top of your cash flow.

Multi-task Capabilities- TallyPrime supports multi-tasking and helps you handle the day-to-day interruptions. You are in the middle of the sales invoice but want to record another new sale? Or in the middle of making a payment entry but want to refer to outstanding report before proceeding? Using TallyPrime, you will be able to handle many such situations without the hassle of switching between multiple instances of Tally or the worry of losing your progress.

Go to Features- With TallyPrime, discovering insights just got easier. This is made possible with TallyPrime's new and powerful search bar called "Go To". Using Go To, you can search and find the things you didn't know Tally could do for you and discover new insights to run your business better.

Banking- TallyPrime comes with a wide range of banking features/utilities that help you manage all your banking needs easily. Using TallyPrime's banking features such as auto bank reconciliation, pre-defined cheque formats, cheque management, e-payments etc. makes banking an effortless task.

Access Business Data Online- TallyPrime gives you the ability to view business reports online from the comfort of a web browser, wherever you are with the promise that your data will always rest with you.

Secure Data- We understand that your business data is sensitive and ensure that you will always remain in custody of it. With multiple user access control and feature-based security levels ensure that access to your data is restricted based on your choice.

Keyboard Shortcut Keys

This topic lists the shortcut keys and other menu keys used in TallyPrime Developer.

Editor Keys

Short Cut Keys	Functionality
Up	To scroll the cursor up by a line
Down	To scroll the cursor down by a line
Left Arrow	To scroll the cursor left by a character
Right Arrow	To scroll the cursor right by a character
Home	To move the cursor to the beginning of the current line
End	To move the cursor to the end of the current line
PageUp	To move the cursor one page up at a time
PageDown	To move the cursor one page down at a time
Insert	To select the edit mode or override mode in editor window
Delete	To clear the next character from the cursor location or to clear the selected text
Esc	To come out of a dialog box, similar to the option 'cancel'
Back Space	To delete one character back from the current location
Tab	To leave one tab space from the current location
Enter	To start a fresh line
Shift + Down	To select a line downwards from the cursor position
Shift + Up	To select a line upwards from the cursor position

Shift + Left Arrow	To select a character left of the cursor position
Shift + Right Arrow	To select a character to the right of the cursor position
Shift + Home	To select the text from the cursor location to the starting point of the line
Shift + End	To select the text from the cursor location to the ending point of the line
Shift + PageUp	To select one page up from the cursor location
Shift + PageDown	To select one page down from the cursor location
Shift + Insert	To paste the content from clipboard
Shift + Delete	To cut the selected text
Shift + Back Space	To delete one character back from the current location
Shift + Tab	To move the cursor one tab back from the current location
Shift + Enter	To start a fresh line
Ctrl + <Mouse Click>	To copy contents from multiple locations or to paste the selected contents at multiple locations
Ctrl + Down	To scroll the page one line down at a time
Ctrl + Up	To scroll the page one line up at a time
Ctrl + Left Arrow	To move the cursor a word left
Ctrl + Right Arrow	To move the cursor a word right
Ctrl + Home	To move the cursor at the beginning of the file

Ctrl + End	To move the cursor at the end of the file
Ctrl + Insert	To copy the selection
Ctrl + Delete	To delete a word right from the cursor location
Ctrl + L	To cut the current line
Ctrl + T	Toggles current line with the line above it
Ctrl + Back Space	To delete one word back from the current location
Ctrl +]	To point cursor to the next definition in a file
Ctrl + [	To point cursor to the previous definition in a file
Alt + Home	To point the cursor at the beginning of the line
Alt + End	To point the cursor to the end of the line
Alt + Back Space	Undo
Alt + Shift + Down	To move one line down during column selection
Alt + Shift + Up	To move one line up during column selection
Alt + Shift + Left Arrow	To move one character left during column selection
Alt + Shift + Right Arrow	To move one character right during column selection
Alt + Shift + Home	To extend the rectangular selection to the starting of the line
Alt + Shift + End	To extend the rectangular selection to the end of the line

Alt + Shift + PageUp	To select one page up from the current location during column selection
Alt + Shift + PageDown	To select one page down from the cursor location during column selection
Ctrl + Shift + [	To select one paragraph up
Ctrl + Shift +]	To select one paragraph down
Ctrl + Shift + Left Arrow	To select a word from the left
Ctrl + Shift + Right Arrow	To select a word from the right
Ctrl + Shift + Home	To select the text from the cursor location to the beginning of the file
Ctrl + Shift + End	To select the text from the cursor position to end of the file
Ctrl + Shift + Delete	To delete the line right from the current location
Ctrl + Shift + Back Space	To delete the line left from the current location
Ctrl + Shift + L	To delete the current line
Ctrl + Shift + T	To copy the current line
Ctrl + Shift + '+'	To zoom in to the Editor Window
Ctrl + Shift + '-'	To zoom out of the Editor Window
Ctrl + F2	To add bookmarks along required lines in the Editor
Shift + F2	To navigate to the Previous bookmark

F2	To navigate to the Next bookmark

Menu Keys

Short Cut Keys	Functionality
Del	Delete
F1	To get the Help Manual
F3	To find the next occurrence in the current file
F4	To find and replace the next search result
F7	To compile a file
F9	To build the current project
Shift + F3	To go back to the previous search result
Shift + F4	To find and replace the previous search result
Alt + P	To directly jump to any other File
Alt + 1	To hide Explorer window
Alt + 2	To hide Output window
Ctrl + N	To create a new TDL file
Ctrl + O	To open an existing TDL file
Ctrl + S	To save a file or a project
Ctrl + Z	Undo
Ctrl + Y	Redo
Ctrl + A	Select all
Ctrl + X	Cut
Ctrl + C	Copy
Ctrl + V	Paste
Ctrl + E	Execute OS Command

Ctrl + F	To find a text in the current file
Ctrl + D	To locate the given text in all the files
Ctrl + G	Move to a Line number
Ctrl + H	To find and replace a text with a new text
Ctrl + J	To directly Jump to any Definition
Ctrl + 1	To go to Project Explorer
Ctrl + 2	To go to Output Window
Ctrl + 3	To go to Edit Pane
Ctrl + 4	To go to Definition Explorer
Ctrl + 5	To go to Schema Explorer
Ctrl + 6	To go to Build Window
Ctrl + 7	To go to Search Window
Ctrl + 8	To go to Function Browser
Ctrl + 9	To go to Action Browser
Ctrl + F3	To move to the next search location
Ctrl + F7	To compile a project
Ctrl + Dot	To move to the original description from a reference or modifier
Ctrl + Plus	To expand the pointed definition
Ctrl + Minus	To collapse the pointed definition
Ctrl + /	To show all the references for the current description
Ctrl + PgUp	To jump to previous location
Ctrl + PgDn	To jump to subsequent location

Ctrl + Shift + N	To create a new project
Ctrl + Shift + O	To open an existing project
Ctrl + Shift + C	To comment one or more lines
Ctrl + Shift + U	To uncomment one or more commented lines
Ctrl + Shift + F3	To move to the previous search location
Ctrl + Shift+ /	To show all the modifiers for the current description
Ctrl + Alt + Q	To exit from Tally Developer
Ctrl + Alt + A	To open the Attribute References Search Dialog
Ctrl + Alt + D	To open the Definition References Search Dialog