Lesson : Advanced Inventory Information in Tally ERP 9

Stock Groups in Tally

Stock groups in Inventory are similar to groups in accounting master. Stock groups in tally helps in classification to stock items according to their behavior. The grouping of stocks in tally enables to identify and report in statements as per stock wise. Similar stocks can be are grouped under stock groups according their characteristics, brand, product type, etc.

Examples of Stock Groups

Examples of Stock Groups

Tutorial Kart sells Laptops, PC's and Music system. Below is the structure of stock items that being sold.

Group A Computers							
	A1a – 13 Inch Laptop						
A1 – Lenov0	A1b – Lenovo 16 Inch PC						
	A2a – Dell 13inch Laptop						
A2 – Dell	A2b – Dell 16 inch Pc						
	A2a – HP 13inch Laptop						
A3 – HP	A3b – HP 16 inch PC						

In above example, all the laptops and Pc's are grouped under computers and main stock group computer will be created in tally.

How to open Stock groups in Tally ERP 9

Step – 1:

Gateway of Tally > Inventory Info.

After opening the Tally application, from the Gateway of Tally screen choose the inventory info under Master tab.



Step 2:

Next under Inventory Information, displays list of inventory masters where you can maintain inventory master data.

- 1. Stock groups
- 2. Stock Categories
- 3. Stock items
- 4. Unit of Measures
- 5. God owns
- 6. Voucher Types
- 7. Copy Allocation details

To work with stock groups in tally, click on stock group's option.

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<u>Step 3:</u>

Under stock groups, it display two types of stock groups

- 1. Single Stock Group
- 2. <u>Multiple Stock groups</u>

From this screen, you are allowed to create, display and modify single stock group and multiple stock groups in tally.

Through stock groups, it helps you to find the total sales, as per brand wise at particular period of time.

Next topic

Create single stock group in Tally

<u>Stock groups</u> in Tally are used to classify the products according their common behavior. To create single stock group in <u>Tally ERP 9</u> use the following navigation paths: Gateway of Tally > Inventory Info > Stock Groups > Single Stock Group > Create.

Refer below step by step procedure for creation of single stock group in Tally ERP 9.

<u>Step 1:</u>

From Gateway of Tally screen, choose Inventory Info.



Step 2:

In next screen, under inventory info choose stock groups.

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<u>Step 3:</u>

Under single stock group, choose **create** option to create single stock group in as per requirements of company.

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Step 4:

In next screen "Single Stock Group Creation" enter the following details.

- Name: Enter the name of stock group that has to be created in Tally. Here we have given "Television" as a new single stock group.
- Under: Choose stock group as Primary
- Should quantities of items to be added: Choose options as Yes



After entering all the required details, choose "A: Accept" to accept the updated details.

Next topic

Create multiple stock groups in Tally

After <u>creation of single stock group</u>, the next step is creation multiple stock groups in SAP. To create multiple stock groups in Tally, follow the navigation Gateway of Tally > Inventory Info > <u>Stock groups</u> > Multiple stock groups > Create.

Refer below step by step procedure of creation of multiple stock groups in Tally ERP 9.

<u>Step 1:</u>

From Gateway of Tally Screen, choose the option Inventory info.



Step 2:



Choose the option stock groups under Inventory Information.

Step 3:

Under stock groups, it displays two types of groups

- 1. Single stock group
- 2. Multiple stock group

We already created single stock group in Tally, here we are going to create multiple stock groups. Now choose "Create" option under multiple stock groups.

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<u>Step 4:</u>

In the next screen multi stock group creation, you need to choose the group under the list of groups for under group. Here we have given Television (double

CII	ck	on	Т	elevisior	n to	ch	oose)	as	under	group.
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<u>Step 5:</u>

Now update the Stock group as shown below.

Name of Stock Group	Under	Should Quantities of Items be Added
Sony Tv	Television	Yes

Samsung Tv	Television	Yes
Xiami Tv	Television	Yes
Philips Tv	Television	Yes

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Mult	Stock Group Creation			Tut	orial Kart				Ctrl + M	F3: New Company
Und	ar Group	: Television								F4: Parent
										F4: New Parent
S.No	. Name o	f Stock Group					Under		Should Quantities of	
									Items be Added	F6: Skip Names
	Sony Ty						Television		Yes	17: Skip Parent
2	Samsung Tv						Television		Yes	18: Skip Details
3	Xiami TV						Television		Yes	
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After maintaining required details for multi stock group creation, choose A:Accept to save the configured details in <u>Tally</u>.

Next topic

How to Create Stock Category in Tally

Stock category in tally can be created by using two methods, i.e.

- <u>Single stock category</u>
- <u>Multiple stock category</u>

Before creation stock category in tally, you need to set "**Yes**" for Maintain Stock Categories in F11: Features. Gateway of Tally > F11: Features > Inventory Features

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				Company:	Tutorial Kart					F6: Add-Ons
				Inventor	v Features					
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How to Create Single Stock Category in Tally

<u>Step 1:</u>

Navigation to Gateway of Tally and then choose the option Inventory Info



<u>Step 2:</u>

Under inventory info, choose Stock Categories option to create stock category

in Tally.ERP 9.





Under Single stock category, choose "Create" option to create single stock category in Tally.

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Tally.ERP 9						1>		F12: Configure	

Step 4:

In next screen "Sin tock creation" update the following details.

- Name: Enter the name of stock category that has to be created in Tally, here we have given name of stock category as "32 Inches TV"
- Under: By default choose "Primary"
- Press enter to continue and click on Yes to accept the data.

P: Print	E: Export	M: E-Mail	O: Upload	d <u>S</u> : TallyShop	G: Language	K: Keyboard	K: Control Centre	H: Support Centre	H: Help	F3: Company
Name (alias)	: 32 Inches Tr	v	WWW	v.tutorialka	rt.com					F3: New Company
Under	: I Primary		Accept ?	Date of Last Entry No Vouchers Entered						
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How to create multiple stock categories

Step by step procedure to create multiple stock categories in Tally.

<u>Step 1: –</u>

Choose the option "Create "under multiple stock categories to create multiple stock categories in Tally.ERP 9.

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<u>Step 2:</u>

In next screen multi stock category creation, choose under category as "All **Items**" by choosing all items, you can assign under Prime category.

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<u>Step 3:</u>

Now enter **name of category** and press enter to continue. Choose under category as "**Primary**".

	0 3	•								
P: Print	E: Export	M: E-Mail	O: Upload	<u>S</u> : TallyShop	G: Language	K: Keyboard	K: Control Centre	H: Support Centre	H: Help	F3: Company
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		_								F4: New Parent
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After maintaining all the required details, press A: Accept to save the configured details in Tally ERP 9.

Next topic

How to create stock units in Tally ERP 9

In <u>Tally</u>, you can create units and compound units (for e.g. No's, pcs, box, etc) to measure stocks. Compound unit is referred to combination to two units of measure. For example, a box of 25 pieces is a compound unit of measure.

Gateway of Tally.ERP 9 > Inventory Info > Unit of Measure > Create.

<u>Step 1:</u>

Login to Tally, from Gateway of Tally > choose inventory info.

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Step 2:

Next choose "Unit of Measures".

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<u>Step 3:</u>

Under Units, click on Create option to create units of measure in Tally.

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Gateway of	Tally								Ctrl + M 🔳
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	Product	Version & Undate	s Ctrl + Alt + T	License & Services	Ctrl + Alt + L	Configuration	Ctrl + Alt + F	Calculator	Ctrl + N

<u>Step 4:</u>

In next screen unit creation, enter the following details

- **Symbol:** Enter the unit's symbol by which stock items are identified. For e.g. No's indicates numbers.
- **Formal name**: Formal name refer as another name of the units. It helps to match the symbols with their respective names.

 Number of decimal places: number of decimal can be used for detecting units. For example – 5.20 Kg refer as 5Kg and 200 gms, where three decimals are expressed in grams.

P: Print	E: Export	M: E-Mail	O: Upload	S: TallyShop	<u>G:</u> Language	K: Keyboard	K: Control Centre	H: Support Centre	H: Help
Unit Creation				Tutor	ial Kart				Ctrl + M 🛛
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Symbol	: No's		Monday, 1 F						
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Number of de	ecimal places :	0							
			No						
<u>Q</u> : Quit	Accept D	: Delete							
					^				

After entering all the required details, press A: Accept to save the details in Tally.

Next topic

Next topic

Stock Items in Tally

In <u>Tally</u>, stock items are referred to goods or services that a company manufactures or trade.

Stock items in Tally can be created by two methods, i.e.

- 1. Single stock item
- 2. Multiple stock items

Groups	Name of Items	Unit	Opening Qty	Rate	Amount
Music System	Sony Blue Ray	Nos	10	25,000	250,000
System		1105	10	23,000	230,000
	Philips DVD player	Nos	5	15,000	75,000
	Sony 5.1 Music System	Nos	2	20,000	40,000
Television	Sony 32 Inch Tv	Nos	3	25,000	75,000
	LG 32 Inch Tv	Nos	4	20,000	80,000
	MI 32 Inch Tv	Nos	2	15000	30,000
	MI 42 Inch TV	Nos	2	20000	40,000

How to create single stock item in Tally

Path: Gateway of Tally.ERP 9 > Inventory Info > Stock Items > Single stock item > Create

Step 1:

From the initial screen of Tally, i.e. Gateway of Tally, choose inventory info.



Step 2:

Next screen, choose "Stock items"



Step 3:

Under single stock item, choose create.



Step 4:

In next screen, single stock creation enters the following details.

- Name: Enter the name of stock item
- Alias: It can be short name of stock item or another name or product id.
- Under: Enter the stock group under which this stock item to be specified
- **Category :** Enter the <u>stock category</u> of stock item
- Units: <u>Units of measure</u> to count the stock item
- **Opening Balance:** Enter the opening balance of stock item
- **Quantity**: Enter quantity of stock item

Stock Item Creation	Tutorial Kart	Ctrl + M
Name : Sony BlueRay Playe (alias) : Sony BRP25	r	
Under : Il Primary Category : Music Player Units : No's	Statutory Information Rate of Duty (eg 5) : 0	Gateway of Tally Inventory Into Stock Items
WV	vw.tutorialkart.com	Single Stock Item Create Display Alter Multiple Stock Items CReate Display
Opening Balance :	Quantity Rate per Value 10 No's	Quit
O: Ouit A: Accept D: Delete		

- **Rate:** When you are entering the rate values for stock item, a new window opens as shown below. Update the following details.
 - **Go down:** Choose <u>Godown</u> from the list of Godowns.
 - **Rate:** Enter the rate of stock item
 - Per & Amount values are automatically calculated based on quantity and rate amount.

P: Print	E: Export	M: E-Mail	O: Upload	S: TallyShop	G: Language	K: Keyboard	K: Control Centre	H: Support Centre	H: Help
Stock Item	Allocation			Tuto	orial Kart				Ctrl + M 🛛
Name (alias)									
	Allocations of : Sony for: 10 M	BlueRay Player No's							
Godown	Quantity	Rate per	Amount						
Amravathi	10 No's 2	25,000.00 No's	2,50,000.00						
	ww	w.tutorialk	art.com						
Q: Quit	10 No's		2,50,000.00						

After entering the required details, press enter to continue. Choose "yes" to save the details in Tally.ERP 9.

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Stock Iten Name (alias)	: Sony BlueR : Sony BRP25	tay Player		Tute	rial Kart				Ctrl + M 🖪
Under Category Units	: Il Prima : Music F : No's	ary Player	Rate of Dut	Statutory Inform y (eg 5)	iation : 0				
	WWW.tut Opening Balance	corialkart.co Qui : 10	m antity Rate No's 25,000.00 M	per lo's 2,50,0	Va Accept ?				
<u>Q</u> : Quit	Accept D	: Delete							Ctrl + N

How to create multiple stock items

Path: Gateway of Tally.ERP 9 > Inventory Info > Stock Items > Multiple stock items > Create

Step 1:

Under multiple stock items, choose create option as shown below image.



Step 2:

In next screen multi Stock item creation, enter the following details.

- Under group: To update the different types of stock items with different category groups, choose under group as all items.
- Now update all the required details Name of item, stock group, stock category, units, opening qty and rates.

P: Print	E: Export	M: E-Mail	O: Upload	S: TallyShop	G: Language	K: Keyboard	K: Control Centre	H: Support (Centre	H: Help
Multi S	tock Item Creation			Tut	torial Kart					Ctrl + M
Under	Group :	All Items								For 1-Apr-2019
5.NO.	Name o	ofitem	Ur	nder	Categor	у				
						Units	Opening Qty	Rate	per	Amount
1.	Philips Dvd Player		Music System		Music Player	No's	5 No's	15,000.00	No's	75,000.00
2.	Sony 5.1 Music System	m	Music System		Music Player	No's	2 No's	20,000.00	No's	40,000.00
3.	Sony 32 Inch Tv		Television		32 Inches Tv	No's	3 No's	25,000.00	No's	75,000.00
4.	LG 32 Inch Tv		Television		32 Inches Tv	No's	4 No's	20,000.00	No's	80,000.00
5.	MI 32 Inch Tv		Television		32 Inches Tv	No's	2 No's	15,000.00	No's	30,000.00
6.	MI 42 Inch Tv		Television		42 Inches Tv	No's	2 No's	20,000.00	No's	40,000.00
- 7.			www.t	tutorialkar	t.com					

Click on A: Accept to save the entered details in Tally.ERP 9 system.

Next topic

What are groups in Tally

Group is a collection of ledgers of the same natures. Tally software automatically creates 28 groups which are used in the chart of account. Out of 28 predefined groups in tally, 15 groups are primary groups and 13 groups are Sub-groups. The different types of groups are

1. Primary Groups

2. Sub Groups



Primary Groups: Primary Group in Tally is main group, Groups are structured as hierarchical organization. At the top of hierarchy are primary groups. Among 15 primary groups, 9 groups are balance sheets items and 6 groups are profit and loss a/c items.

List	of F	Primary	Groups	in i	Tally
------	------	----------------	--------	------	-------

1. Branch/ Divisions	6. Indirect Income	11. Current Assets
2. Capital Accounts	7. Suspense Account	12. Direct Incomes
3. Sales Accounts	8. Current Liabilities	13. Fixed Assets
4. Loans (Liabilities)	9. Misc. Expenses (Asset_	14. Direct Expenses
5. Indirect Expenses	10. Purchase Accounts	15. Investments

Sub Groups: Sub groups are part of primary group, sub groups can be divided into 13 groups.

List of Sub groups in Tally

1. Sundry Creditors	6. Duties & Taxes	11. Bank Accounts
2. Secured Loans	7. Deposits (Assets)	12. Reserves & Surplus
3. Stock in Hand	8. Bank OD Accounts	13. Loan & Advances (Assets)
4. Provisions	9. Unsecured Loans	
5. Cash in Hand	10. Sundry Debtors	

Tally ERP 9 follows the single ledger concept of accounting and this leads to direct contrast to subsidiary ledger accounting. So all financial entries are performed using ledgers or account heads. You can group all ledgers and financial statements can be drawn according to requirements of company.

Important tutorials related to groups

- 1. How to create a group
- 2. How to create single group
- 3. How to primary group
- 4. How to delete group
- 5. How to create multiple groups

How to Create Group in Tally and How to Alter & Display

In this Tally Tutorial, we shall learn how to create group in <u>Tally ERP 9</u> and how to alter and display created groups.

If you are creating <u>groups in Tally</u> for the first time, it is recommended to enable

- Provide advanced information in masters
- Allow advanced entries in masters

Path: Gate way of Tally \rightarrow <u>F12: Configure</u> \rightarrow Accts / Inventory Info \rightarrow Accounts

How to create Group in Tally

Maintain the following Sundry Debtors Ledgers Accounts in Tally.ERP 9

- Main Groups: South India Debtors Group and North India Debtors Group under Sundry Debtors
- **Sub-Groups:** Bangalore debtors, Vijayawada debtors and Hyderabad Debtors under South India Debtors
- ABC limited & Tech solutions grouped under North India Debtors.

<u>Step 1:</u>

Go to Gateway of Tally and click on accounts Info



<u>Step 2:</u>

Under Accounts info, choose the option Groups.



<u>Step 3:</u>

Under Single Group menu, choose the option create to create single group in Tally ERP 9



<u>Step 4:</u>

On Group creation screen, update the following details.

- Name: Enter the name of group and press enter to continue
- Under: Choose the group name from list of groups as Sundry debtors (You can move to group name pressing upper or lower key).



After entering the required details, press enter or Ctrl+A / A: Accept to save the details.

Note: After creation of new group in Tally, created group displays under the list of groups.

Also create other groups using above procedure

- South-India-debtors under Sundry Debtors
- Bangalore debtors, Vijayawada debtors and Hyderabad Debtors under South India Debtors

• ABC limited and Tech Solutions under Bangalore Debtors.



Tally.ERP 9 allows creating any number of groups under all default groups. Here we have created two groups under Sundry Debtors i.e. South India Debtors and North India Debtors. And three sub-groups (Bangalore debtors, Vijayawada debtors and Hyderabad Debtors) created under South India Debtors.

How to Display a Group in Tally

After groups are created in Tally ERP 9, you can display all the created groups with details. However in display mode, users are not allowed to edit/ alter the data.

Step 1:

Path: Gateway of Tally > Accounts Info > Groups.

Step 2:

Click on the option display under single group to displays groups in Tally.



Step 3:

Under list of group's names, choose the required group name and click on that particular group to display on the screen.

Select Group	Tutorial Kart	Ctrl + M
Current Period Curr 1-4-2018 to 31-3-2019 Sunday	Name of Group	
List of Selected Compani	List of Groups	Gateway of Tally Accounts Info
Name of Company	Bangalore Debtors Bank Accounts Bank OCC A/c Bank OD A/c Branch / Divisions Capital Account Cash-in-Hand Current Assets Current Liabilities Deposits (Asset) Direct Expenses Direct Incomes Duties & Taxes Expenses (Direct) Expenses (Indirect) Fixed Assets Hyderabad Debtors Income (Direct)	Groups Single Group Create Display Alter Multiple Groups CReate DIsplay AlTer Quit
	21 more ↓	
Product Version & Updates Ctrl +	Alt + T License & Services Ctrl + Alt + L Config	uration Ctrl + Alt + F Calculator Ctrl + N

Now the ledger (Bangalore Debtors) display on the screen as

Group Display	Tutorial Kart
Name : Bangalore Debtors	
Under : South India Debtors	
(Sundry Debtors)	
Crown behavion like a cub ladger	2 No.
Group behaves like a sub-ledger	? NO
Nett Debit/Credit Balances for Reporting	? No
Used for calculation (for example: taxes, discounts) (for sales invoice entries)	? No
Method to allocate when used in purchase invoice	? J Not Applicable
Q: Quit A: Accept D: Delete	

Click on Q: Quit to close the screen.

How to Alter Group in Tally ERP 9

After groups are created in Tally.ERP 9 application, the details can be altering as per the requirements. To modify/ alter group in tally, refer below steps:

Step 1: Go to Gateway of Tally -> Accounts Info -> Groups.

Step 2: Under single group, click on alter option.



Step 3:

You can search the group from the given search field and click on that group name to modify the details.



Step 4:

On Group Alteration screen, update the required details and click A: Accept to save the details.

Group Alteration	Tutorial Kart	Ctrl + M
Name · Hyderahad Debtors		List of Groups
(alias)		† 8 more
(4/40)		Current Assets
		Current Liabilities
		Deposits (Asset)
Under : South India Debtors		Direct Expenses
(Sundry Debtors)		Direct incomes
		Evidences (Direct)
		Expenses (Indirect)
		Fixed Assets
		Income (Direct)
Group behaves like a sub-ledger	? No	Income (Indirect)
Nett Debit/Credit Balances for Reporting	? No	Indirect Expenses
Used for calculation (for example: taxes_discounts)	2 No	Indirect incomes
(for sales invoice entries)	: 110	Loans & Advances (Asset)
Method to allocate when used in nurchase invoice	2 J Not Applicable	Loans (Liability)
weinde to anotate witch abee in parenabe involce	· not Applicable	Misc. Expenses (ASSET)
		North India Debtors
		Provisions
		Purchase Accounts
		Reserves & Surplus
		Retained Earnings
		Sales Accounts
Ν		Secured Loans
N2,		South India Deptors
		5 more 🕽

Now learn how to create ledgers for ABC limited and Tech Solutions under Bangalore Debtors.

Next topic

How to Create Single Ledger in Tally

Create Single Ledger in Tally.ERP 9

In this Tally tutorial, we shall learn how to create single ledger in <u>Tally</u> step by step.

Note: In this lesson, we are going to create ledger Axis Bank Account under Bank Account.

The date that required for ledger depends upon the features opted by us. If the settings of accounting features (F11) of company were "NO" for all options, than the ledger screen provides with minimal information.

Tally.ERP 9 automatically creates two ledger accounts i.e. Cash in Hand and Profit & Loss Account. We can create the ledger accounts as per requirements of an organization. We cannot create another profit & loss account in tally, and we can create any number of cash accounts with different names (Petty Cash).

How to create ledger account in Tally ERP 9

Path: Gateway of Tally -> Accounts Info -> Ledgers -> Single Ledger -> Choose Create Step 1: From Gateway of Tally Screen, click on accounts info



Step 2:

In the next screen, choose "Ledger"



Step 3:

In the next ledger screen, choose the option create under single ledger



Step 4:

On ledger creation screen, update the following details

- Name: Enter the name of ledger account, and the name should be unique.
- Under: Choose the group name from list of group, that pertains to ledger account.

P: Print E: Export M: E-Mail O: Upload	S: TallyShop	G: Language	K: Keyboard K: Control Centre H:	: Support Centre H: Help
Ledger Creation	Tutor	ial Kart		Ctrl + M
Name : Axis Bank Account (alias) : Axis				
				2,00,000.00 Dr
				Difference 2.00.000.00 Dr
Under : Bank OD A/c (Loans (Liability) Set OD limit : Bank Account Details A/c holder's name : Tutorial Kart A/c no. : 90110059798488 IFS code : UTIB0000069 Bank name : ^J Not Applicabl Branch : Vijayawada BSR code : Bank Configuration Set cheque books ? No Set cheque printing configuration? No) Nar Ado Stal Con Pho Mot Fax CC We GS	ne Iress Intrv te talle no. ci no. sall to (If any) bsite TIN/UIN	<u>Mailing Details</u> Axis Bank Account India Andhra Pradesh Adarsh Kumar	Pincode :
	Set/a	iter service tax det	alis 7 No	Accept ?
Opening B	alance (on 1-	Apr-2018) : 2,00	,000.00 Dr	Yes or No
Q: Quit A: Accept D: Delete				
		<u> </u>		Ctrl + N

After maintaining all the required details, choose Yes option under Accept to save the configured details in Tally.ERP 9.

How to display single ledger in Tally

After creation of single ledger account in Tally, you view the details of ledger by choosing the option display. Refer below steps how to display single ledger **Path:** Gateway of Tally -> Accounts Info -> Ledgers -> Single Ledger -> Choose Display



Choose the ledger account from list of ledgers

P: Print E: Export M: E-Mail O: Up	bload <u>S</u> : TallyShop <u>G</u> : Language K: Ke	yboard K: Control Centre H: Support Centre H: Help
Current Period Current 1.4-2018 to 31-3-2019 Sunday	Name of Ledger	Ltri + M
List of Selected Compani	List of Ledgers	Gateway of Tally Accounts Info
Name of Company	ABC Limited Axis	Ledgers
Tutorial Kart	Axis Bank Account Cash Profit & Loss A/c Tech Solution	Single Ledger Create Display Alter Multiple Ledgers CReate DIsplay AlTer Quit
Product Version & Undstes Ctrl +	Alt + T License & Services Ctrl + Alt + L Confic	www.tutorialkart.com

Now the complete details of ledger account display in the screen as shown below image.

Ledger Display		Tutorial Kart		Ctrl + M
Name : Axis Bank Accourt	nt			Total Opening Balance
(allas) : Axis				2,00,000.00 Dr
				Difference
				2,00,000.00 Dr
			Malling Details	
Under	: Bank OD A/c	Name	: Axis Bank Account	
	(Loans (Liability))	Address	:	
Set OD limit Bank Account Details	:			
A/c holder's name	: Tutorial Kart	Country	: India : Andhra Bradosh	Binoodo :
A/c no. IFS code	: 90110059798488 : UTIB0000069	Jiate	Aluma Flauban	T INCODE .
Bank name Branch	Vilevewede	Contact person	: Adarsh Kumar	
BSR code	: vijayawada	Mobile no.	÷	
Bank Configuration		Fax no. E-mail	÷	
Set cheque books	7 No	CC to (If any)		
Set cheque printing configuration:	r NO	vvebsite	•	
		GSTIN/UIN	:	
			Tax Registration Datalla	
			Tax isosiou advir Dodina	
		Ret/siter service tay datalis	2 No.	
		Conditor control tax ustano		
	Opening Balance	(on 1-Apr-2018) : 2,00,000	0.00 Dr	
Q: Quit Accept D: Delete				

How to Alter Single ledger in Tally

Path: Gateway of Tally -> Accounts Info -> Ledgers -> Single Ledger -> Choose Alter



On select ledger screen, choose the ledger account from the list of ledgers



Now modify/ alter the required details for ledger account and click on A:Accept to save the changed details in Tally ERP 9.

Ledger Alteration Tutorial Kart								Ctrl + M			
Name :	Axis Ban	k Accoun	t							Total Ope	anina Balance
(8//83) :	: Axis									Z, (00,000.00 Dr
										Difi	ference
										2,0	00,000.00 Dr
								Mailing Do	alla		
Under		:	Bank OD	A/c	Nan	10	: A	xis Bank A	ccount		
			(Loans (Liability))	Add	ress	:				
Set OD IIn Bank Accourt	nit nt Detalis	:									
A/c holder	's name	:	Tutorial	Kart	Cou	ntrv	: In	dia			
A/c no.			90110059	798488	Stat	e	: A I	ndhra Prad	esh	Pincod	e :
Bank nam	e		- Not Aj	oobe	Con	tact persor	n :A	darsh Kum	ar		
Branch BBR code			Vijayaw	ada	Pho	ne no.					
Bank Config	uration				Fax	no.	- E				
Set chequ	e books	7	Yes		E-m	ali to (if anv)					
Set cheque	printing co	nfiguration?	No		We	osite	- E				
					GST	IN/UIN	:				
							I	ax Registration	n Detalis		
					Set/a	ter service tax (detalis 7 No	0			
								-			Accent ?
											noooprii
			0	pening Bala	ance (on 1-	Apr-2018) : Z	,00 ,000.0 0 [)r			Yes or No
O: Ouit	A: Accort	D: Doloto									
g. guit	P. Vicebi	D. Delete			_						Chrl + N
						•					

Next topic

How to Create Ledgers in Tally (Multiple Ledgers)

Create ledgers in Tally

In these Tally tutorials, we shall learn how to create ledgers (multiple ledgers) in Tally.ERP 9. After creation of groups, you can create ledgers under groups in Tally.

Step 1:

Go to Gateway of Tally and Choose Accounts Info.



Step 2:

Under account info, choose the option Ledgers



Step 3:

Click on create under multiple ledgers option to create multi ledgers in Tally



Step 4:

On multi ledger creation screen, enter the following details

Under Group: Choose the Bangalore Debtors under the list of <u>groups</u>, however you can search group by entering the group name in the given under group text field.

P: Prir	nt <u>E</u> : Export	M: E-Mail	<u>O</u> : Upload <u>S</u> : TallySi	hop G: Langua	age K: Keyboard	K: Control Centre H: Sup	cort Centre H: Help	F3: Company
Multi L	edger Creation		Tu	torial Kart		- 1 - 0	Ctrl + M	F3: New Company
Under	r Group	1				List of	Groups	F4: Parent
						1		F4: New Parent
S No.	Name of	Lodgor	$-/ \sim$		Linde	- All Items		
a.nu.	Name of	Leuger	\longrightarrow		Unde	Bangalore Deb	otors	7. Jaco Oscalas Da
1			Enter	group name t	0	Bank ACCOUNTS		Z: Zeo Opening Da
			find	from the list of	f)	Bank OD A/c		F6: Skip Names
				groups		Branch / Division	ns i	F7: Skip Parent
						Capital Account	15	F8: Skip Details
						Cash-in-Hand		
						Current Assets		
						Current Liabilitie	S	
						Deposits (Asset))	
						Direct Expenses		
						Direct Incomes		
						Duties & Taxes		
						Expenses (Direc	t)	
						Expenses (Indire	ect)	
						Fixed Assets	-	
						Hyderabad Debi	lors	
						Income (Indirect)	\	
						Indirect Expense)	
						Indirect Incomes		
						Investments		
						Loans & Advand	es (Asset)	G: Groupe
						Loans (Liability)	. ,	
	www.tutorialkart.c	om					15 more ↓	E. Leugers
<u>Q</u> : Qu	it Accept D:	Delete			R: Remove Line U:	Restore Line U: Restore All		E44 5 5
				~			Ctrl + N	F11: Features

Step 5:

Under Group: Bangalore Debtors screen, update the following details.

- 1. **Name of Ledgers**: Enter the name of ledger that you like to create in Tally
- Under: The under group field will be automatically filled by Tally as Bangalore Debtors (As we are creating ledgers under Bangalore Debtors).

 After entering the details, press enter to continue. You will get messages as Accept: Yes or No; choose Yes to accept the updated details in Tally.ERP 9.

	P: Pril Multi L	nt <u>E: Export M: E-Mail O:</u> edger Creation	Upload <u>S</u> : TallyShop <u>G</u> : L Tutorial Kart	anguage K: Keyboard K: Control Centre	H: Support Centre H: Help Ctrl + M	F3: Company
	Under	r Group : Bangalor	e Debtors	(2	For 1-Apr-2018	F4: Parent
	S.No.	Name of Ledger		Under	Opening Balance Dr/Cr	
	1. 2.	ABC Limited Tech Solution		Bangalore Debtors Bangalore Debtors	3	Z: Zero Opening Bal F6: Skip Names F7: Skip Parent F8: Skip Details
20					Accept ? Yes or No	G: Groups
	<u>Q</u> : Qu	it Accept D: Delete		R: Remove Line U: Restore Line U : Restor	e All	F11: Features

Successfully we have created multiple ledgers in Tally ERP 9.

How to display Multiple Ledgers in Tally.ERP 9

After ledgers are created in Tally application, we can check multiple ledger by choosing the display option.

Path : Gateway of Tally -> Accounts Info -> Ledgers -> Multiple Ledgers (Display).



On select group screen, choose the group name "Bangalore Debtors" from the list of groups.

Select Group	Tutorial Kart	Ctrl + M
Current Period Cun 1 A 2018 to 31 3 2019 Sunday	Name of Group	
List of Selected Compani	List of Groups	Gateway of Tally Accounts Info
Name of Company	J All Items	Ledgers
Tutorial Kart	Bank Accounts Bank OCC A/c	Single Ledger
	Bank OD A/c Branch / Divisions	Create Display
	Capital Account Cash-in-Hand Current Assets	Aller Multiple Ledgers
	Current Liabilities Deposits (Asset)	CReate
	Direct Expenses Direct Incomes	AlTer
	Expenses (Direct) Expenses (Indirect)	Quit
	Fixed Assets Hyderabad Debtors	
Product Version & Undstea Ctrl +	22 more ↓ Alt + T License & Services Ctrl + Alt + L Config	uration Ctrl + Alt + F Calculator Ctrl + N

Now the multi ledger screen displays as shown below.

P: Print E: Export M: E-Mail O: Upload S: TallyShop G: Language K: Keyboard K: Control Centre H: Support Centre H: Help F3: Comp
Multi Ledger Display Tutorial Kart Ctrl + M I F3: Ikalûn
S.No. Name of Ledger Under Opening Balance Dr/Cr
Z: 2eo Operi
1. ABC Limited Bangalore Debtors F6: Sople
2. Tech Solution Bangalore Debtors
F8: Skip Di
G: Grou
Q: Quit A: Accept D: Delete Restore Al E11: Feat

Note: In this display mode, users are not allowed to modify any changes. For this user are required to choose the alter option.

How to change/ alter multi ledgers in Tally ERP 9

The path for alter multiple ledger is same as create and display. Through this alter mode, you can change the details as per the requirements.

Path: Gateway of Tally -> Accounts Info -> Ledgers -> Multiple Ledgers -> Choose Alter



From the list of the groups, choose the required group name for alteration.

Select Group	Tutorial Kart	Ctrl + M
Current Period Curr 1-4-2018 to 31-3-2019 Sunday	Name of Group	
List of Selected Compani	List of Groups	Gateway of Tally Accounts Info
Name of Company	J All Items	Ledgers
Tutorial Kart	Bank Accounts Bank OCC A/c Bank OD A/c Branch / Divisions Capital Account	Single Ledger Create Display Alter
	Current Assets Current Liabilities Deposits (Asset) Direct Expenses Direct Incomes Duties & Taxes Expenses (Direct)	Multiple Ledgers CReate DIsplay AITer Quit
Product Version & Updates Ctrl +	Expenses (Indirect) Fixed Assets Hyderabad Debtors 22 more ↓ Alt + T License & Services Ctrl + Alt + L Confic	uration Ctrl + Alt + F Calculator Ctrl + N

On multi ledger alteration screen, you can update the following details

- Add or delete the ledgers
- Opening Balance Dr/Cr

Multi L	Multi Ledger Alteration Tutorial Kart Ctrl + M 🖪				
Under	r Group : Bang	alore Debtors		For 1-Apr-2018	
S.No.	Name of Ledger		Under	Opening Balance Dr/Cr	
1.	ABC Limited		Bangalore Debtors		
2.	Tech Solution		Bangalore Debtors		
		www.tutorialkart.com			
Q: Qu	it A: Accept D: Delete		R: Remove Line U: Restore Line U	: Restore All	

Press enter and accept the details to save in Tally.

Next topic

Enabling Order Processing

To enable purchase order, sales order, and job order processing in Tally.ERP 9, you have to activate the required features in F11: Features (F2: Inventory Features).

- Enable the following features in the Order Processing section:
- Enable purchase order processing
- Allow Sales Order Processing
- Enable job order processing

Order Processing	
Enable purchase order processing	? Yes
Enable sales order processing	? Yes
Enable job order processing (Enables the options 'Maintain multiple godowns' and 'Use material in and out vouchers')	? <mark>⊻</mark> es

Recording a Purchase Order

Purchase Order

To Enter Purchase Order in Tally ERP 9 you can follow this steps for enter Sales order.

<u>Step 1:</u>

Gateway of Tally>Order Vouchers

In order Vouchers Click on Purchase Order button. OR use shortcut key Alt + F4. Now you are in PO Voucher. The same vouchers can be accessed through following way also

Gateway of Tally > Inventory Vouchers > Ctrl+F2 > F4: Purc. Order

<u>Step 2:</u>

Party's A/c Name Select the Supplier's name from the List of Ledger Accounts. Use Alt + C to create a new account.

<u>Step 3:</u>

Order No Enter the purchase order number under Order No column.

Step 4:

Name of the Item Select the Stock Item that needs to be purchased from the List of Stock Items.

<u>Step 5:</u>

Due on Enter the due date for receipt of the items. This monitors outstanding receipts.

If orders are split for different dates, then specify the due date for the first lot to be received, after selecting the quantity, rate and amount; specify the due date for the second lot and so on. After specifying the due dates for all the lots, press Enter in the Due on field to return to the Voucher Creation screen.

<u>Step 6:</u>

Quantity, Rate and Amount Enter the quantity of the item required and its rate. The amount will be calculated automatically. Accept to save.

<u>Step 7:</u>

Narration This step is optional. Enter the required particulars concerning the order.

For more details on F12 configuration refer Invoice / Order Entry

Sales order:

Sales Order Entry is exactly like the Purchase Order Entry.

You can follow this steps for enter Sales order.

Step 1:

Go to Gateway of Tally > Inventory Vouchers > press Alt + F5 or click on Sales Order

Step 2:

Party's A/c Name Select the Customer's name from the List of Ledger Accounts. Press Alt + C to create a new account.

Step 3:

Order No The Order number is automatically displayed. By default it will take the Voucher number as Order No. You can change this number if required.

You can also configure the voucher type for Sales Order, to get the Suffix and Prefix for the sales orders. (Go to Gateway of Tally > Accounts Info / Inventory Info > Voucher Types > Alter > Sales order > Set Yes to Use Advance Configuration).

Step 4:

Name of the Item Select the Item for which the order is to be placed from the List of Stock Items.

Step 5:

Due on Enter the due date for the Delivery of the items. This monitors outstanding Delivery of the items.

If orders are split for different dates, then specify the due date for the first lot to be received. After selecting the quantity, rate and amount; specify the due date for the second lot and so on. After specifying the due dates for all the lots, press Enter in the Due on field to return to the Voucher Creation screen.

Step 5

Quantity, Rate and Amount Enter the quantity of the item and its rate. The amount will be calculated automatically.

Step 6:

Narration This step is optional. You can give some particulars about the order.

Next topic

Inventory Vouchers

Inventory Vouchers perform the function in the inventory system that accounting vouchers do in the accounting system. Inventory Vouchers are also means of entering transactions. Accounting vouchers will update only Accounts, but Inventory vouchers will update both Accounts and Inventory. Inventory vouchers record the receipt and issue of goods/stock (Movement of goods), the transfer of stock between locations and physical stock adjustments.

If you have not integrated accounts with inventory, inventory vouchers will not have any impact on the Balance Sheet stock figures. The stock balances will be maintained separately.

Set the option Integrate Accounts and Inventory to Yes in F11: Features: F1: Accounting Features/Inventory Features.

	Company: ABC Company	
	Inventory Features	
General	Invoicing	
Integrate Accounts and Inventory Allow Zero valued entries	Yes Allow Invoicing No Enter Purchases in Invoice Format	? Yes ? Yes
Storage & Classification Maintain Multiple Godowns	Vise Debit/Credit Notes Use Invoice mode for Credit Notes Use Invoice mode for Debit Notes Separate Discount column on Invoices	? No ? No ? No ? No
Maintain Stock Categories Maintain Batch-wise Details (set Expiry Dates for Batches) Use different Actual & Billed Oty	No Purchase Management No Track additional costs of Purchase	? No
Order Processing Allow Purchase Order Processing	Sales Management Use Multiple Price Levels	? No
Allow Sales Order Processing Allow Job Order Processing (Note : Enables Maintain Multiple Godowns and Use Material In/Out)	No <u>Other Features</u> No Use Tracking Numbers (Delivery/Receipt Notes) Use Rejection Inward/Outward Notes Use Material In/Out Track Other Research	? No ? No ? No
F1: Accounts F2: Ir	Irack Stock Item Cost Wentory F3: Statutory F4: Tally.NET F5: Audit	7 No

You can trace a transaction from the beginning i.e., goods transfer stage to the financial accounting stage irrespective of integration status.

For example, the purchase of stock can be tracked from the purchase voucher through the receipt note, through invoice from the supplier and also through eventual payment.

How to create Purchase Invoice in Tally ERP 9 Release 6 under GST

With the GST rollout, businesses are looking for the clarifications on how to record the transactions in the accounting software. Various GST compliant software is available in the market such as Clear tax, Tally, etc. In this article, we will explain to you how to record purchase invoice in Tally ERP 9. Release 6 for GST.

Purchases can be of two types:

- 1. Local Purchases on which CGST and SGST are applicable.
- 2. Interstate Purchase on which IGST is applicable.

Before making purchase entry in Tally, you need to create ledgers relates to purchases. Let's first understand the creation of Ledgers

Next topic

Ledger Creation

You must create the following types of purchase ledger and fill the related information required to create these ledgers:

- 1. Local Purchase
- 2. Interstate Purchase
- 3. <u>CGST</u>
- 4. <u>SGST</u>
- 5. <u>IGST</u>
- 6. Suppliers Account

Under suppliers account, you must also mention whether the supplier is registered or unregistered. If he is registered, then enter the <u>GSTIN</u> number of the supplier.

Steps to Create Purchase Invoice in Tally.ERP 9 Release 6 for GST

Step 1.

Go to Gateway of Tally > Accounting Vouchers > F9 Purchase. Under supplier invoice column, enter the sales invoice no of the supplying party and under date column, enter the date on which the sales invoice was passed by the supplier.

Step 2.

In Party A/c name column, select the supplier's ledger or the cash ledger.

Step 3.

Select the relevant purchase ledger. If it is local purchase ,then select purchase ledger for local taxable purchases and if it is interstate purchase, then select the purchase ledger for interstate purchases.

Step 4.

Select the required items, and specify the quantities and rates.

Step 5.

In case of local purchase, select the central and state tax ledger. If it is interstate purchase, select the integrated tax ledger.

Next topic

How to Activate GST in Tally | Enable GST in Tally.ERP 9

How to activate GST in Tally ERP 9

To use GST (Goods and Services Tax) features in <u>Tally</u>, it is mandatory to enable or activate GST in Tally. After activation of GST feature in Tally.ERP 9, all the GST related features are available for all general ledgers, stock items and transactions in Tally.

Refer below step by step procedure to activate GST in Tally.

<u>Step 1:</u>

From Gateway of Tally, click on F11: Features or press function key F11.

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1-4-2019 10 31-3-2020	Monday, 1 Apr, 2019		Date
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Name of Company	Date of Last Entry	Inventory into.	F3: Company
	,	Transactions	F3: Cmp Info
Tutorial Kart	No Vouchers Entered	Accounting Vouchers	
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<u>Step 2:</u>

Under company features options, choose **Statutory & Taxation** or press function key **F3**.



<u>Step 3:</u>

In next screen company operation alteration, enter the following details.

- Enable Goods and Services Tax (GST: Yes
- Set/alter GST details: Yes

P:	: Print E: Export M: E-Ma	ail <u>O</u> : Upload	<u>S</u> : TallyShop	<u>G</u> : Language	K: Keyboard	K: Control Centre	: Support Centre H: Help	
Co	ompany Operations Alteration						Ctrl	+ M
			Company:	Tutorial Kart				
			Statutory a	and Taxation				
1	Enable Goods and Services Tax (GST) Set/alter GST details		? Yes ? Yes	Enable Tax D Set/alter T	educted at Sourc DS details	e (TDS)	? No ? No	
1	Enable Value Added Tax (VAT) Set/alter VAT details		? No ? No	Enable Tax C Set/alter T	collected at Sourc CS details	e (TCS)	? No ? No	
	Enable excise Set/alter excise details		? No ? No	www.tutori	alkart.com			
	Enable service tax Set/alter service tax details		? No ? No					
			<u>Tax Inf</u>	formation				
		PAN/Income tax	no. :					
		Corporate Identity No. (CIN):					
		F1: Accounts	F2: Inventory	F3: Statutory	F6: Add-On	s		_
l				,				

<u>Step 3:</u>

When you enable "Yes" for Set/alter GST details, the following screen appears.

Company GST Details	Tutori	al Kart	Ctrl + M
			List of States
	www.tutorialkart.c	om ^{ial Kart}	Andaman & Nicobar Islands
	GST D State Registration type Assessee of Other Territory GSTIN/UIN Applicable from Periodicity of GSTR1 e-Way Bill applicable Applicable from Threshold limit includes Threshold limit Applicable for intrastate Threshold limit Enable tax liability on advance receipts F1: Accounts F2: Inventory	etails Andhra Pradesh Regular No 1. Apr-2019 Monthly Yes 1. Apr-2019 Invoice value 50,000 Yes 50,000 50,000 Yes 50,000 50,	Arunachal Pradesh Assam Bihar Chandigarh Chhattisgarh Dadra & Nagar Haveli Daman & Diu Delhi Goa Gujarat Haryana Himachal Pradesh Jammu & Kashmir Jharkhand Karnataka Kerala Lakshadweep Madhya Pradesh Maharashtra Manipur Meghalaya Mizoram Nagaland

<u>Step 4:</u>

Now you need to update all the required details of GST.

- **State**: It automatically displays state name based on the state you have updated in company.
- **Registration Type**: Choose GST registration type as "Composition" or "Regular.
- **GSTIN/UIN**: Update the Goods and Services Tax India (GSTIN) number, this GSTIN can be printed on invoices.
- **Applicable from**: Enter the date that GST will be applicable from for transactions.
- **Periodicity of GST**: Enter the periodicity of GST as Monthly or Quarterly as per requirements of company.
- e-Way bill applicable: Choose this option as "Yes"
 - Applicable from: Enter the date that e-way bill to be applicable from

- Threshold limit includes: It can be based on invoice value / taxable and exempt goods value / taxable goods value
- Threshold limit: Enter the amount value of threshold limit allowed
- Applicable for intrastate: Choose option as "Yes", if it is applicable to your state
- Threshold limit: Enter threshold limit for intraste
- Enable tax liability on advance receipts: Choose "Yes" to activate tax liability on advance receipts
- Set/alter GST rate details: Choose Yes to set or alter GST rate details at company level.
- Enable GST classifications: Choose Yes to activate GST classifications.

	GST Details				
www.tutorialkart.com					
State : Andhra Pradesh					
Registration type	: Regular				
Assessee of Other Territory	? No				
GSTIN/UIN	29ALAAA12345A12				
Applicable from	: 1-Apr-2019				
Periodicity of GSTR1	: Monthly				
e-Way Bill applicable	? Yes				
Applicable from	: 1-Apr-2019				
Threshold limit includes	: Invoice value				
Threshold limit	: 50,000				
Applicable for intrastate	? Yes				
Threshold limit	: 50,000				
Enable tax liability on advance receipts	? Yes				
Enable tax liability on reverse charge (Purchase from unregistered dealer)	? No				
Set/alter GST rate details	? Yes				
Enable GST Classifications	? Yes				
Provide LUT/Bond details	? No				

After entering all the required details for activation of GST in Tally, choose "Yes" to accept the data and save the details in Tally.