

SHORTCUT KEYS	USES OF SHORTCUTS
<b>CALCULATOR</b>	<p>Tally me Calculator ka use Aap Anokhe Tarike se bhi kar sakte hai. Tally Calculator ka Kewal Calculation ke liye use Nahi Hota.</p> <p>Agar Aap Calculator ko Open Karke Waha Par <b><u>Cash Type Karke Enter Karte hai To aapka Last Entry tak ka Cash Balance Show kar Dega.</u></b></p> <p>Isi Tarah yadi Aap Waha Par <b><u>Bank Type Karte hai To Bank Balance Show Kar Dega.</u></b></p> <p>Bilkul Isi Tarah aap Tally me Kisi Bhi Ledger Ya Group ka Closing Balance Direct Calculator me Hi Check Kar Sakte hai.</p>
<b>CHANGING DATE</b>	<p>Generally Agar Mujhe June Month ki Puchase Report Dekhni hai to Ham Purchase Register ko Open karte hai Aur Period Change Karne ke Liye</p> <p>From Date – 1.6.2019</p> <p>To Date – 30.6.2019 (likhte hai)</p> <p>Aur Iski jagah Agar Aap</p> <p>From Date me – Jun</p> <p>To Date me – Jun</p> <p>Type Karke Enter Karte ho To bhi Date Lag Jati hai.</p>
<b>ALIAS</b>	<p>Jab bhi ham koi Ledger Banate hai to Us Ledger ke naam ke Niche <b>Alias</b> Naam ka ek Option Hota hai Waha Par Aap Kisi Bhi Ledger Ka Nick Name De Sakte hai For Example-</p> <p>Cash Ledger ka Alias – Ham (CS) Rakhte hai</p> <p>SGST Ledger ka Alias – Ham (S) Rakhte hai</p> <p>CGST Ledger ka Alias – Ham (C) Rakhte hai</p> <p>Round Off Ledger Ka Alias – Ham (R) Rakhte hai.</p> <p>To koi Bhi Entry karte waqt agar mujhe Cash Ledger ki Jarurat Padti hai to Direct CS Type karke me Cash Ledger ko Select Kar Sakta hu</p> <p>Isi Tarah SGST ke Liye – S, CGST ke Liye – C aur Round off ke Liye – R Type karke use Ledger ko Select Kar Sakte hai.</p>
<b>TAX INCLUDE ENTRY</b>	<p>Kisi Bhi Item ki Price 2 Tarah ki Hoti hai ek Taxable value – Jispar Tax Lagta hai Aur Ek Total Value Jispar Tax Laga huwa hota hai.</p> <p>To Ham Sales ki Entry karte waqt Direct ham Tax Include Value Dalkar Apne Kaam karne ki Speed ko Badha sakte hai.</p> <p>Jyada Jankari ke Liye Video Dekhe</p>
<b>Voucher Class</b>	<p>Voucher Class Ka use Karke Aap Apni Entry karne ki Speed ko 3 Guna Tez Kar Sakte ho. Voucher Class Tally ka Bahut Hi Behreen Features hai Is Features ko Is Post me nahi Samjhaya Ja Sakta Iske Liye maine Youtube Channel Happy Learny Par Voucher Class ka Video Upload Kiya huwa hai aap Wo Dekh Sakte hai.</p>
<b>CTRL+A</b>	<p>Save karne Ke Liye CTRL+A ka Use Kiya Jata hai.</p> <p>Koi Bhi Entry Karte Waqt Entry Save Karne ke liye</p> <p>Koi Bhi Ledger Banate Waqt Ledger Save Karne Ke Liye.</p> <p>Koi Bhi Item Banate Waqt Item Save Karne Ke liye</p> <p>Koi Bhi Features Yes Karne ke Baad Save Karne ke liye.</p>
<b>CTRL+D</b>	<p>Entry karte waqt Koi Ledger Ya Item Galti se Select Kar Liya hai to use waha se hatane ke liye CTRL+D ka Use Kiya Jata hai.</p>

<b>CTRL+ALT+C</b>	Tally Se kuch Bhi Copy Karne Ke liye
<b>CTRL+ALT+V</b>	Tally me Kuch Bhi Paste Karne ke Liye
<b>ALT+D</b>	Kisi Bhi Ledger, Item, Group, Entry Ya Phir Company Ko Delete Karne ke liye
<b>ALT+R</b>	Kisi Bhi Ledger ka Statement Check Karte Waqt Kisi bhi Entry ko Temporally Hatane ke Liye
<b>ALT+U</b>	Hatai Gai Entry ko Wapas Lane ke Liye.
<b>CTRL+U</b>	Ek Se Jyada Hatai Gai Entry ko Ek Sath Wapas Lane ke liye
<b>SPACE</b>	Kisi Bhi Ledger Ka Statement Check Karte Waqt Kisi Bhi Entry ko Select Karne Ke liye
<b>CTRL+SPACE</b>	Kisi Bhi Ledger Ka Statement Check Karte Waqt Sari Entries ko Ek Sath Select Karne ke Liye.
<b>CTRL+END</b>	Tally Ke Kisi Bhi Shuru ke Option Se Aakhri ke Option me Jane ke liye
<b>CTRL+HOME</b>	Wapas Kisi Bhi Aakhri Option se Shuru ke Option me Aane ke liye.
<b>END</b>	Kisi Bhi Ledger Ka Statement Check Karte Waqt Sidha Uski Aakhri Entry Par Jane ke liye
<b>HOME</b>	Wapas Aakhri Entry se Pehli Entry Par Aane Ke Liye
<b>PAGE DOWN</b>	Next Entry Me Jane Ke Liye
<b>PAGE UP</b>	Previous Entry Me Aane Ke Liye
<b>CTRL+R</b>	Kisi Bhi Voucher me Ki Gai Last Entry Ke Ledger aur Narration ko Repeat Karne Ke Liye
<b>ALT+R</b>	Jis Ledger me Jo Narration Dala Jata hai Us Narration ko Repeat Karne Ke Liye
<b>ALT+C</b>	Koi Bhi Naya Ledger, Group ya Item Banane Ke Liye aur Sath Me Immediate Calculation ke Liye Bhi Iska Use Kiya Jata hai.
<b>CTRL+ENTER</b>	Kisi Bhi Ledger, Items aur Group ko Turant Edit Karne Ke Liye
<b>ALT+P</b>	Kisi Bhi Report, Statement Ya Bill ko Print Dene Ke Liye
<b>ALT+E</b>	Kisi Bhi Report, Statement Ya Bill Ko PDF, Excel Ya Image File Me Export Karne Ke liye
<b>CTRL+Q</b>	Tally ke Kisi Bhi Page Se Bahar Aane ke Liye
<b>ALT+X</b>	Kisi Bhi Entry ko Cancel Karne Ke Liye
<b>ALT+2</b>	Kisi Bhi Entry ki Duplicate Entry Karne Ke Liye
<b>ALT+J</b>	Statement Entry Karte Waqt Koi Bhi Naye Voucher Me Entry Add karne Ke liye
<b>ALT+I</b>	Statement Entry Karte Waqt Koi Bhi Naye Voucher Me Entry Add karne Ke liye

Note – Diye Gaye Sabhi Shortcuts ko Behtar Dhang Se Samajhne Ke Liye Aap YouTube Par Hamara Video Dekh Sakte hai Di Gai Link Par Click Karke - <https://youtu.be/MnsJ2eVHx04>