

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

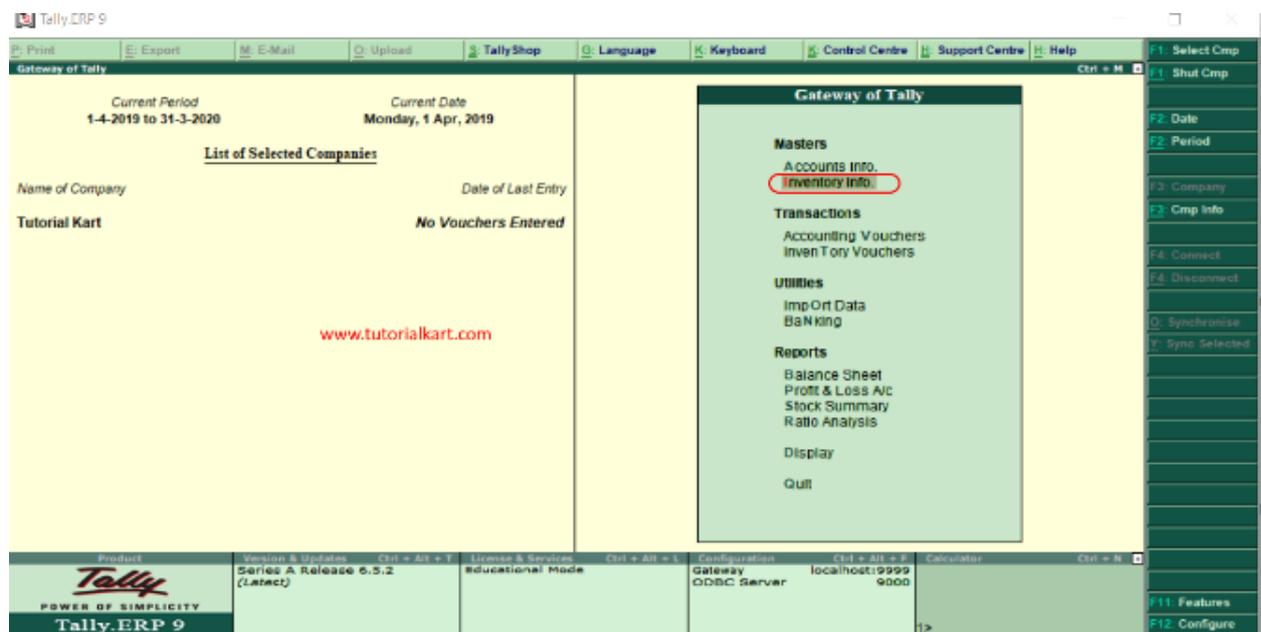
In above example, all the laptops and Pc's are grouped under computers and main stock group computer will be created in tally.

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.



Step 3:

Under stock groups, it display two types of stock groups

1. [Single Stock Group](#)
2. [Multiple Stock groups](#)

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

[Stock groups](#) in Tally are used to classify the products according their common behavior. To create single stock group in [Tally ERP 9](#) 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.

Step 1:

From Gateway of Tally screen, choose **Inventory Info.**



Step 2:

In next screen, under inventory info choose **stock groups.**



Step 3:

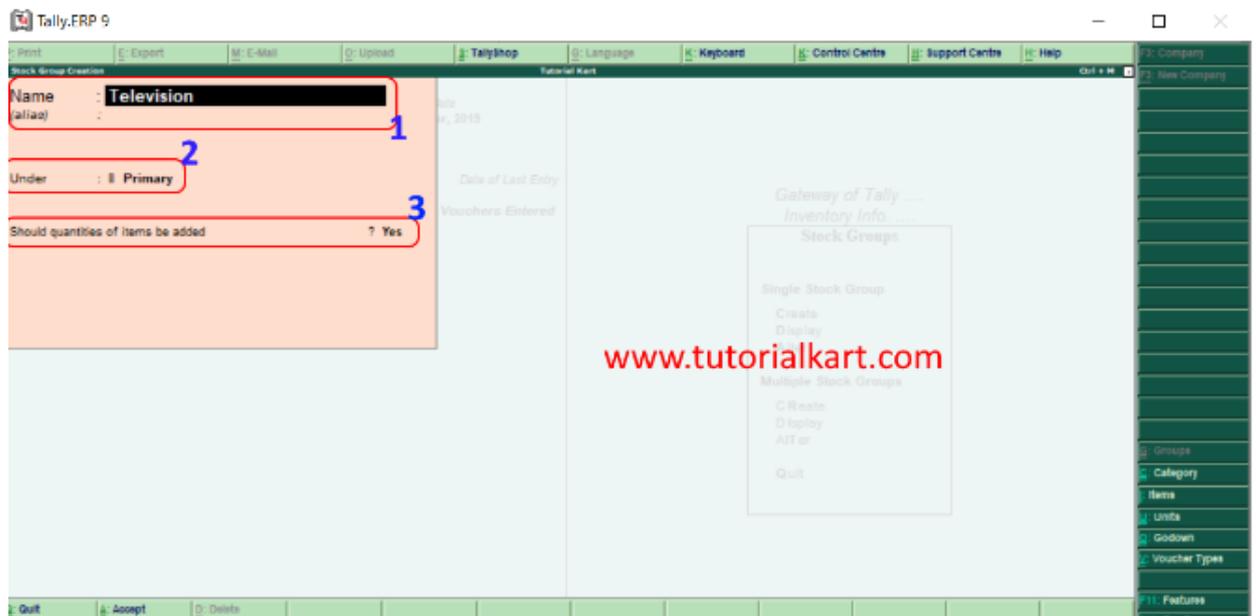
Under single stock group, choose **create** option to create single stock group in as per requirements of company.



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

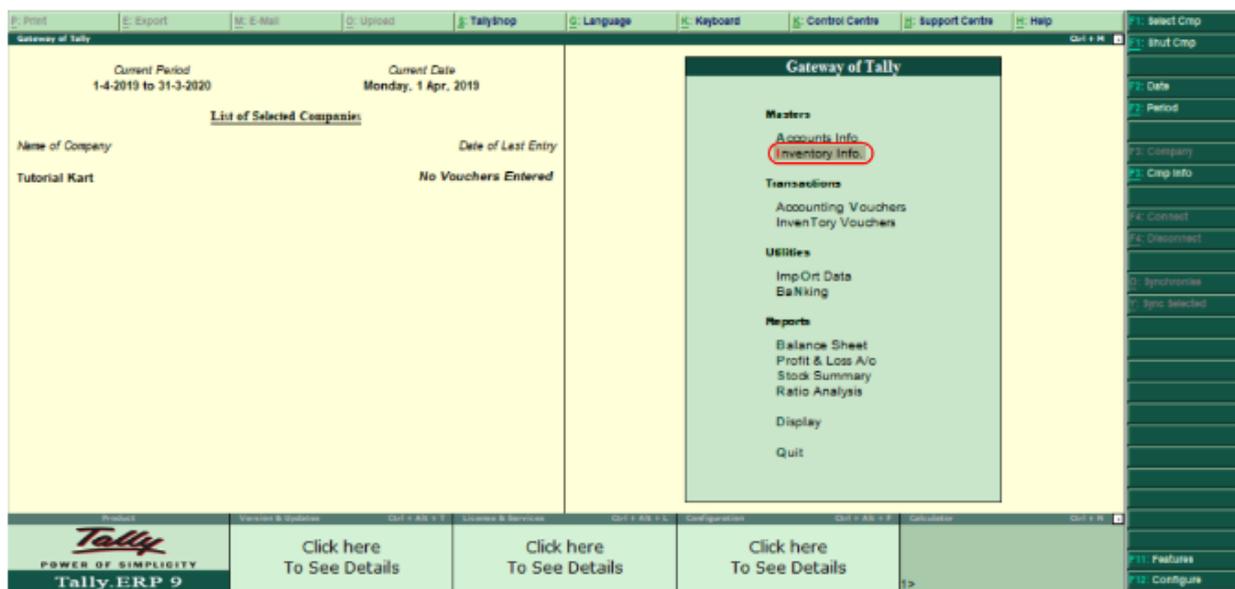
Create multiple stock groups in Tally

After [creation of single stock group](#), 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 > [Stock groups](#) > Multiple stock groups > Create.

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

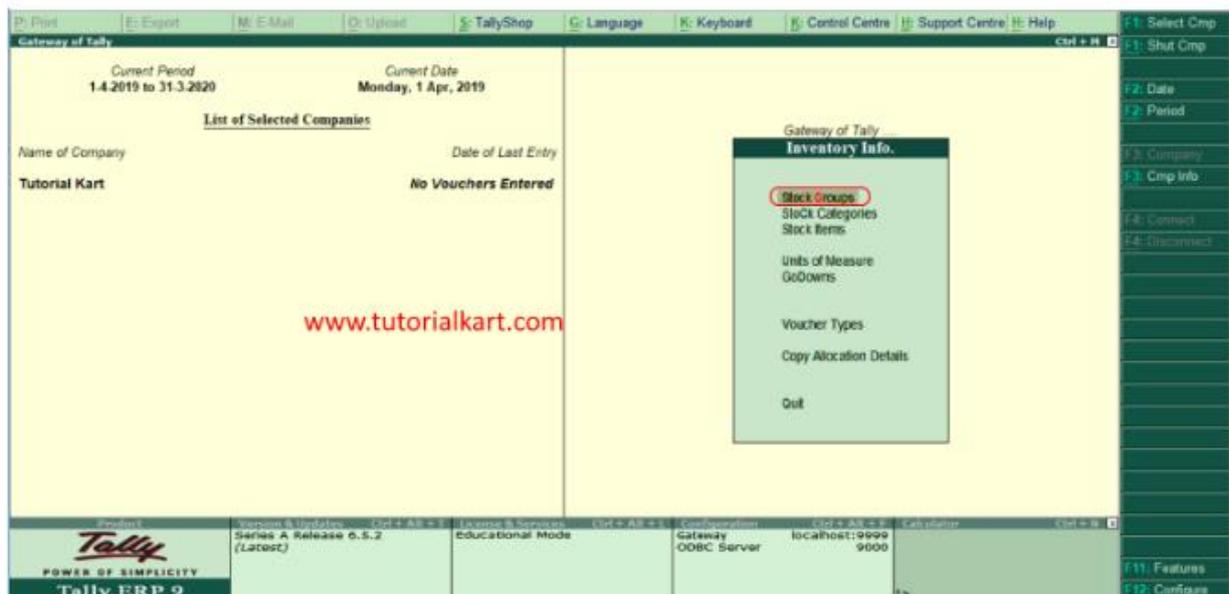
Step 1:

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

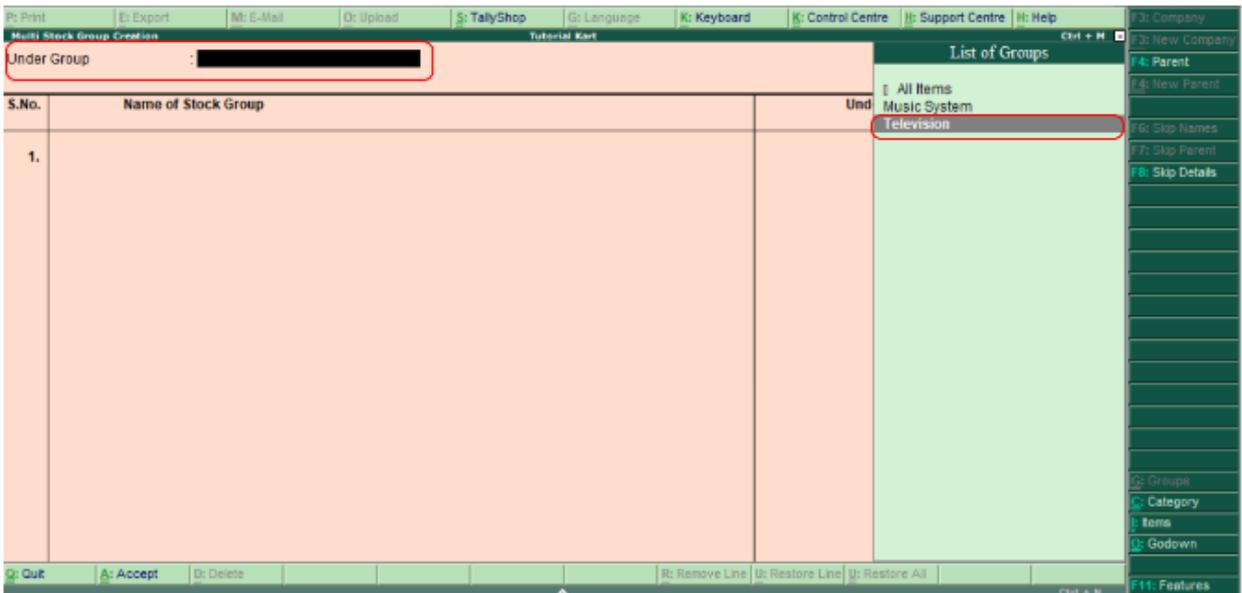
1. Single stock group
2. Multiple stock group

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.



Step 4:

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 click on Television to choose) as under group.

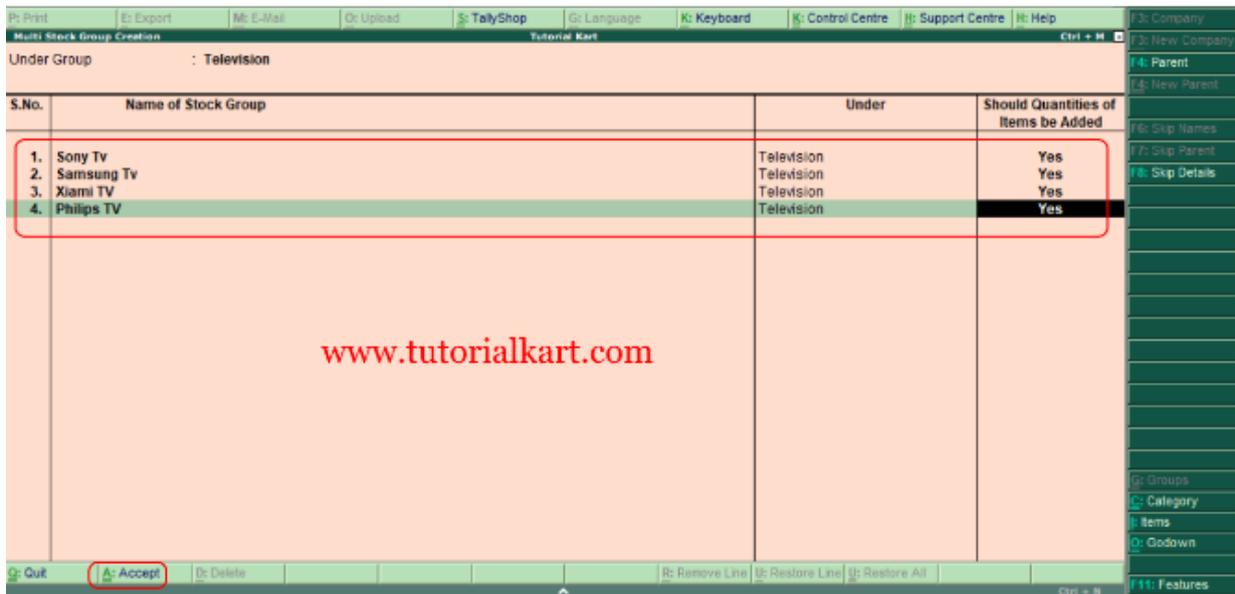


Step 5:

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



After maintaining required details for multi stock group creation, choose A:Accept to save the configured details in [Tally](http://www.tutorialkart.com).

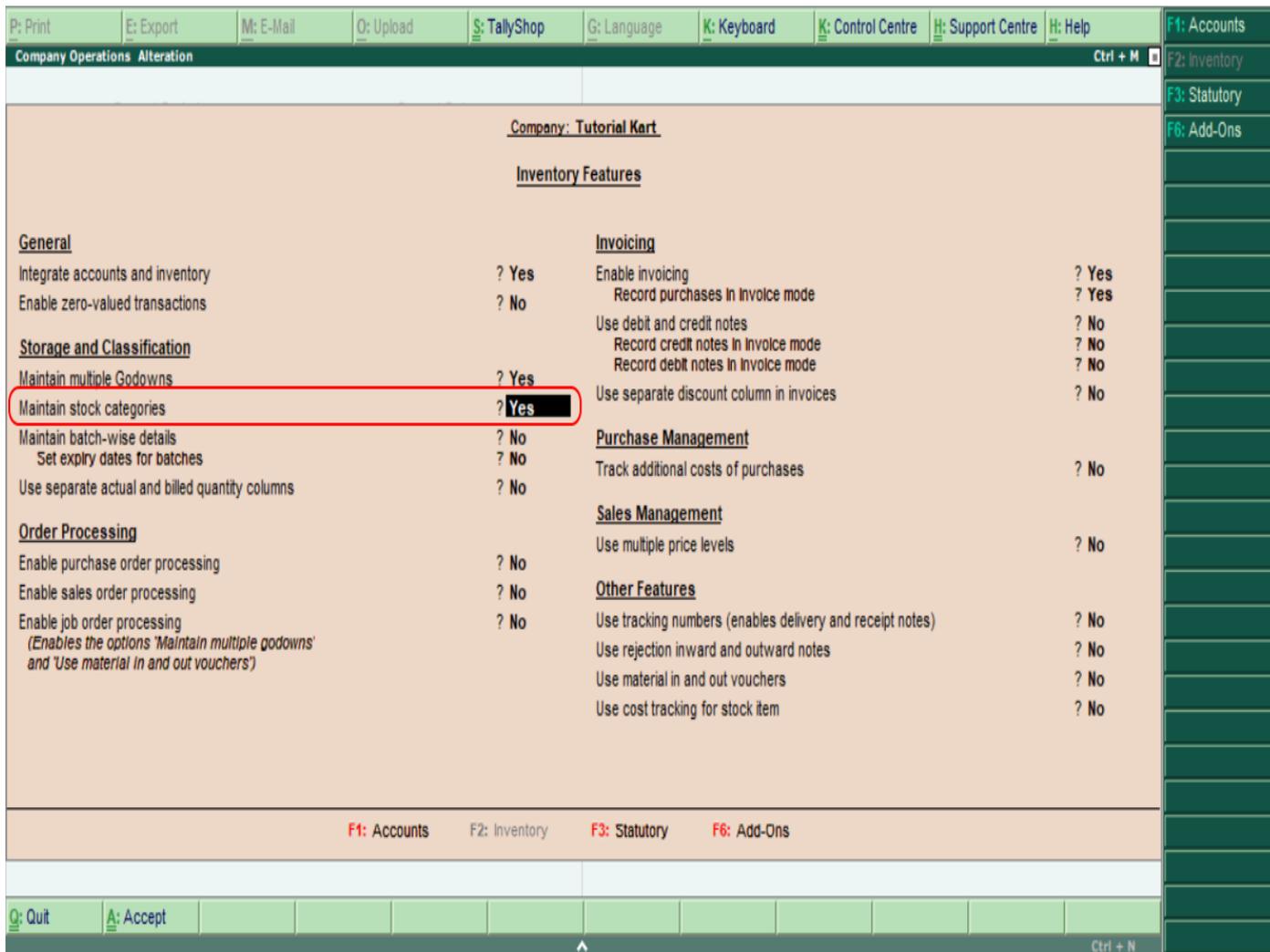
Next topic

How to Create Stock Category in Tally

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

- [Single stock category](#)
- [Multiple stock category](#)

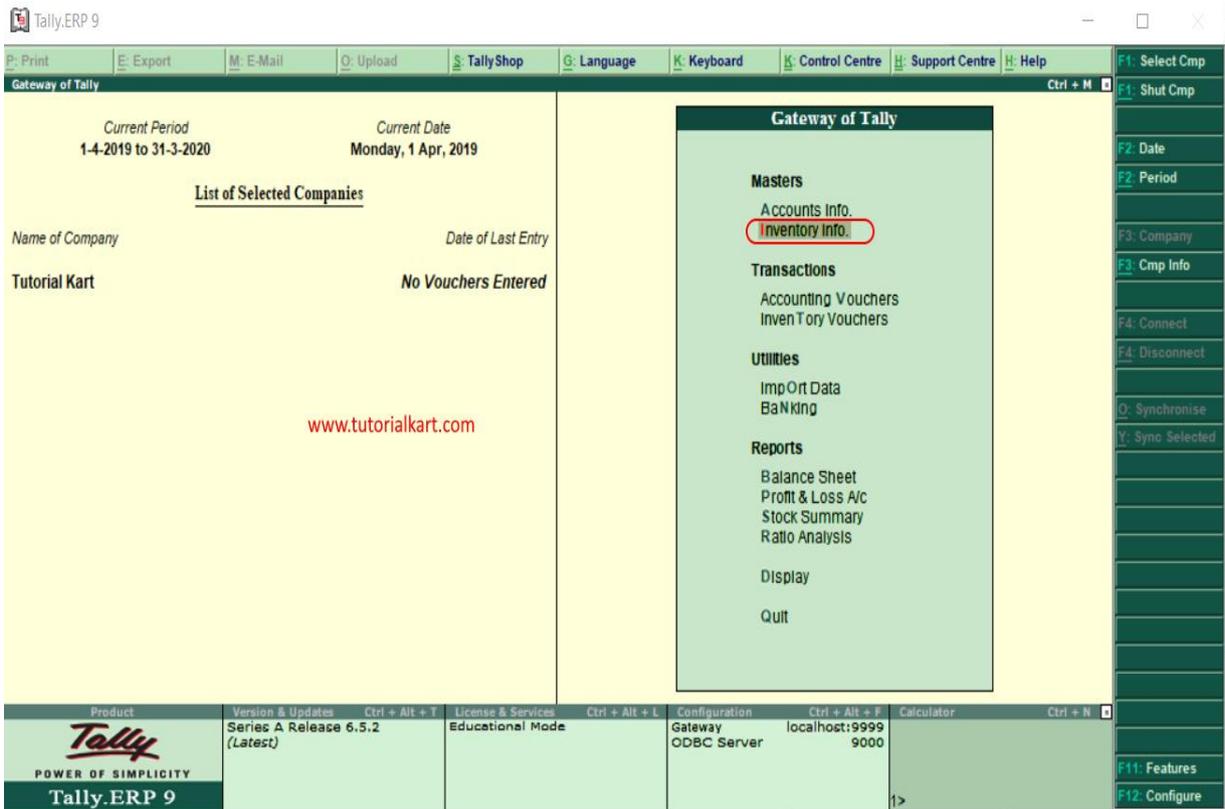
Before creation stock category in tally, you need to set “**Yes**” for Maintain Stock Categories in F11: Features. Gateway of Tally > F11: Features > Inventory Features



How to Create Single Stock Category in Tally

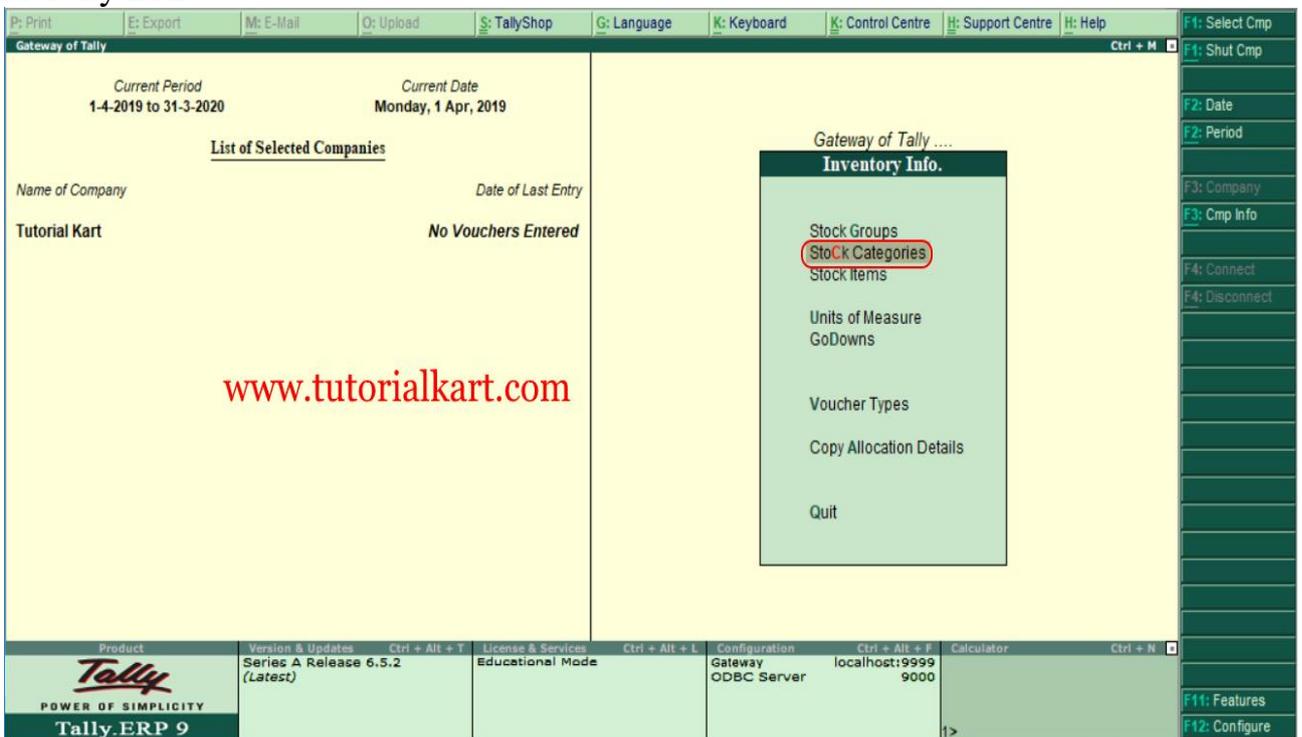
Step 1:

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



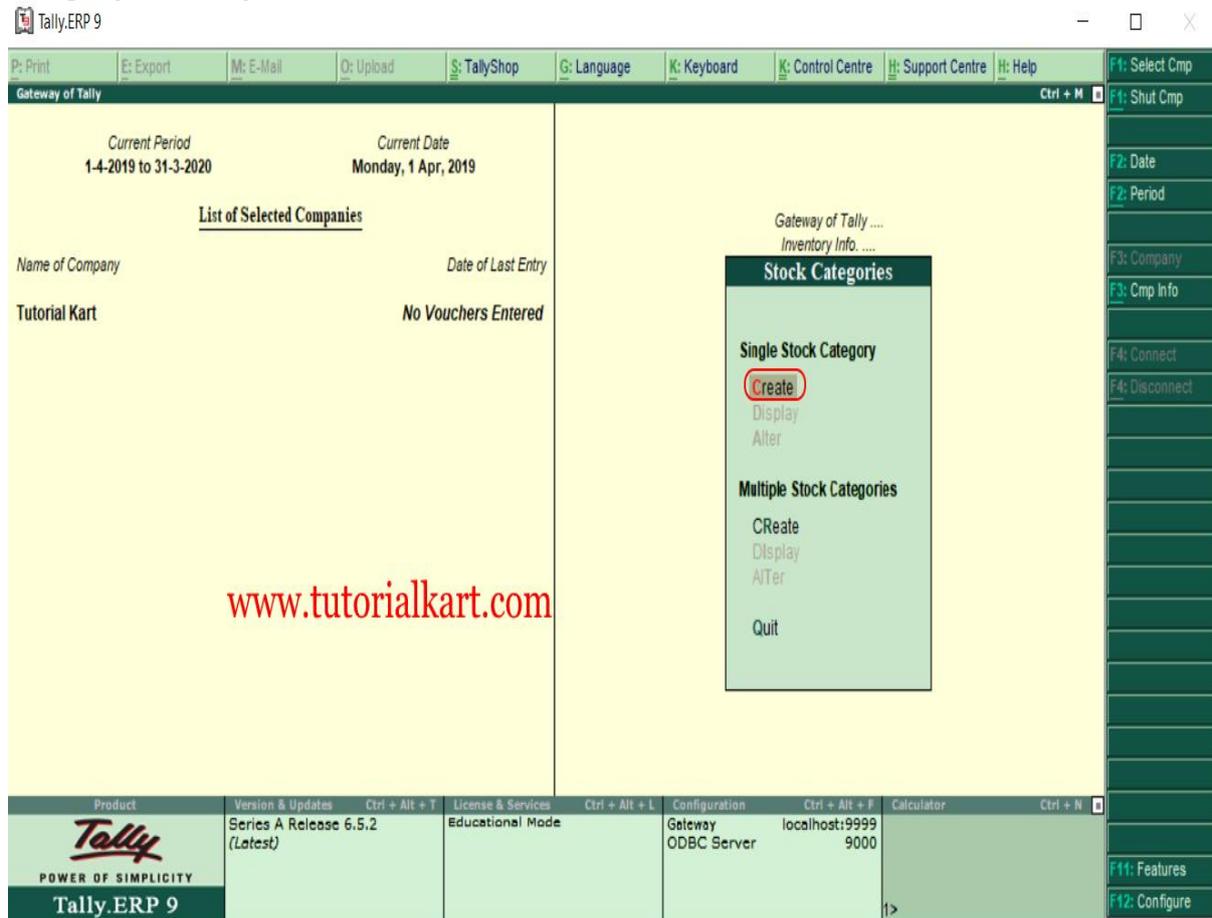
Step 2:

Under inventory info, choose Stock Categories option to create stock category in Tally.ERP 9.



Step 3:

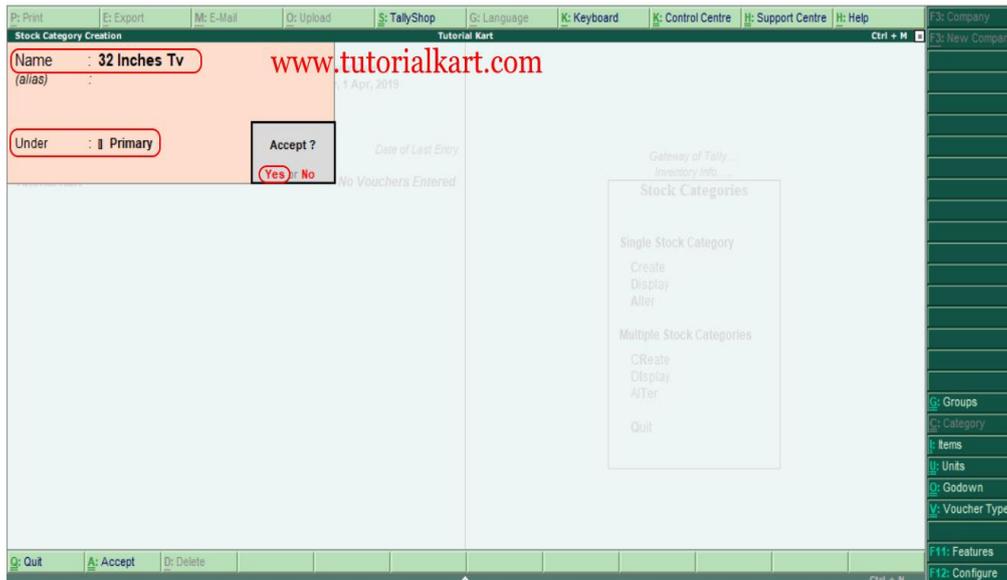
Under Single stock category, choose “Create” option to create single stock category in Tally.



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.

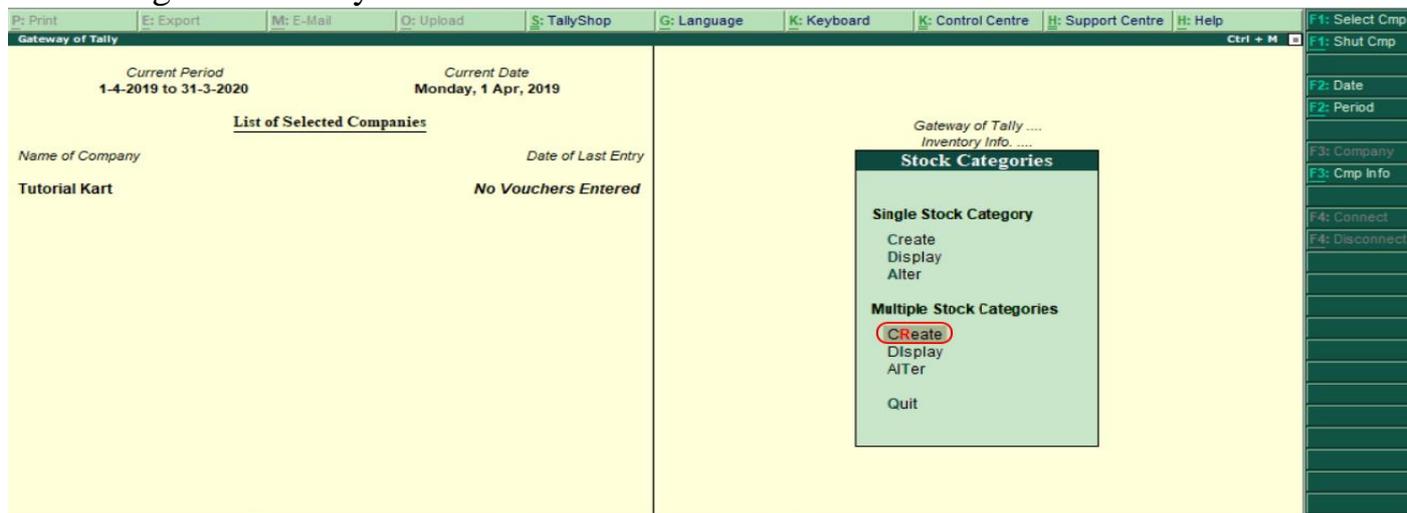


How to create multiple stock categories

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

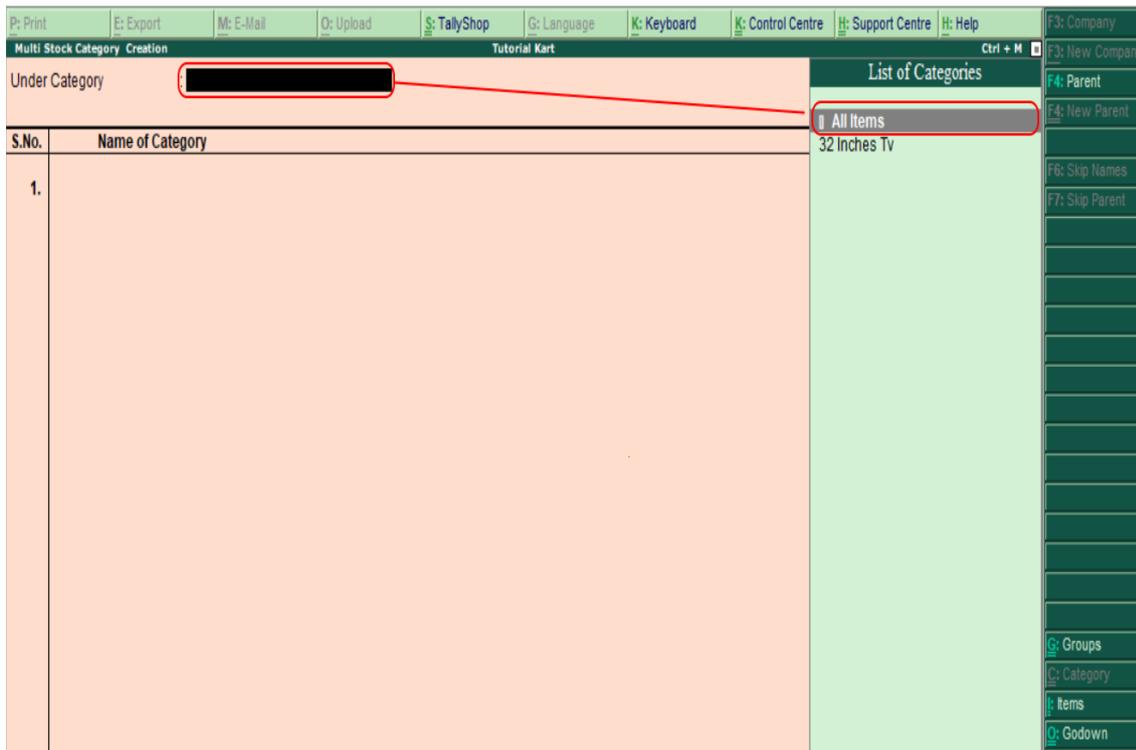
Step 1: –

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



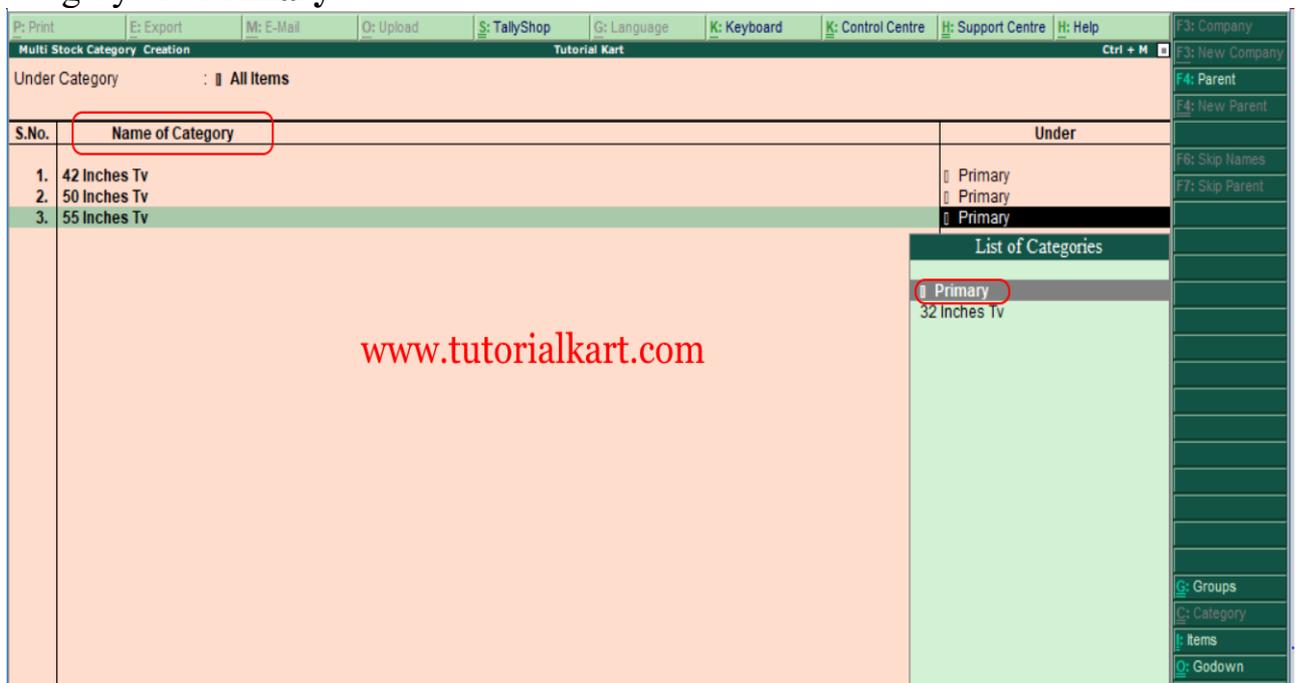
Step 2:

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



Step 3:

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



After maintaining all the required details, press A: Accept to save the configured details in Tally ERP 9.

Next topic

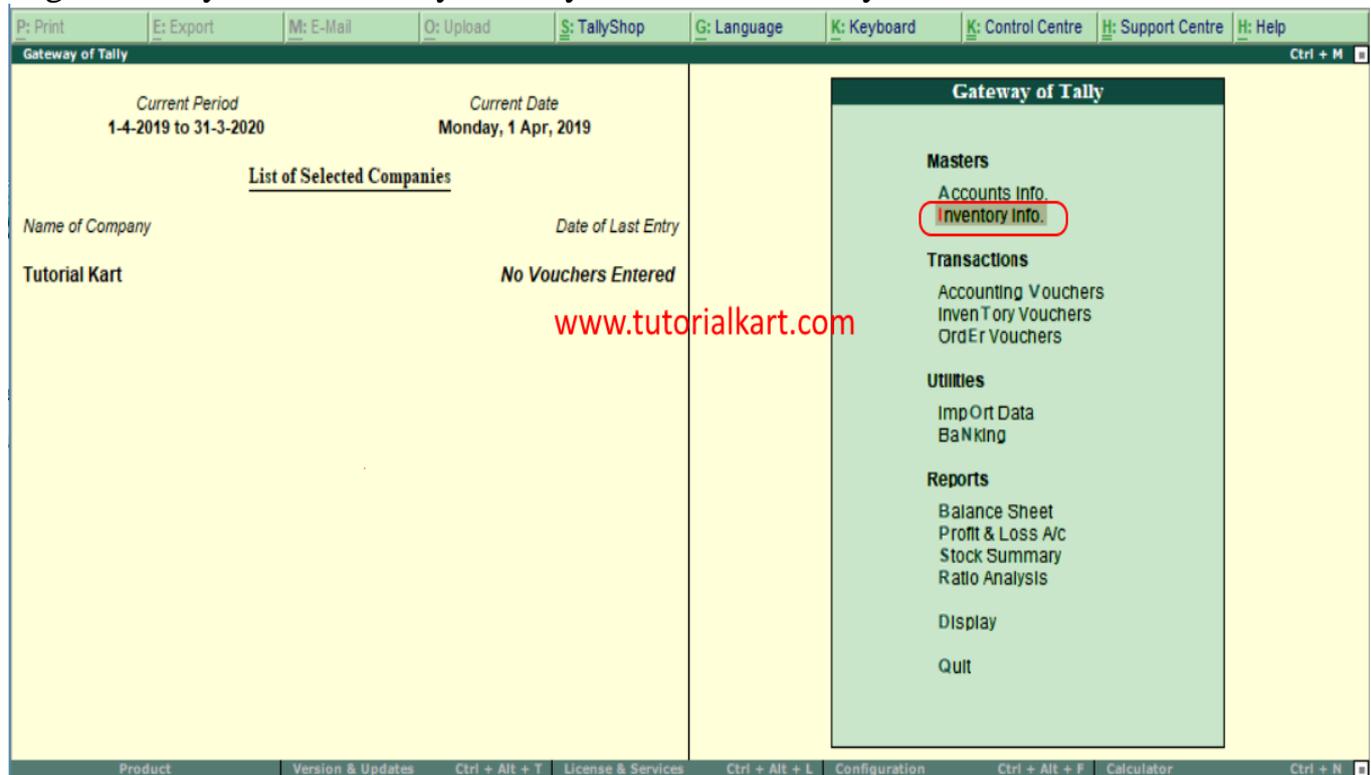
How to create stock units in Tally ERP 9

In [Tally](#), 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.

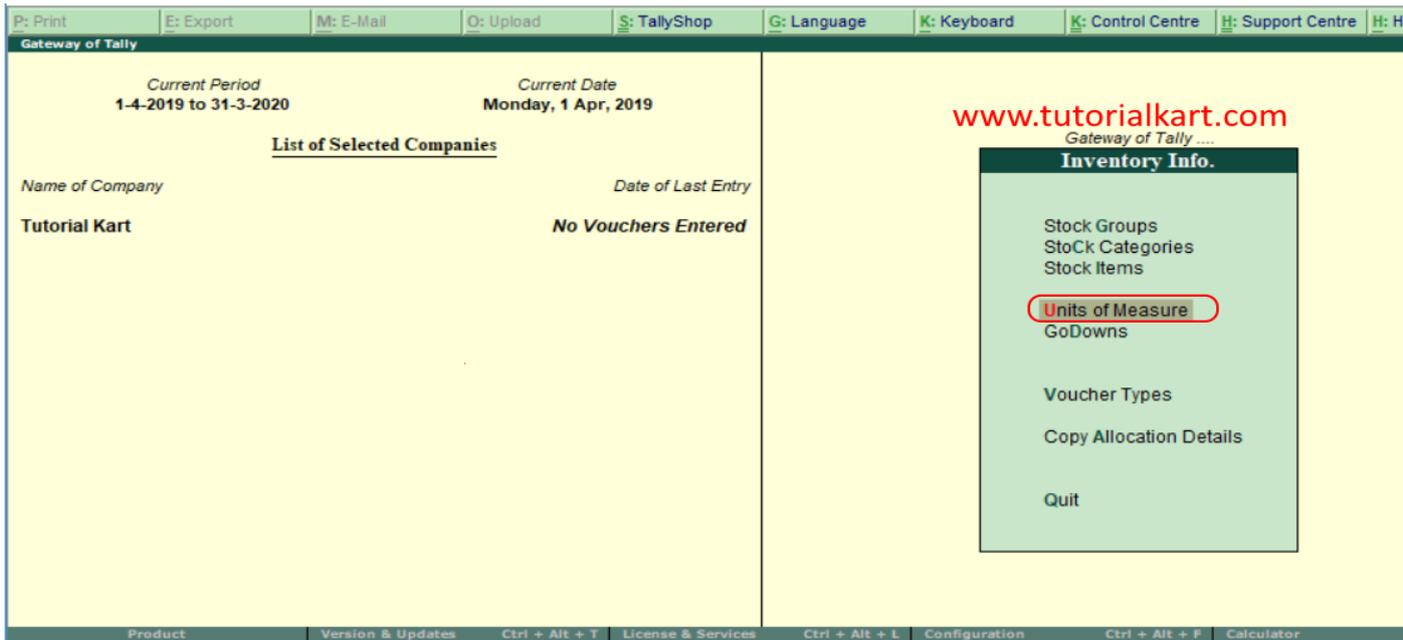
Step 1:

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



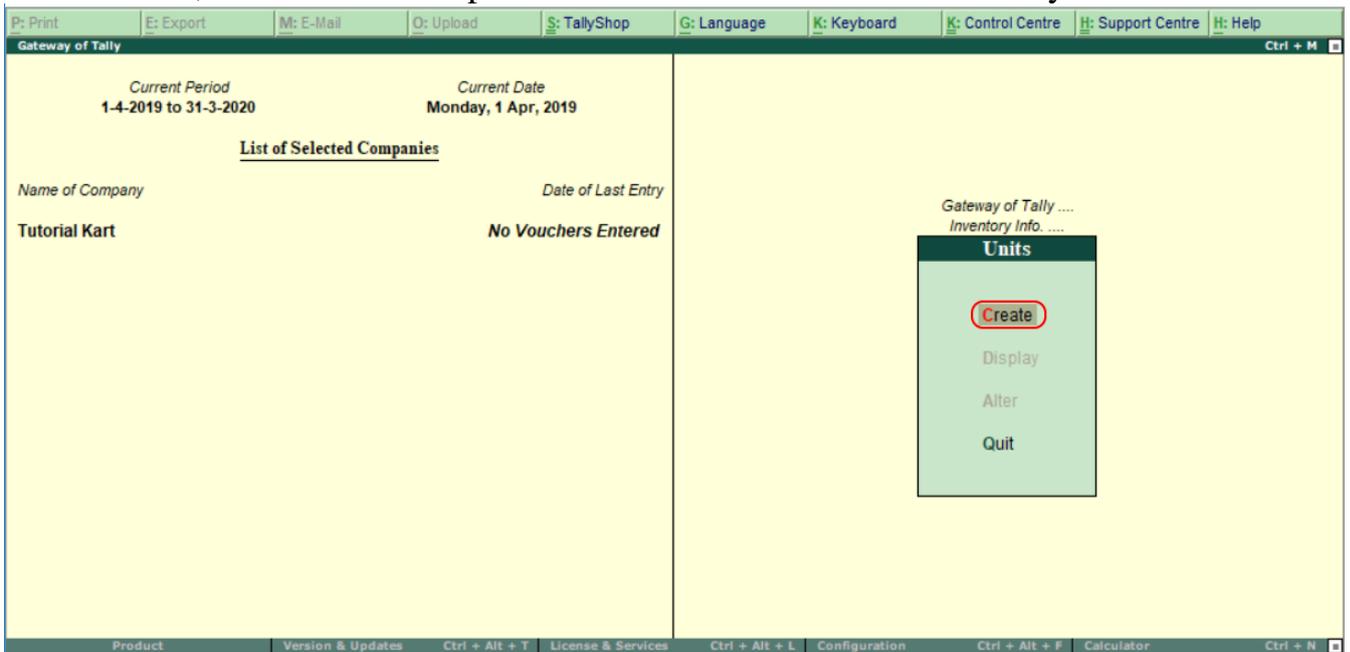
Step 2:

Next choose "Unit of Measures".



Step 3:

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

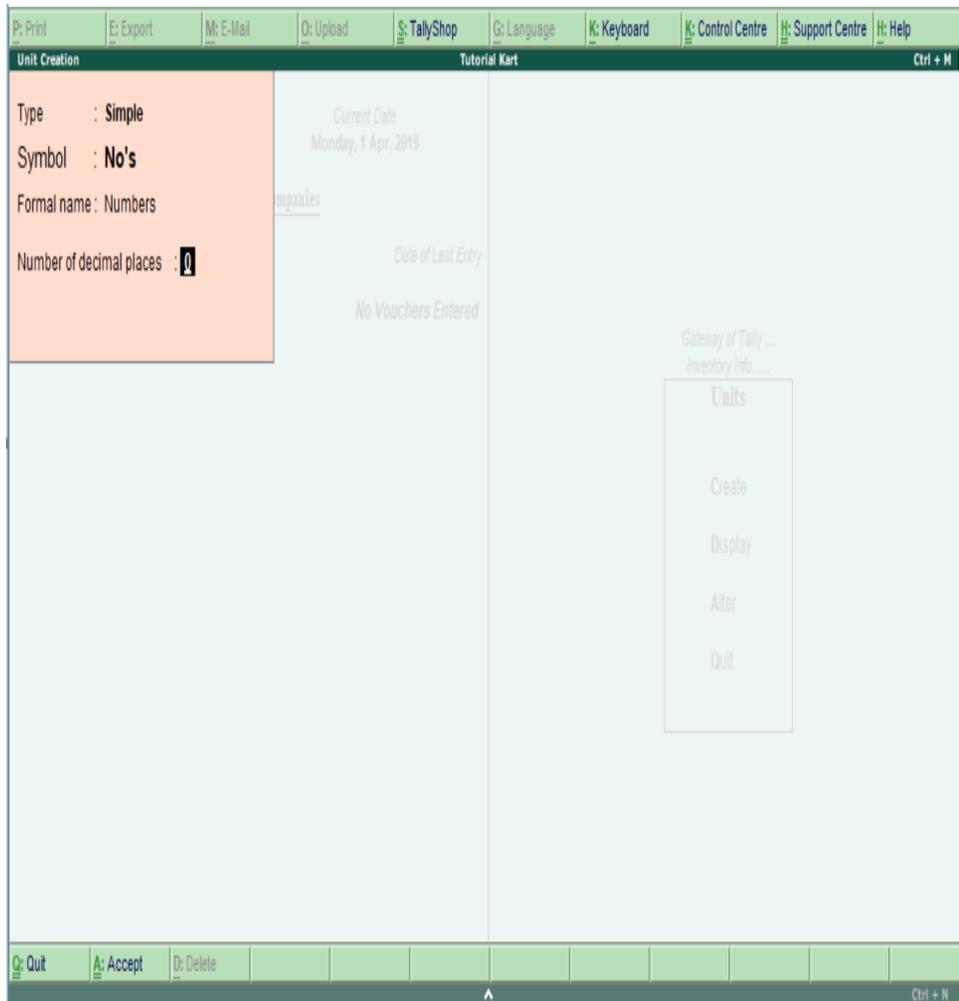


Step 4:

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.



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

Next topic

Next topic

Stock Items in Tally

In [Tally](#), 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

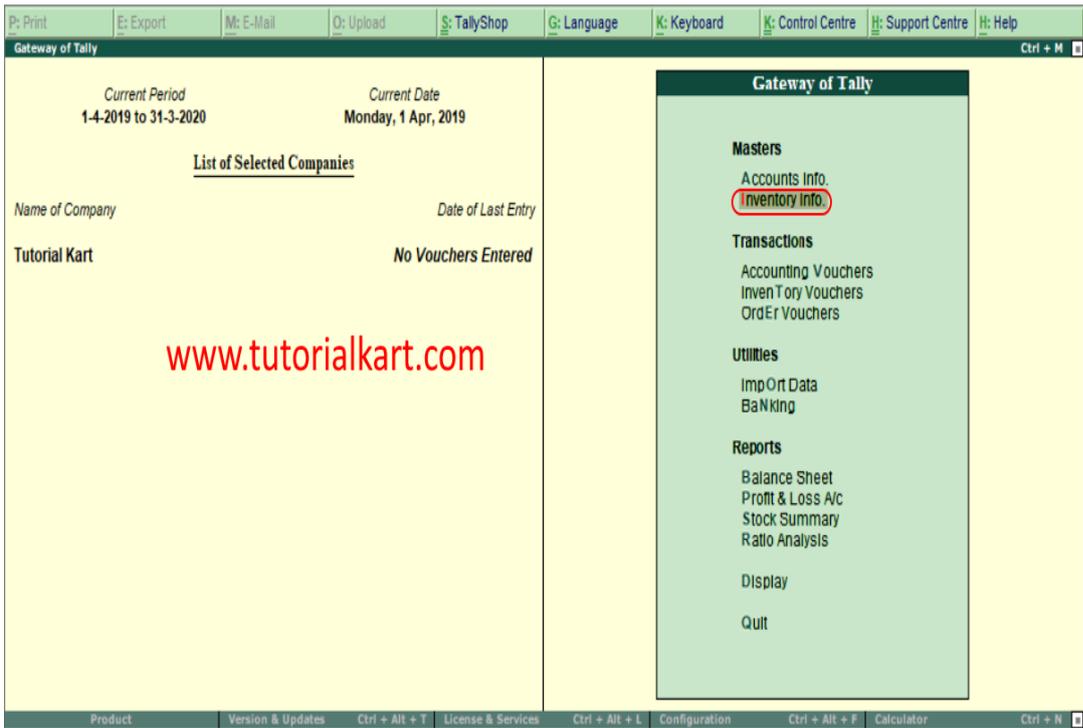
Groups	Name of Items	Unit	Opening Qty	Rate	Amount
Music System	Sony Blue Ray Player	Nos	10	25,000	250,000
	Philips DVD player	Nos	5	15,000	75,000
	Sony 5.1 Music System	Nos	2	20,000	40,000
Television	Sony 32 Inch Tv	Nos	3	25,000	75,000
	LG 32 Inch Tv	Nos	4	20,000	80,000
	MI 32 Inch Tv	Nos	2	15000	30,000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



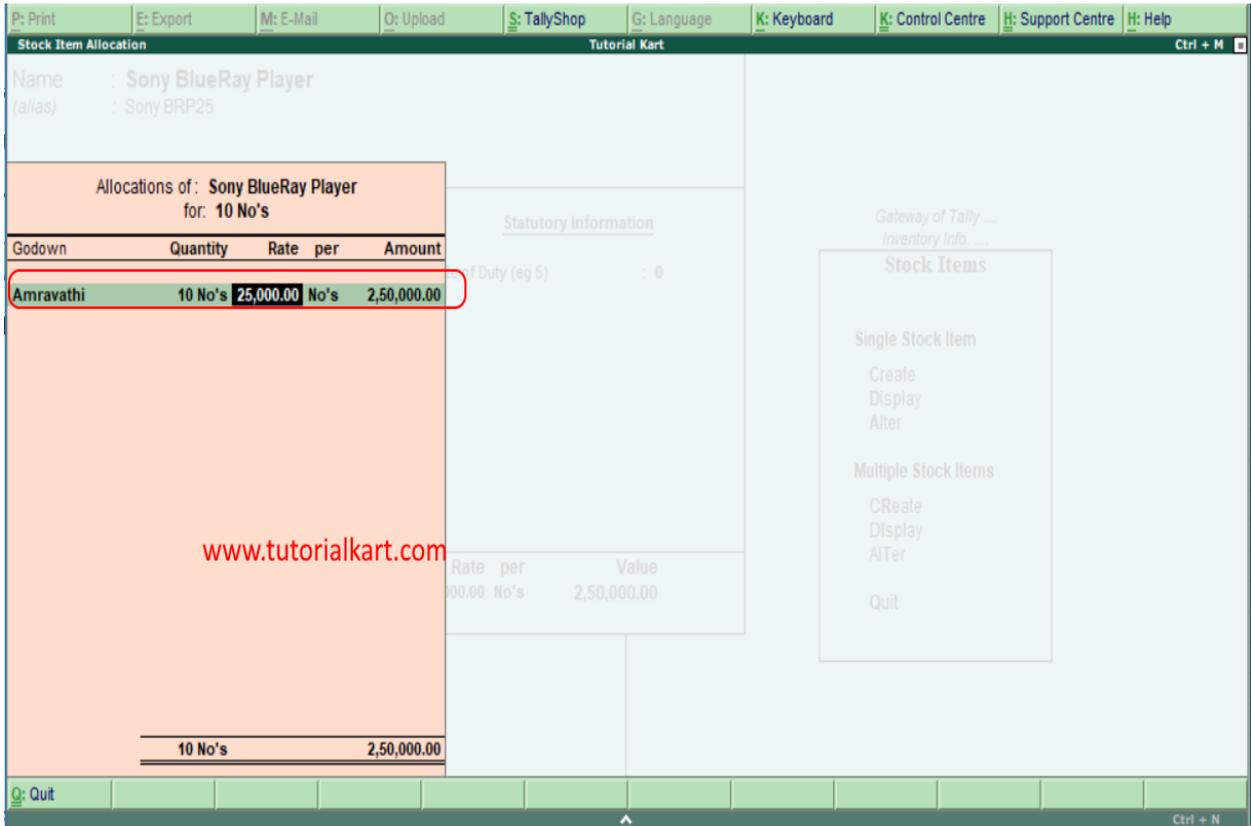
Step 4:

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

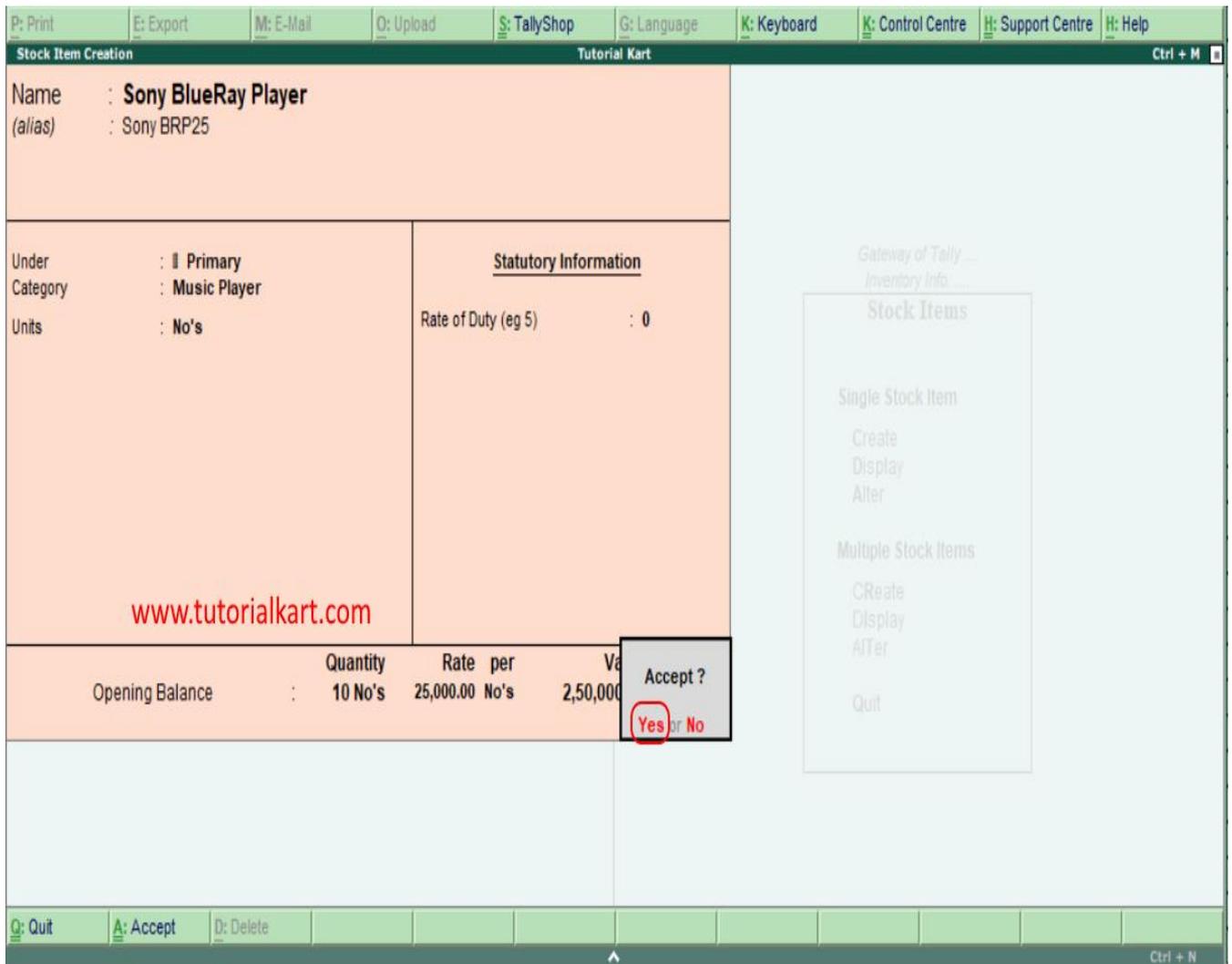
- **Name:** Enter the name of stock item
- **Alias:** It can be short name of stock item or another name or product id.
- **Under:** Enter the [stock group](#) under which this stock item to be specified
- **Category :** Enter the [stock category](#) of stock item
- **Units:** [Units of measure](#) to 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 Player (alias) : Sony BRP25				
Under : Primary	<u>Statutory Information</u> Rate of Duty (eg 5) : 0	Gateway of Tally ... Inventory Info. Stock Items Single Stock Item Create Display Alter Multiple Stock Items CReate Display AIter Quit		
Category : Music Player				
Units : No's				
www.tutorialkart.com				
Opening Balance	Quantity : 10 No's	Rate per	Value	
Q: Quit		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 [Godown](#) from the list of Godowns.
 - **Rate:** Enter the rate of stock item
 - Per & Amount values are automatically calculated based on quantity and rate amount.



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

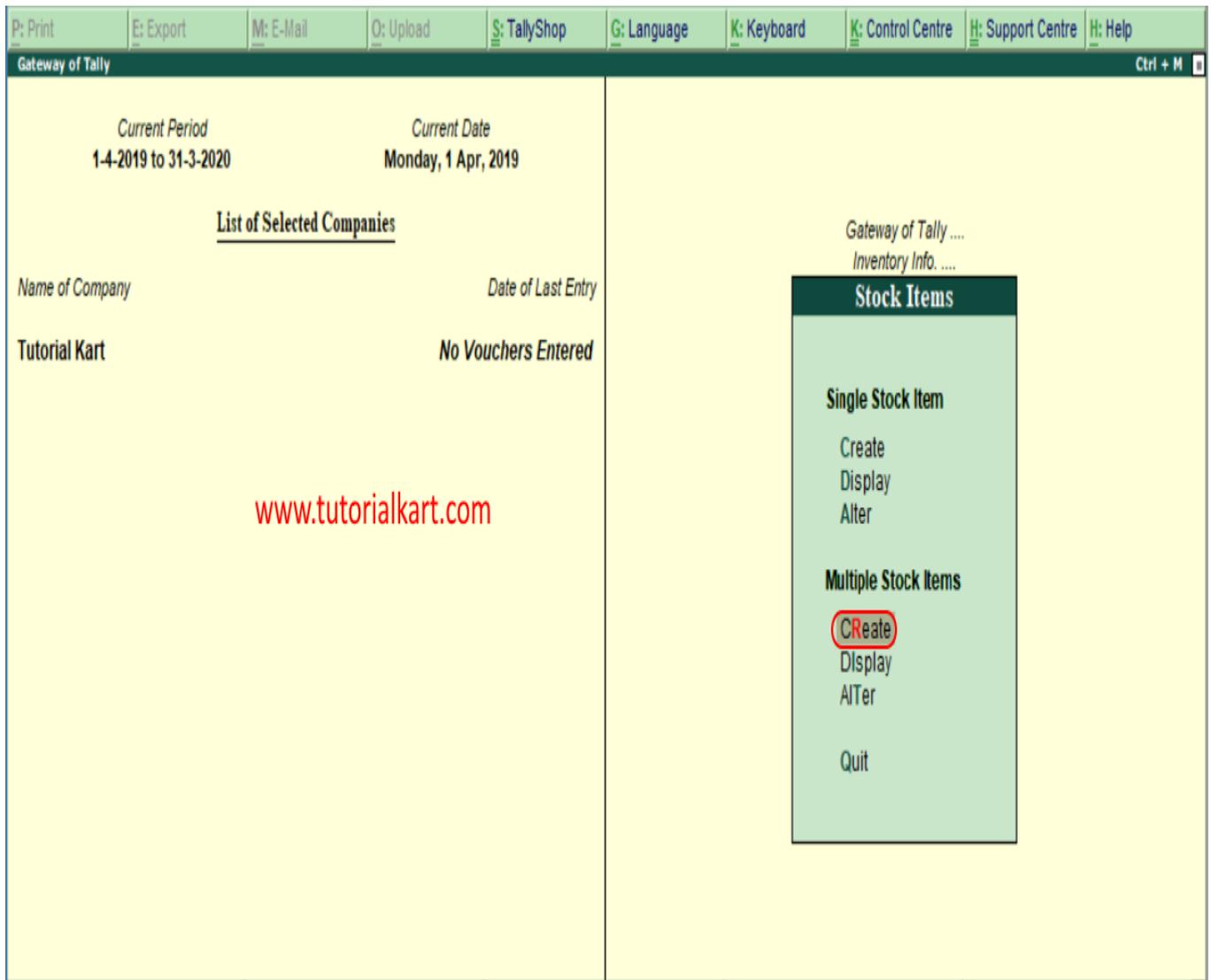


How to create multiple stock items

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 Stock Item Creation										Tutorial Kart																													
Under Group										: All Items																													
										For 1-Apr-2019																													
S.No.	Name of Item	Under	Category	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	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.tutorialkart.com																																						
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">Q: Quit</td> <td style="width: 10%; border: 2px solid red;">A: Accept</td> <td style="width: 10%;">D: Delete</td> <td style="width: 10%;"></td> </tr> </table>																				Q: Quit	A: Accept	D: Delete																	
Q: Quit	A: Accept	D: Delete																																					

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

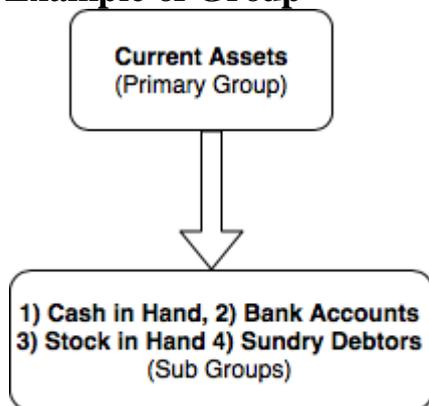
Next topic

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

Example of Group



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 Primary Groups in 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 [Tally ERP 9](#) and how to alter and display created groups.

If you are creating [groups in Tally](#) for the first time, it is recommended to enable

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

Path: Gate way of Tally → [F12: Configure](#) → Accts / Inventory Info → Accounts

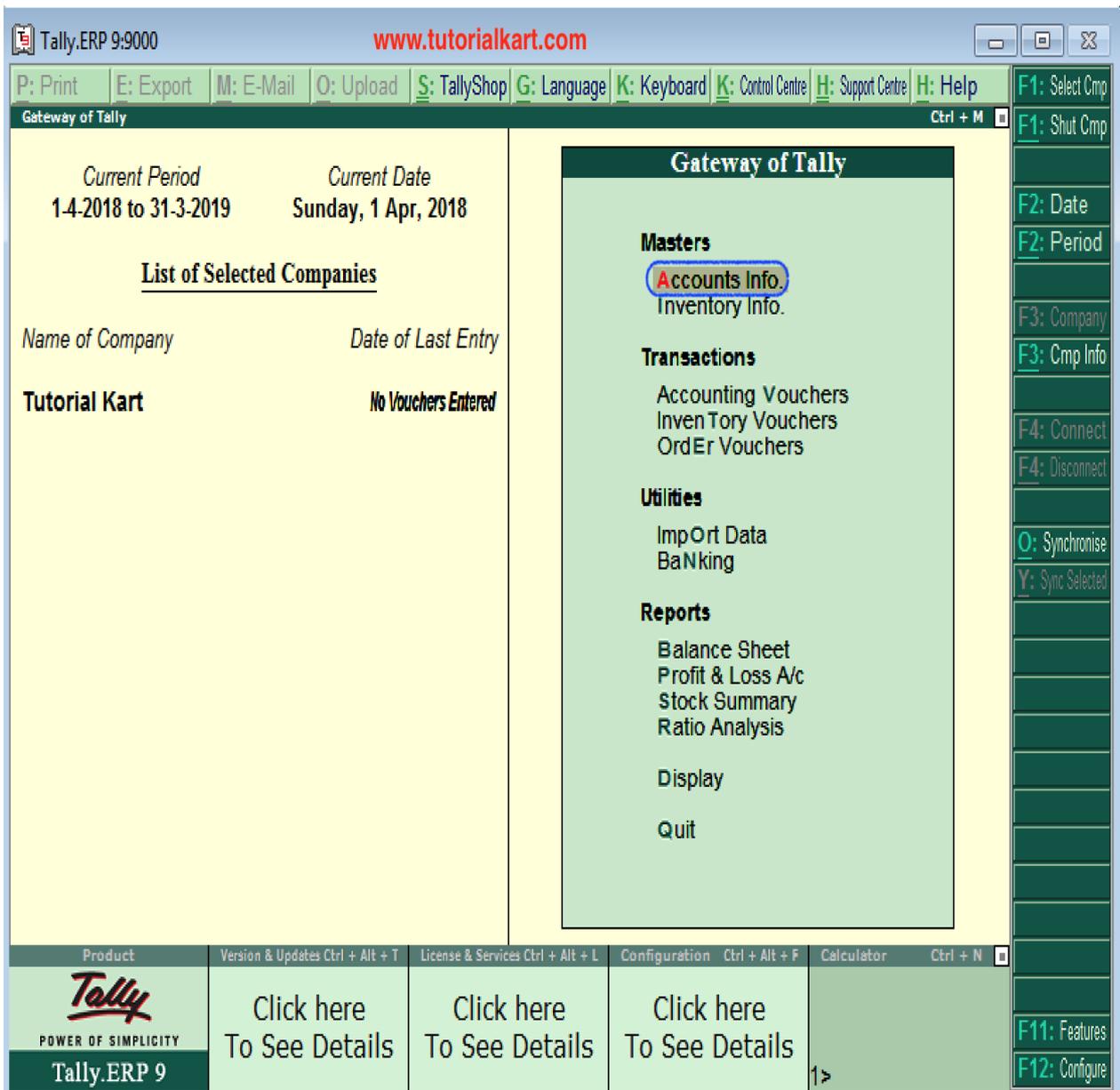
How to create Group in Tally

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.

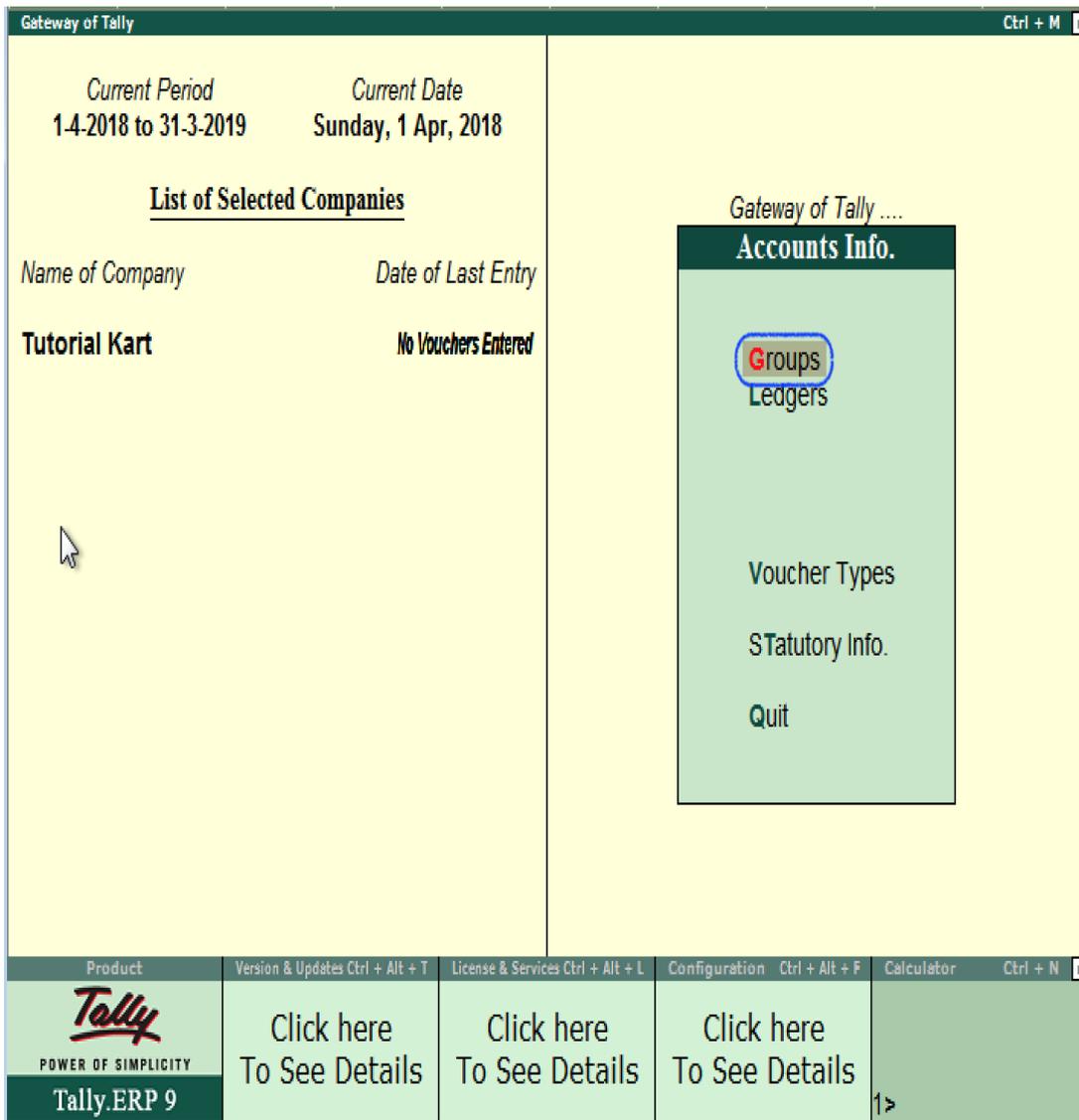
Step 1:

Go to Gateway of Tally and click on accounts Info



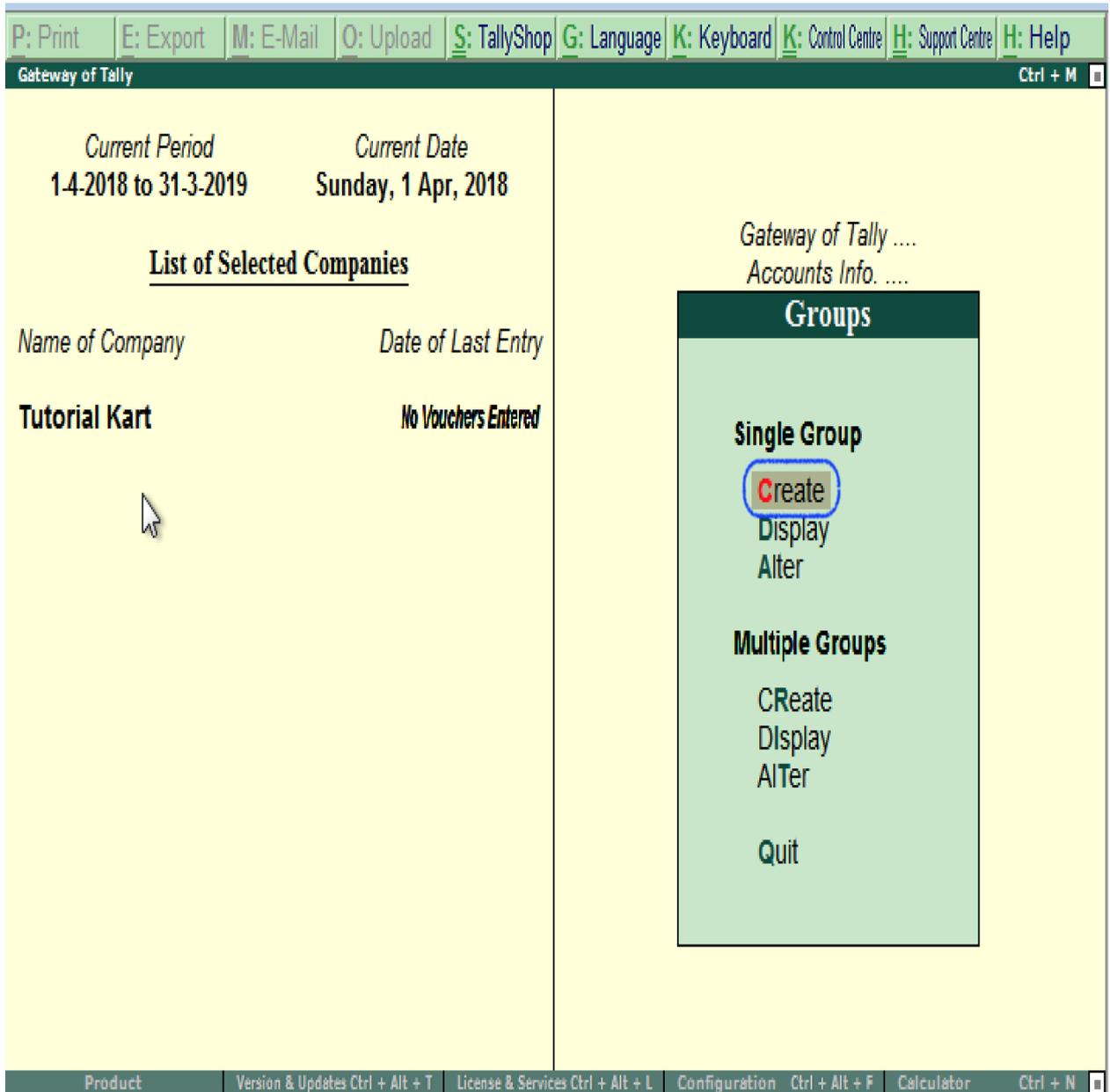
Step 2:

Under Accounts info, choose the option Groups.



Step 3:

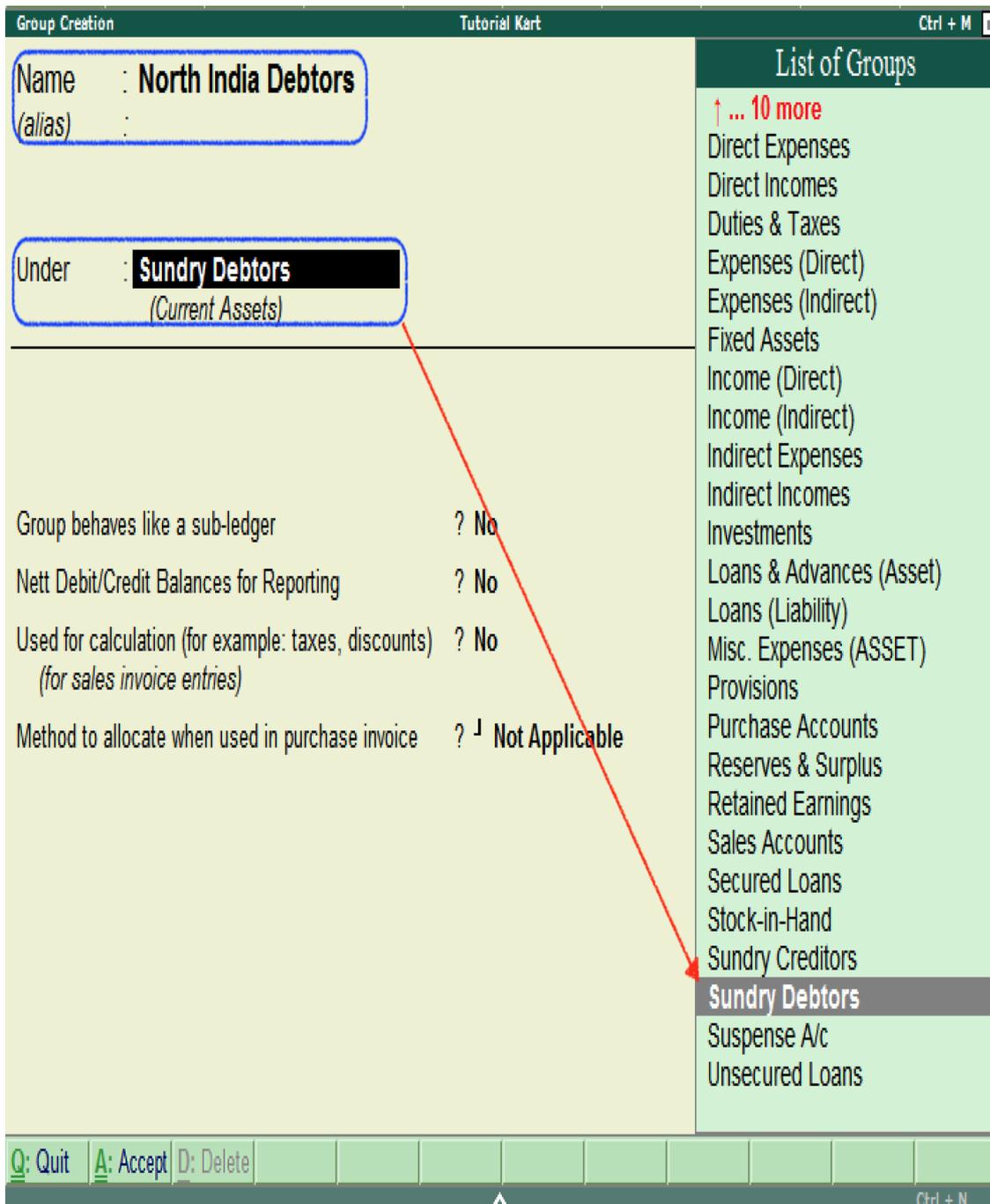
Under Single Group menu, choose the option create to create single group in Tally ERP 9



Step 4:

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).



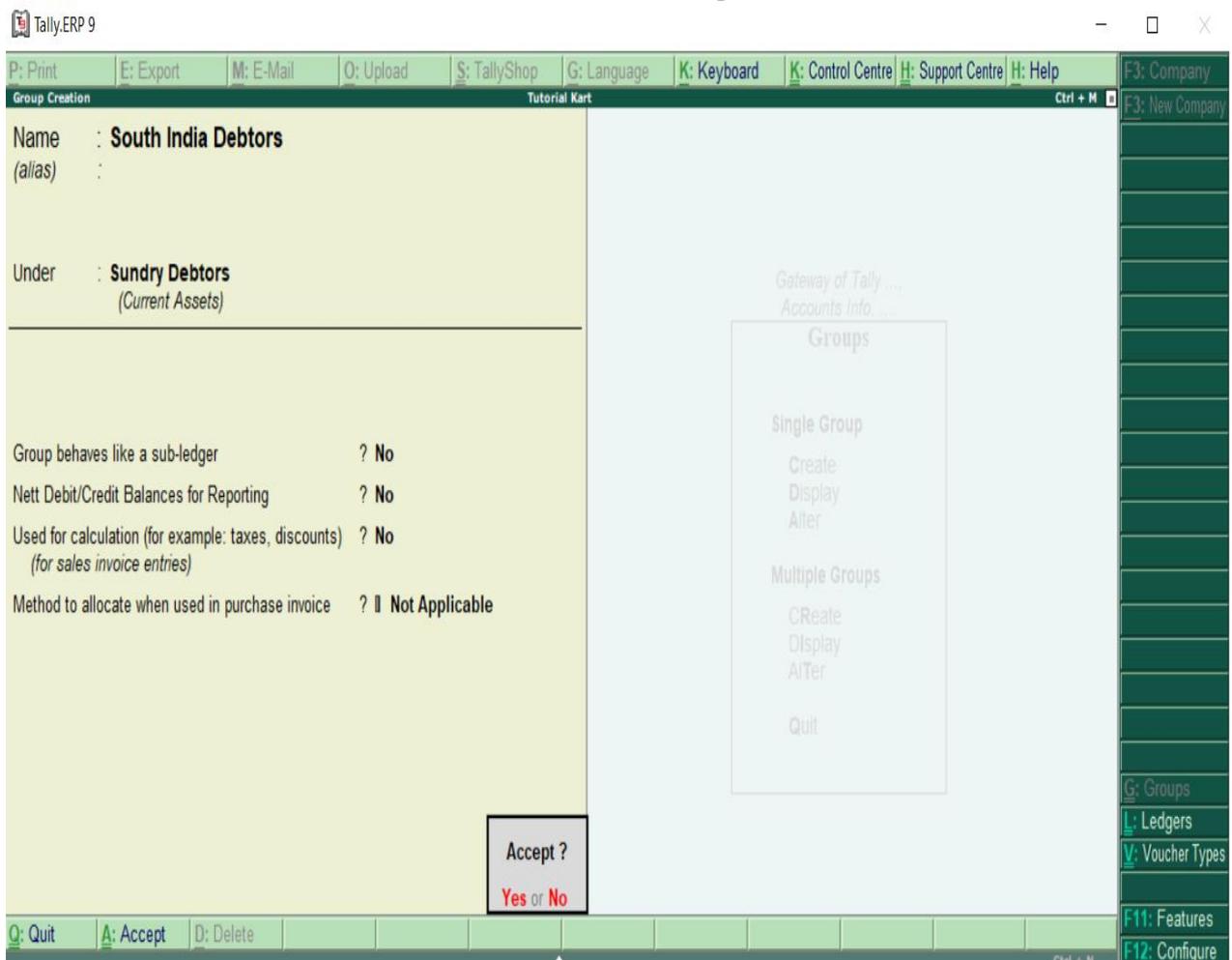
After entering the required details, press enter or Ctrl+A / A: Accept to save the details.

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

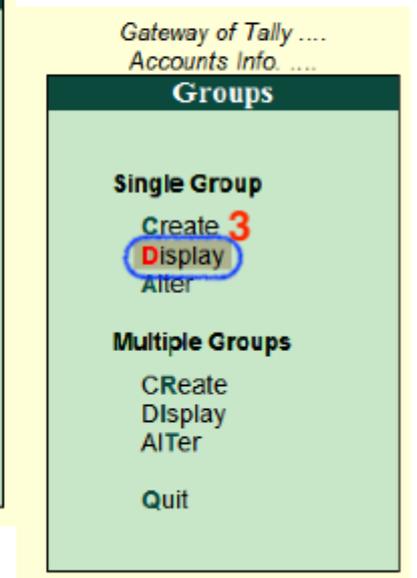
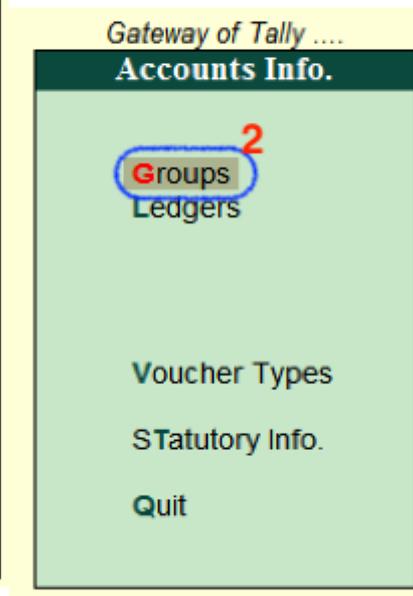
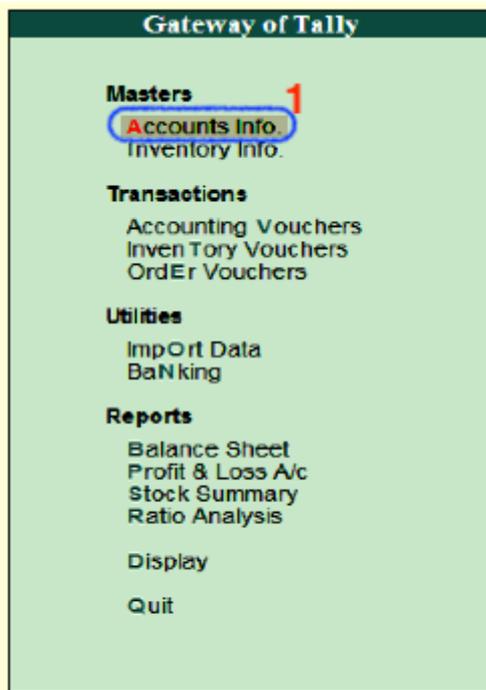
After groups are created in Tally ERP 9, you can display all the created groups with details. However in display mode, users are not allowed to edit/ alter the data.

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.



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

Group Display		Tutorial Kart									
Name	:	Bangalore Debtors									
Under	:	South India Debtors (Sundry Debtors)									
<hr/>											
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		?	Not Applicable								
<table border="1"> <tr> <td>Q: Quit</td> <td>A: Accept</td> <td>D: Delete</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>				Q: Quit	A: Accept	D: Delete					
Q: Quit	A: Accept	D: Delete									

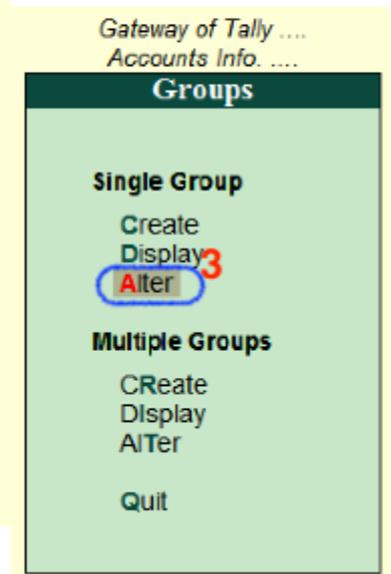
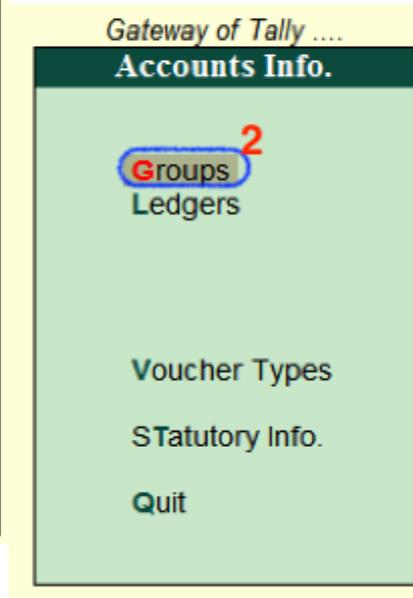
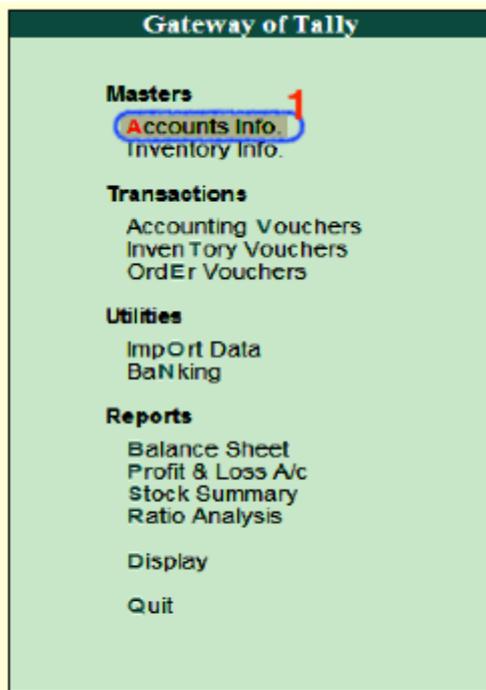
Click on Q: Quit to close the screen.

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:

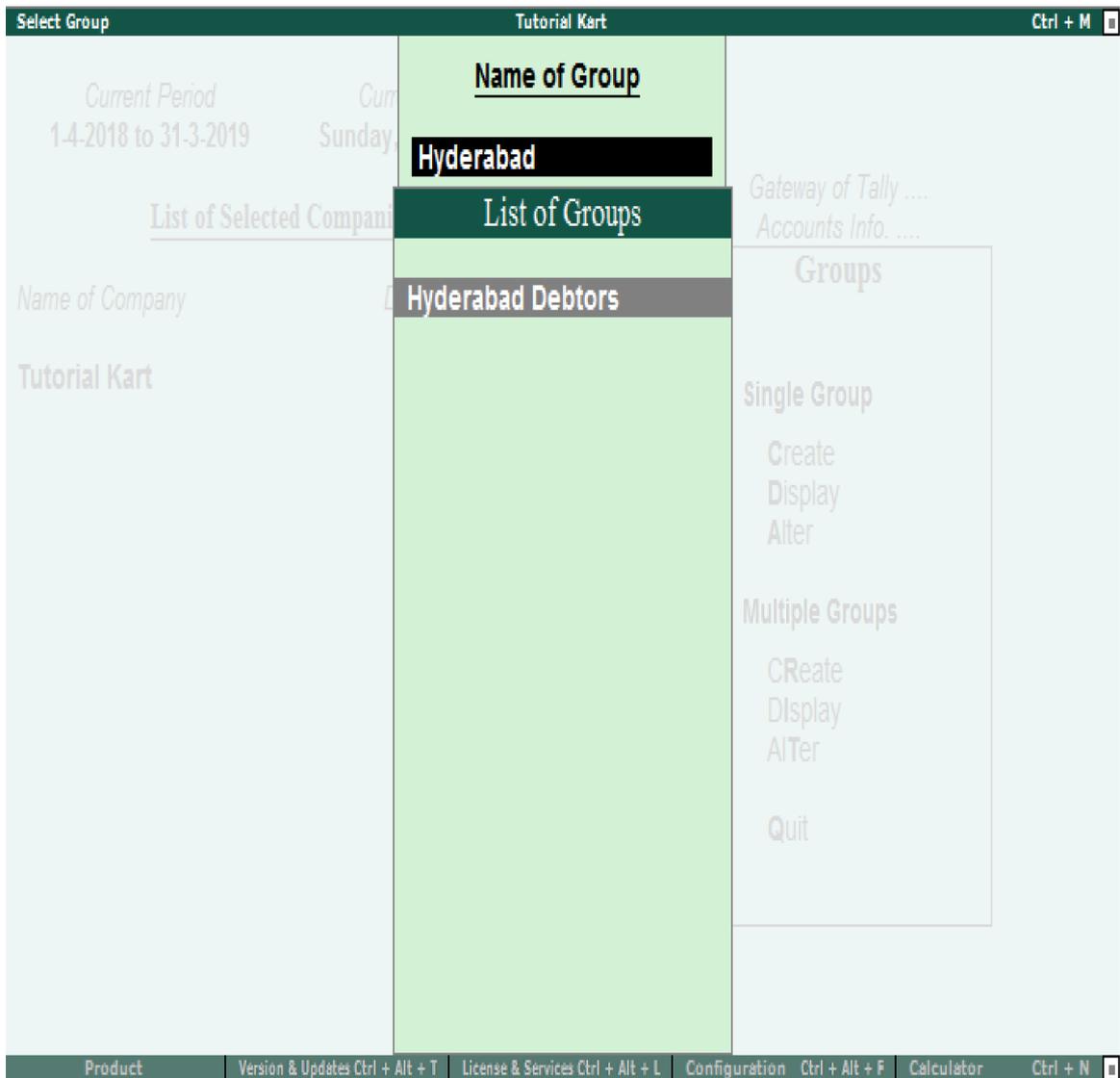
Step 1: Go to Gateway of Tally -> Accounts Info -> Groups.

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	: Hyderabad Debtors	List of Groups ↑ ... 8 more Current Assets Current Liabilities Deposits (Asset) Direct Expenses Direct Incomes Duties & Taxes Expenses (Direct) Expenses (Indirect) Fixed Assets Income (Direct) Income (Indirect) Indirect Expenses Indirect Incomes Investments Loans & Advances (Asset) Loans (Liability) Misc. Expenses (ASSET) North India Debtors Provisions Purchase Accounts Reserves & Surplus Retained Earnings Sales Accounts Secured Loans South India Debtors 5 more ... ↓	
(alias)	:		
Under	: South India Debtors (Sundry Debtors)		
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	? ↓ Not Applicable		

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 [Tally](#) 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.

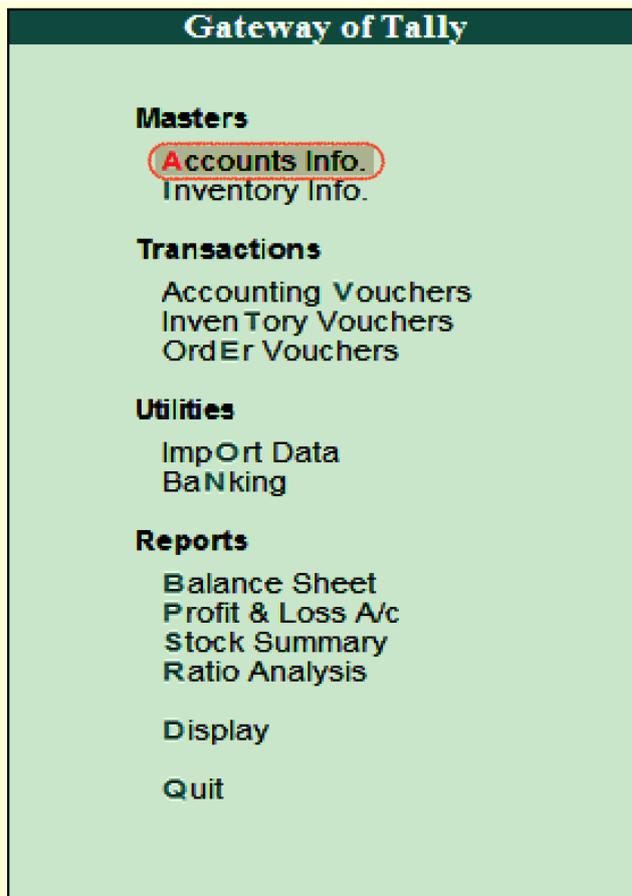
Tally.ERP 9 automatically creates two ledger accounts i.e. Cash in Hand and Profit & Loss Account. We can create the ledger accounts as per requirements of an organization. We cannot create another profit & loss account in tally, and we can create any number of cash accounts with different names (Petty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

How to create ledger account in Tally ERP 9

Path: Gateway of Tally → Accounts Info → Ledgers → Single Ledger → Choose Create

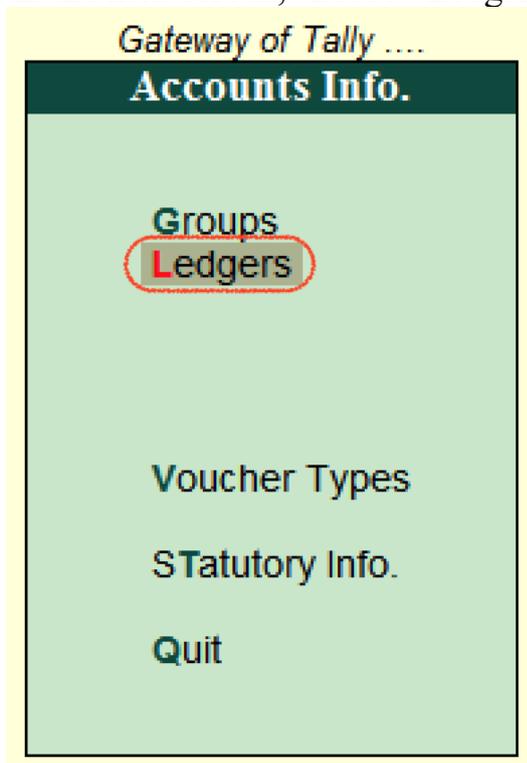
Step 1:

From Gateway of Tally Screen, click on accounts info



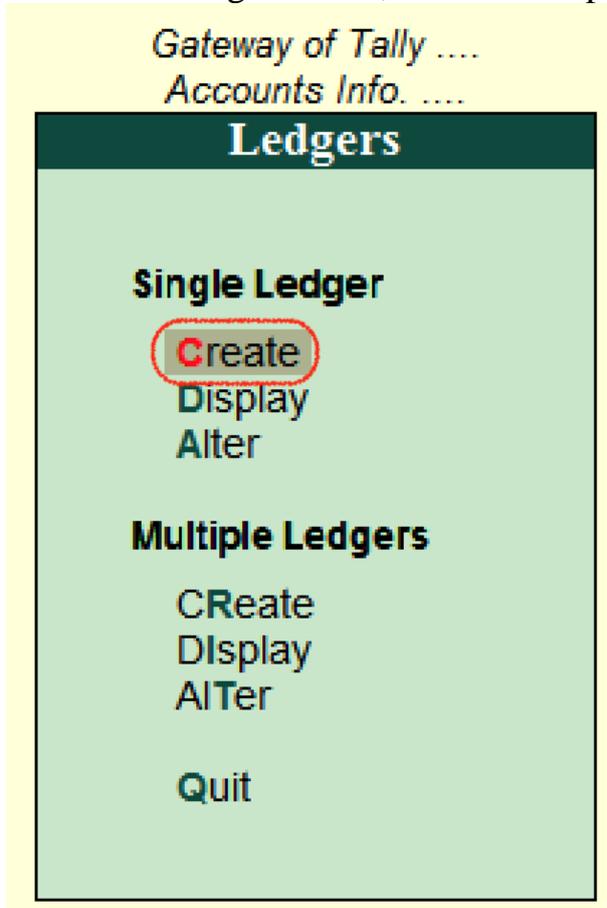
Step 2:

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.

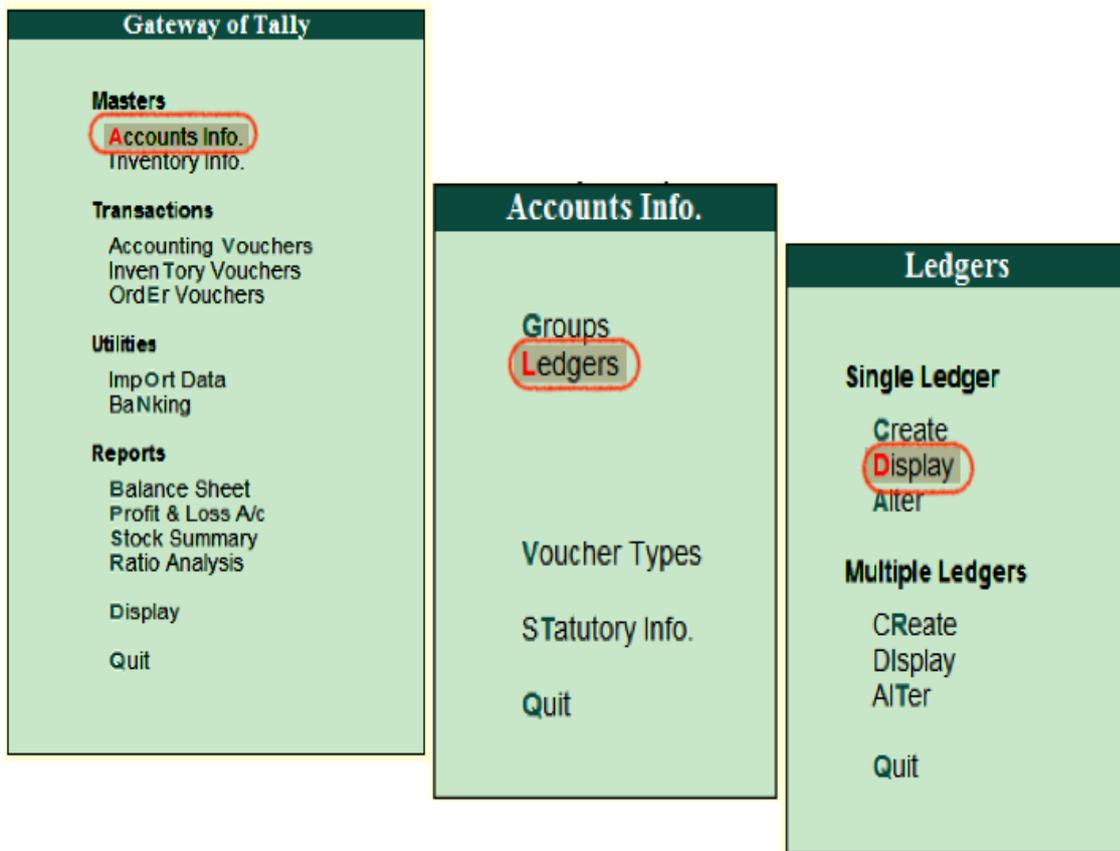
P: Print		E: Export		M: E-Mail		O: Upload		S: TallyShop		G: Language		K: Keyboard		K: Control Centre		H: Support Centre		H: Help			
Ledge Creation																		Tutorial Kart		Ctrl + M	
Name : Axis Bank Account (alias) : Axis														Total Opening Balance							
														2,00,000.00 Dr							
														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 : Not Applicable Branch : Vijayawada BSR code : Bank Configuration Set cheque books ? No Set cheque printing configuration? No										Mailing Details Name : Axis Bank Account Address : Country : India State : Andhra Pradesh Pincode : Contact person : Adarsh Kumar Phone no. : Mobile no. : Fax no. : E-mail : CC to (if any) : Website : GSTIN/UIN :											
										Tax Registration Details											
										Set/after service tax details ? No											
Opening Balance (on 1-Apr-2018) : 2,00,000.00 Dr																					
Accept ?																					
Yes or No																					
Quit																					
Q: Quit A: Accept D: Delete																					
Ctrl + N																					

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

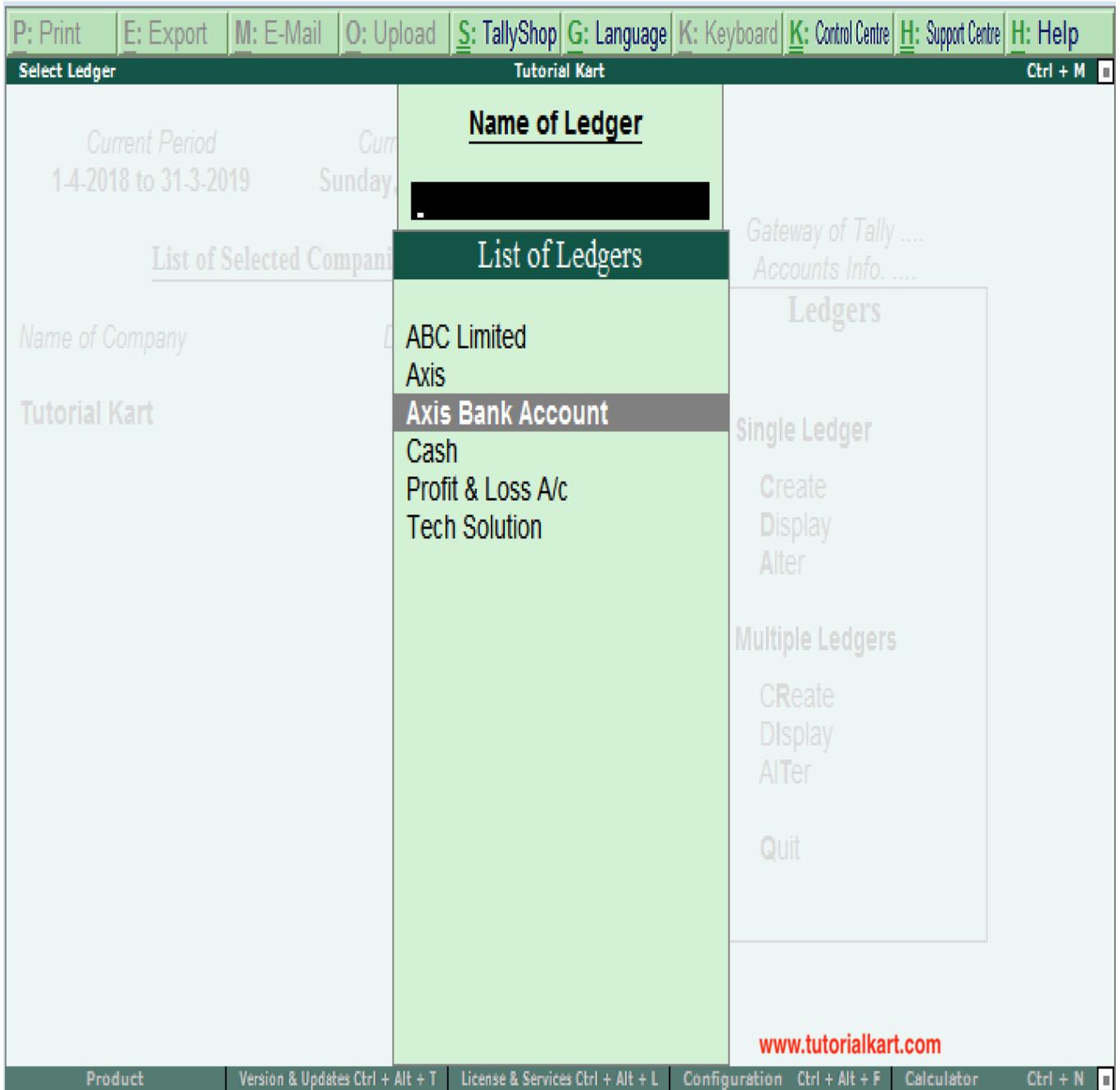
How to display single ledger in Tally

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

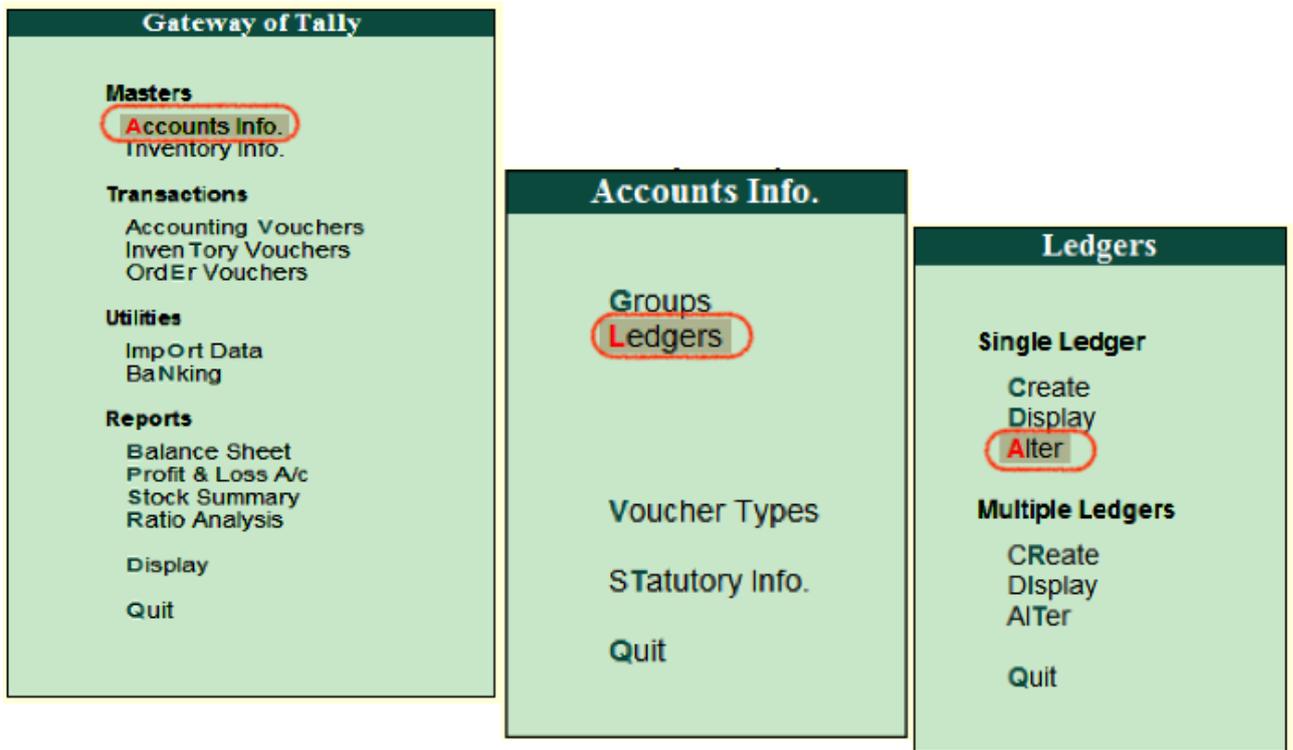


Now the complete details of ledger account display in the screen as shown below image.

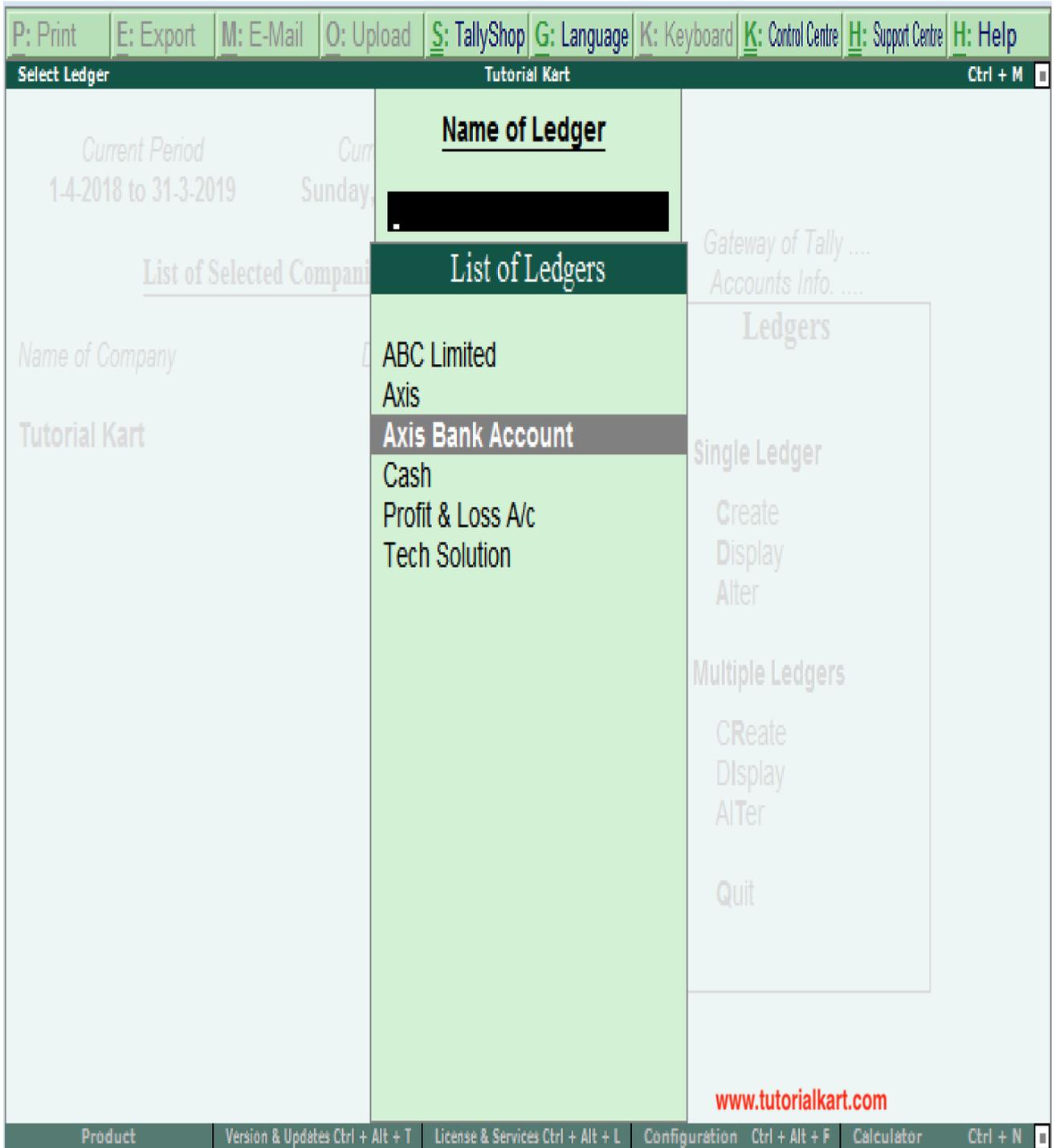
Ledger Display		Tutorial Kart		Ctrl + M	
Name : Axis Bank Account			Total Opening Balance		
(alias) : Axis			2,00,000.00 Dr		
			<u>Difference</u>		
			2,00,000.00 Dr		
Under : Bank OD A/c (Loans (Liability))		Mailing Details			
Set OD limit :		Name : Axis Bank Account			
Bank Account Details		Address :			
A/c holder's name : Tutorial Kart		Country : India		Pincode :	
A/c no. : 90110059798488		State : Andhra Pradesh			
IFS code : UTIB0000069		Contact person : Adarsh Kumar			
Bank name :		Phone no. :			
Branch : Vijayawada		Mobile no. :			
BSR code :		Fax no. :			
Bank Configuration		E-mail :			
Set cheque books ? No		CC to (if any) :			
Set cheque printing configuration? No		Website :			
		GSTIN/UID :			
		Tax Registration Details			
		Set/alter service tax details ? No			
Opening Balance (on 1-Apr-2018) : 2,00,000.00 Dr					
Quit					
Q: Quit A: 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



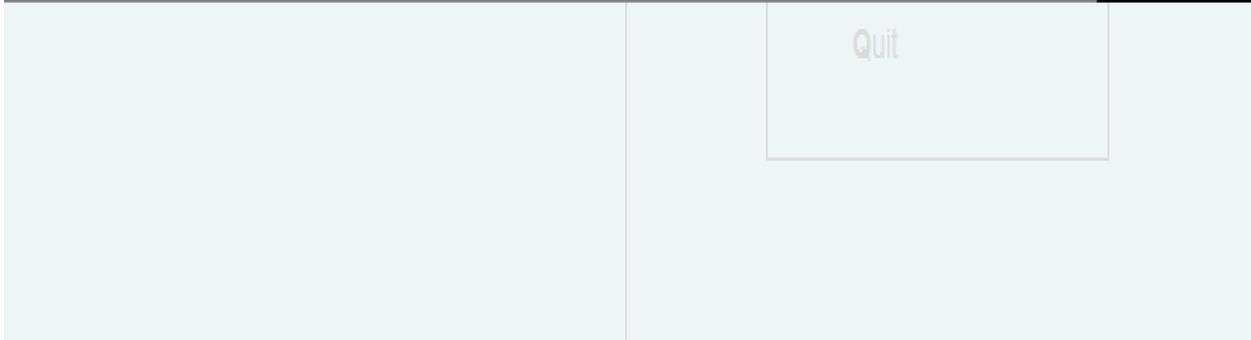
Now modify/ alter the required details for ledger account and click on A:Accept to save the changed details in Tally ERP 9.

Name : Axis Bank Account (alias) : Axis	Total Opening Balance 2,00,000.00 Dr <u>Difference</u> 2,00,000.00 Dr
---	---

Under : Bank OD A/c (Loans (Liability)) Set OD limit : <u>Bank Account Details</u> A/c holder's name : Tutorial Kart A/c no. : 90110059798488 IFS code : UTIB0000069 Bank name : Not Applicable Branch : Vijayawada BSR code : <u>Bank Configuration</u> Set cheque books ? Yes Set cheque printing configuration? No	<u>Mailing Details</u> Name : Axis Bank Account Address : Country : India State : Andhra Pradesh Pincode : Contact person : Adarsh Kumar Phone no. : Mobile no. : Fax no. : E-mail : CC to (if any) : Website : GSTIN/UIN : <u>Tax Registration Details</u> Set/alter service tax details ? No
---	---

Opening Balance (on 1-Apr-2018) : 2,00,000.00 Dr

Accept ?
Yes or No



Next topic

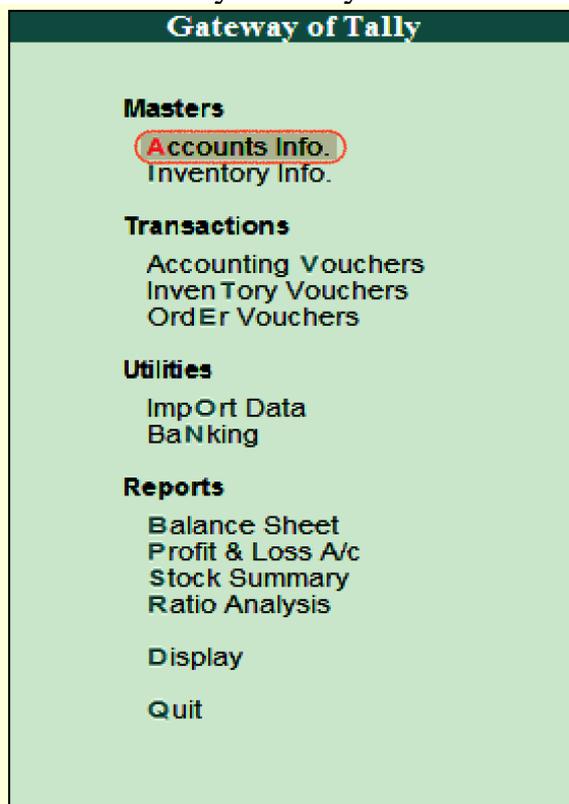
How to Create Ledgers in Tally (Multiple Ledgers)

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](#).

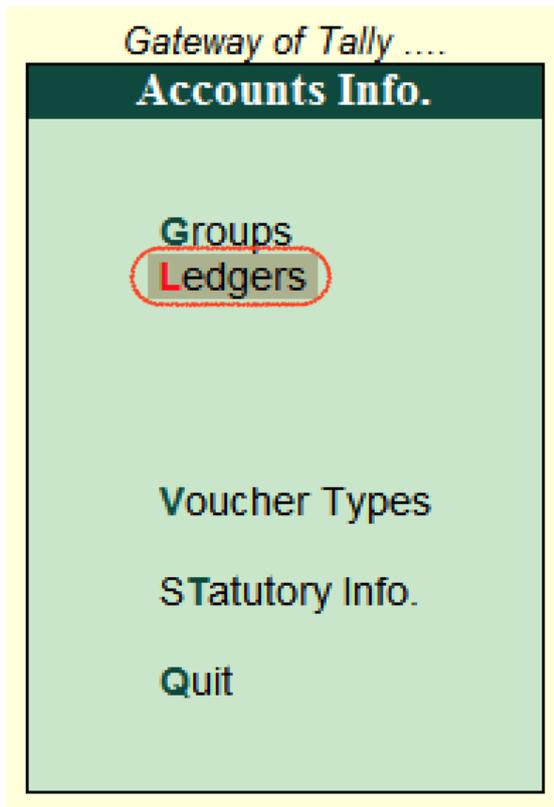
Step 1:

Go to Gateway of Tally and Choose Accounts Info.



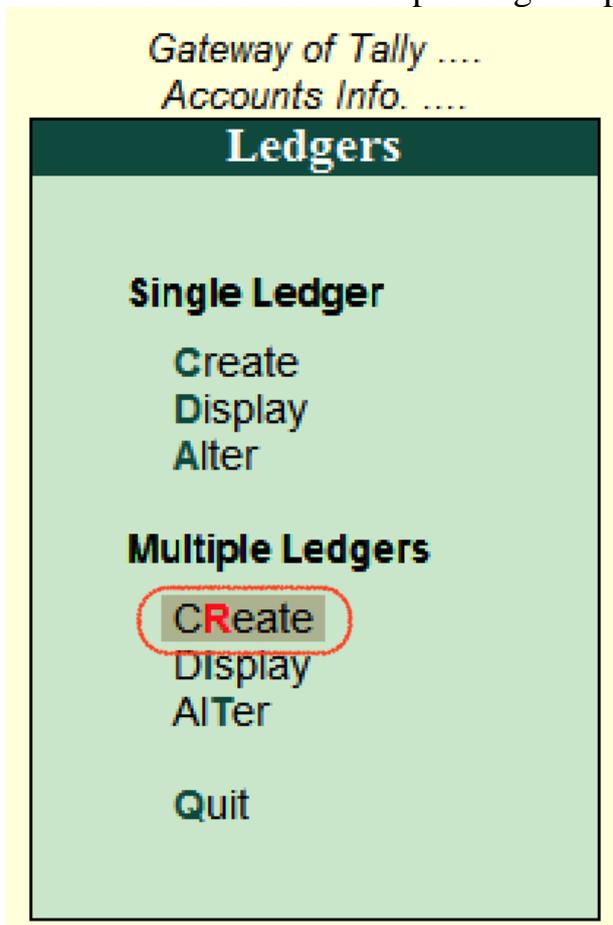
Step 2:

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 [groups](#), however you can search group by entering the group name in the given under group text field.

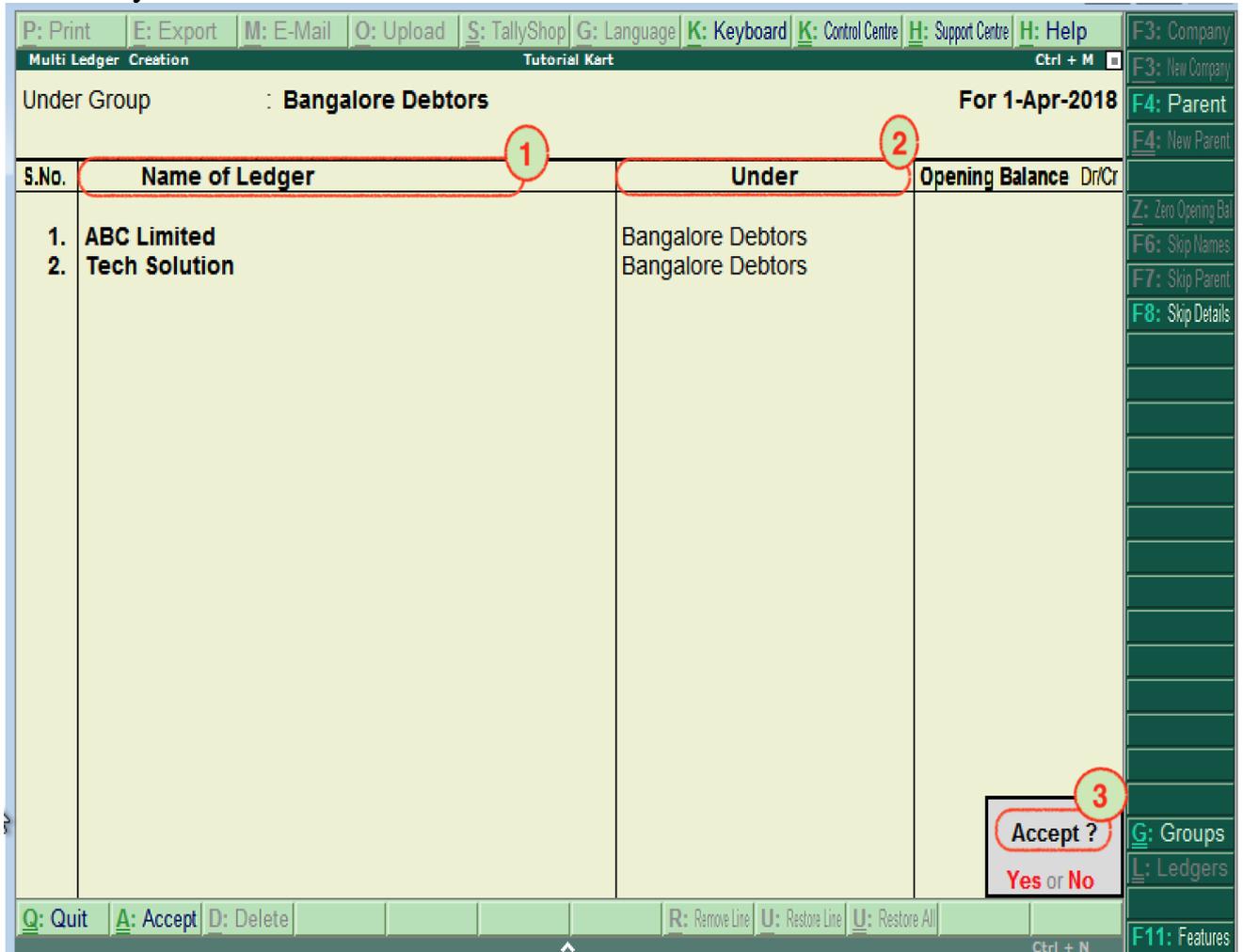
The screenshot shows the 'Multi Ledger Creation' window in Tally. The 'Under Group' field is currently empty. A list of groups is displayed on the right side of the window, with 'Bangalore Debtors' highlighted. A red callout bubble points to the 'Under Group' field with the text 'Enter group name to find from the list of groups'. The interface includes a menu bar at the top with options like Print, Export, E-Mail, Upload, TallyShop, Language, Keyboard, Control Centre, Support Centre, and Help. A footer bar contains options like Quit, Accept, Delete, Remove Line, Restore Line, and Restore All. The URL www.tutorialkart.com is visible at the bottom left.

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
2. **Under:** The under group field will be automatically filled by Tally as Bangalore Debtors (As we are creating ledgers under Bangalore Debtors).

3. 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.

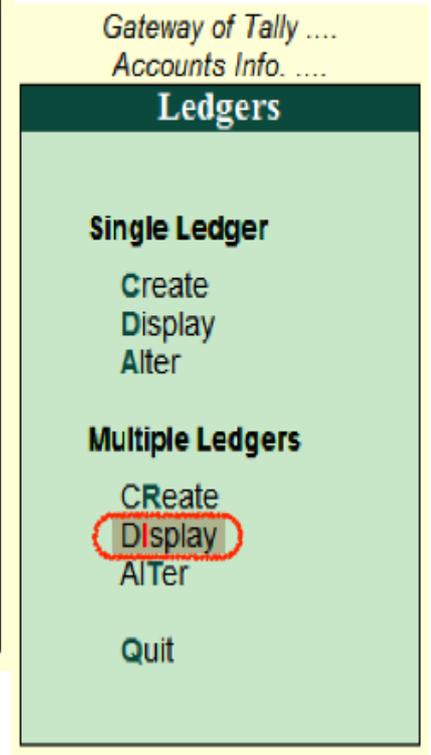
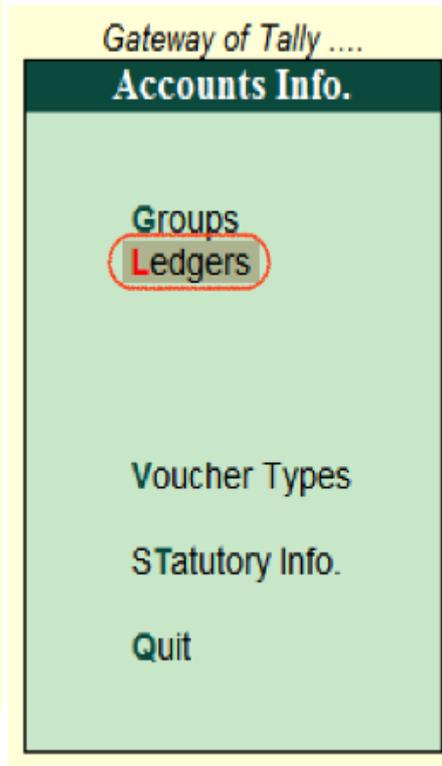
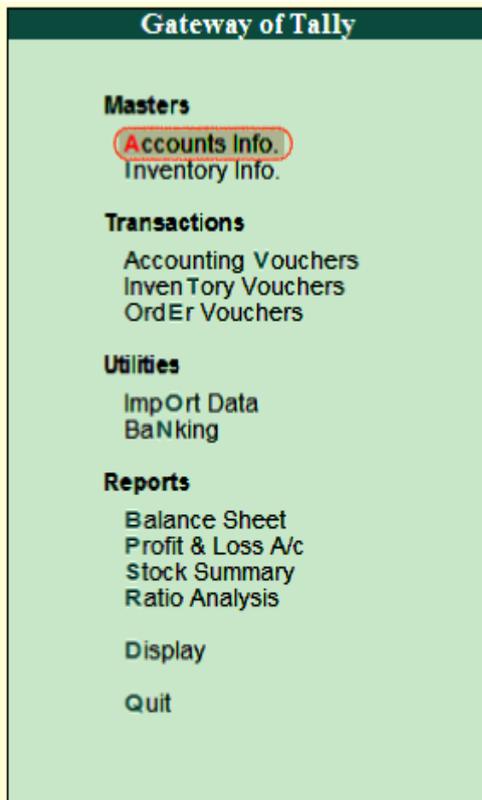


Successfully we have created multiple ledgers in Tally ERP 9.

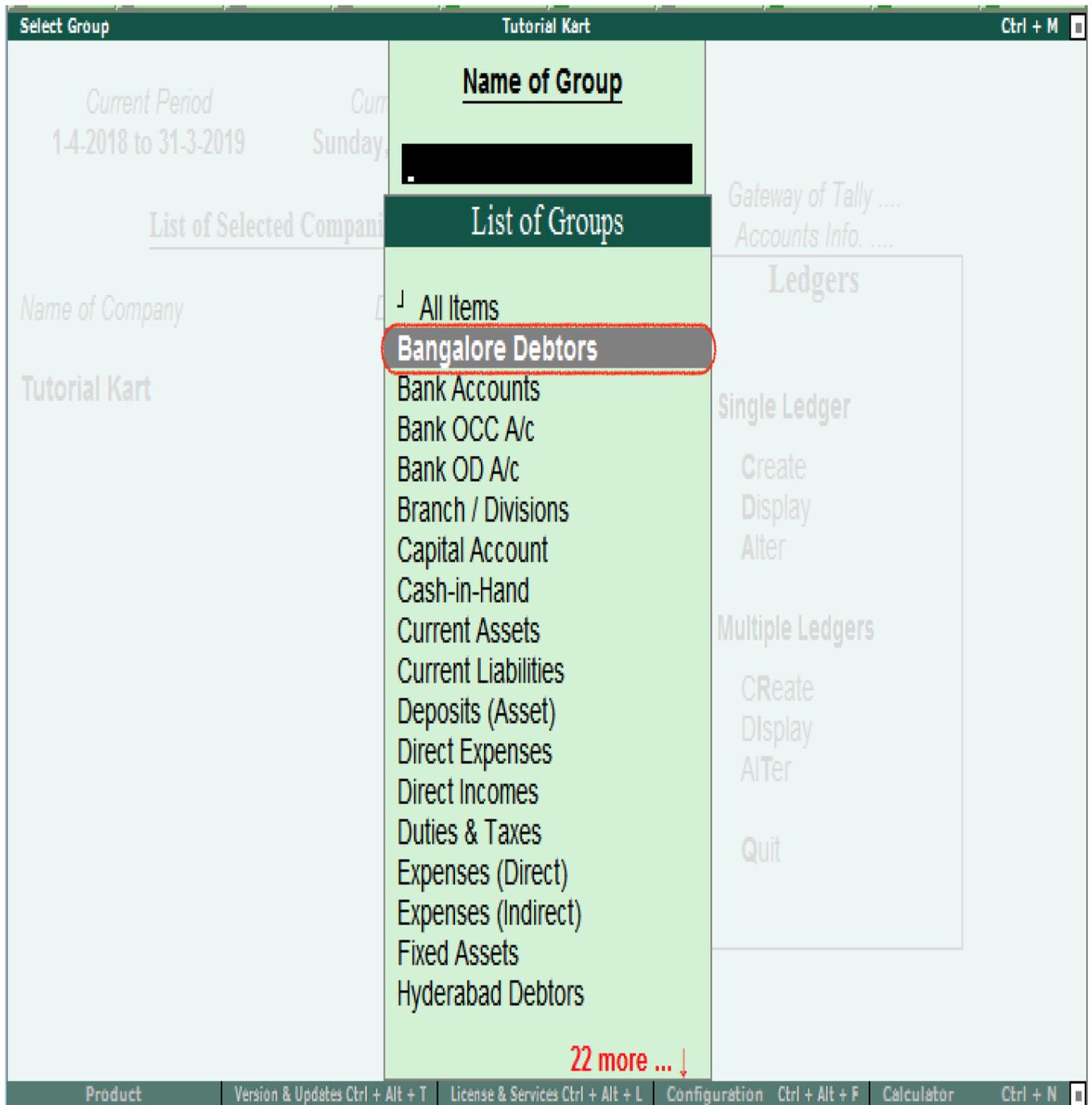
How to display Multiple Ledgers in Tally.ERP 9

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.



Now the multi ledger screen displays as shown below.

S.No.	Name of Ledger	Under	Opening Balance Dr/Cr
1.	ABC Limited	Bangalore Debtors	
2.	Tech Solution	Bangalore Debtors	

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

Gateway of Tally

Masters
Accounts Info.
Inventory Info.

Transactions
Accounting Vouchers
Inventory Vouchers
Order Vouchers

Utilities
Import Data
Banking

Reports
Balance Sheet
Profit & Loss A/c
Stock Summary
Ratio Analysis

Display
Quit

Gateway of Tally
Accounts Info.

Groups
Ledgers

Voucher Types

Statutory Info.

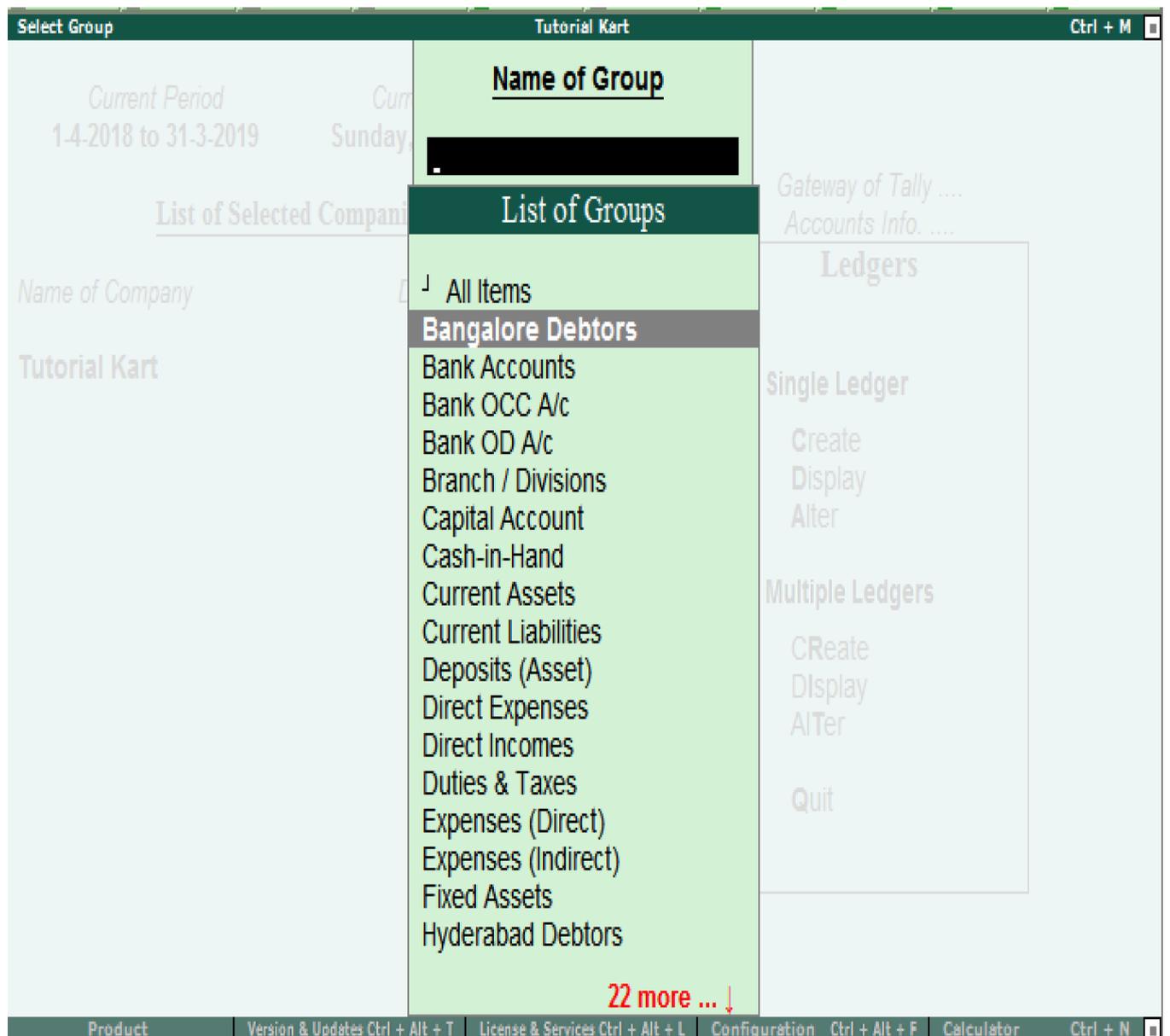
Quit

Gateway of Tally
Accounts Info.
Ledgers

Single Ledger
Create
Display
Alter

Multiple Ledgers
Create
Display
Alter
Quit

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



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

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

Multi Ledger Alteration		Tutorial Kart		Ctrl + M
Under Group : Bangalore 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: Quit		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')	? Yes

Recording a Purchase Order

Purchase Order

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

Step 1:

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

Step 2:

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

Step 3:

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.

Step 5:

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.

Step 6:

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

Step 7:

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

F1: Accounts F2: Inventory F3: Statutory F4: Tally.NET F5: Audit

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. [CGST](#)
4. [SGST](#)
5. [IGST](#)
6. Suppliers Account

Under suppliers account, you must also mention whether the supplier is registered or unregistered. If he is registered, then enter the [GSTIN](#) 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 [Tally](#), 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.

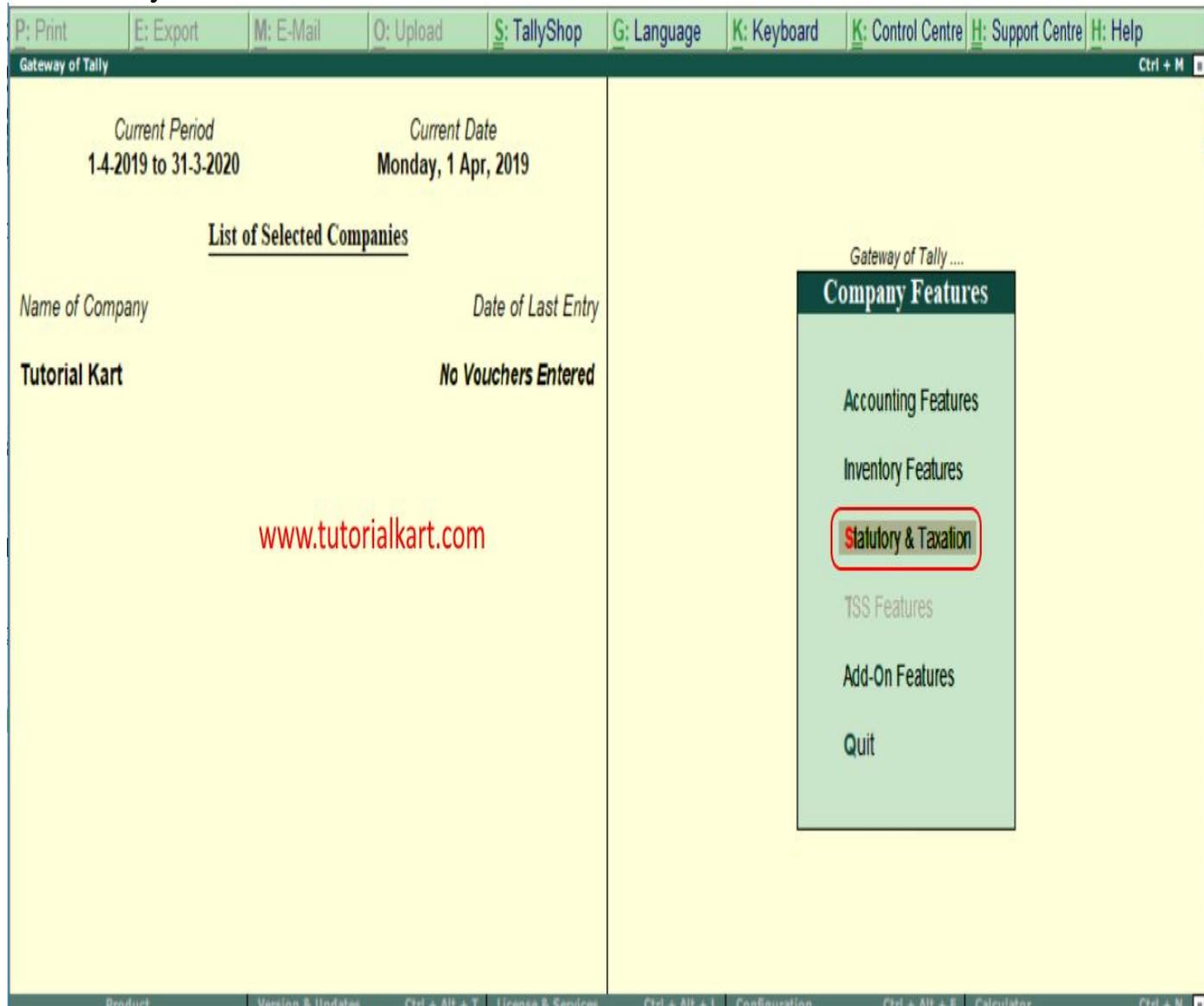
Step 1:

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

The screenshot displays the Tally Gateway of Tally interface. At the top, there are menu options: P: Print, E: Export, M: E-Mail, O: Upload, S: TallyShop, G: Language, K: Keyboard, K: Control Centre, H: Support Centre, H: Help. The main area shows the current period (1.4.2019 to 31.3.2020) and current date (Monday, 1 Apr, 2019). Below this is a table titled 'List of Selected Companies' with columns for 'Name of Company' and 'Date of Last Entry'. The table contains one entry: 'Tutorial Kart' with 'No Vouchers Entered'. On the right side, the 'Gateway of Tally' menu is open, listing various options: Masters (Accounts Info, Inventory Info), Transactions (Accounting Vouchers, Inventory Vouchers, Order Vouchers), Utilities (Import Data, Banking), Reports (Balance Sheet, Profit & Loss A/c, Stock Summary, Ratio Analysis), Display, and Quit. The 'F11: Features' option is highlighted in the bottom right corner. The bottom status bar shows 'Product: Tally ERP 9', 'Version & Updates: Series A Release 6.5.2 (Latest)', 'License & Services: Educational Mode', and 'Configuration: Gateway localhost:9999 ODBC Server 9000'.

Step 2:

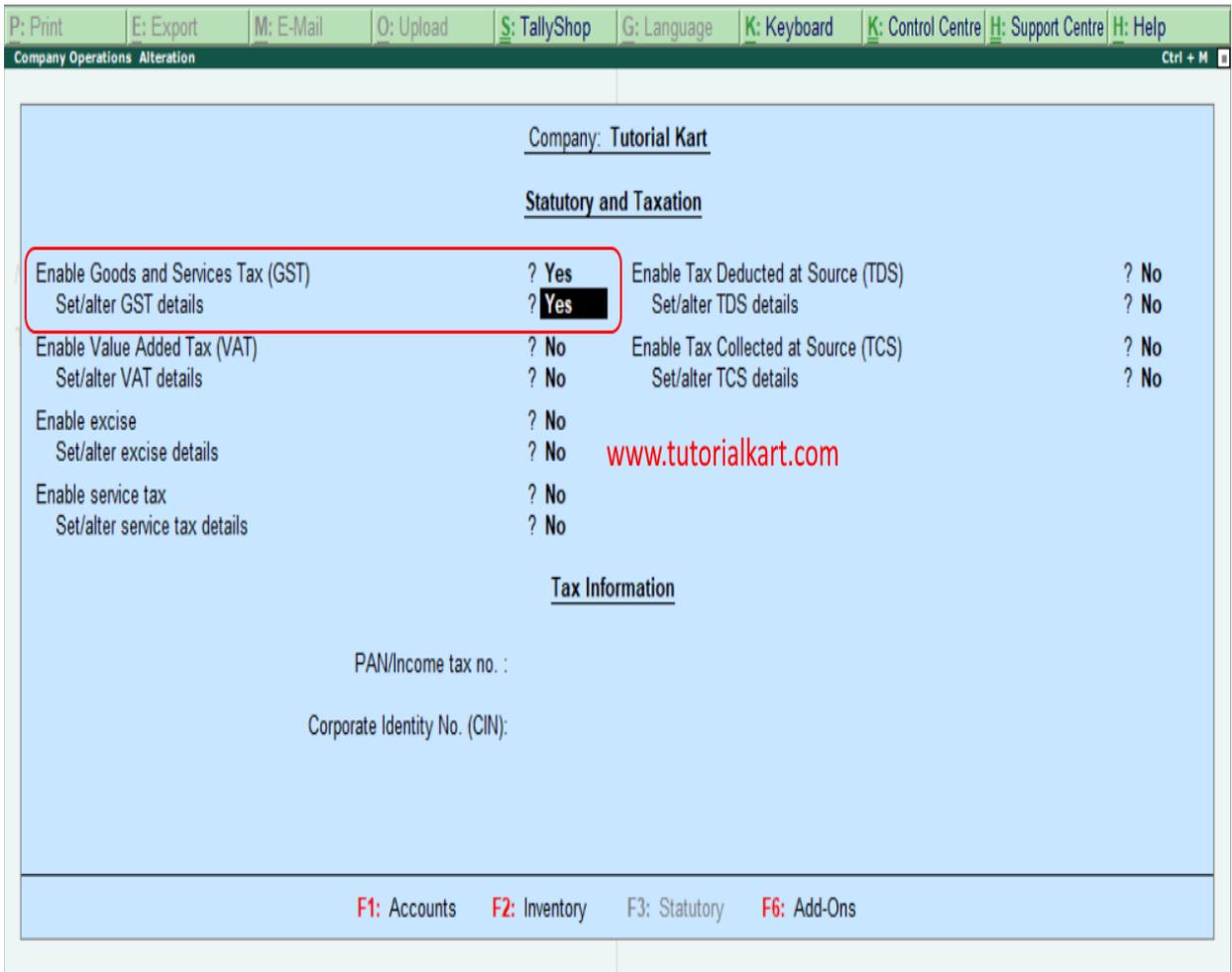
Under company features options, choose **Statutory & Taxation** or press function key **F3**.



Step 3:

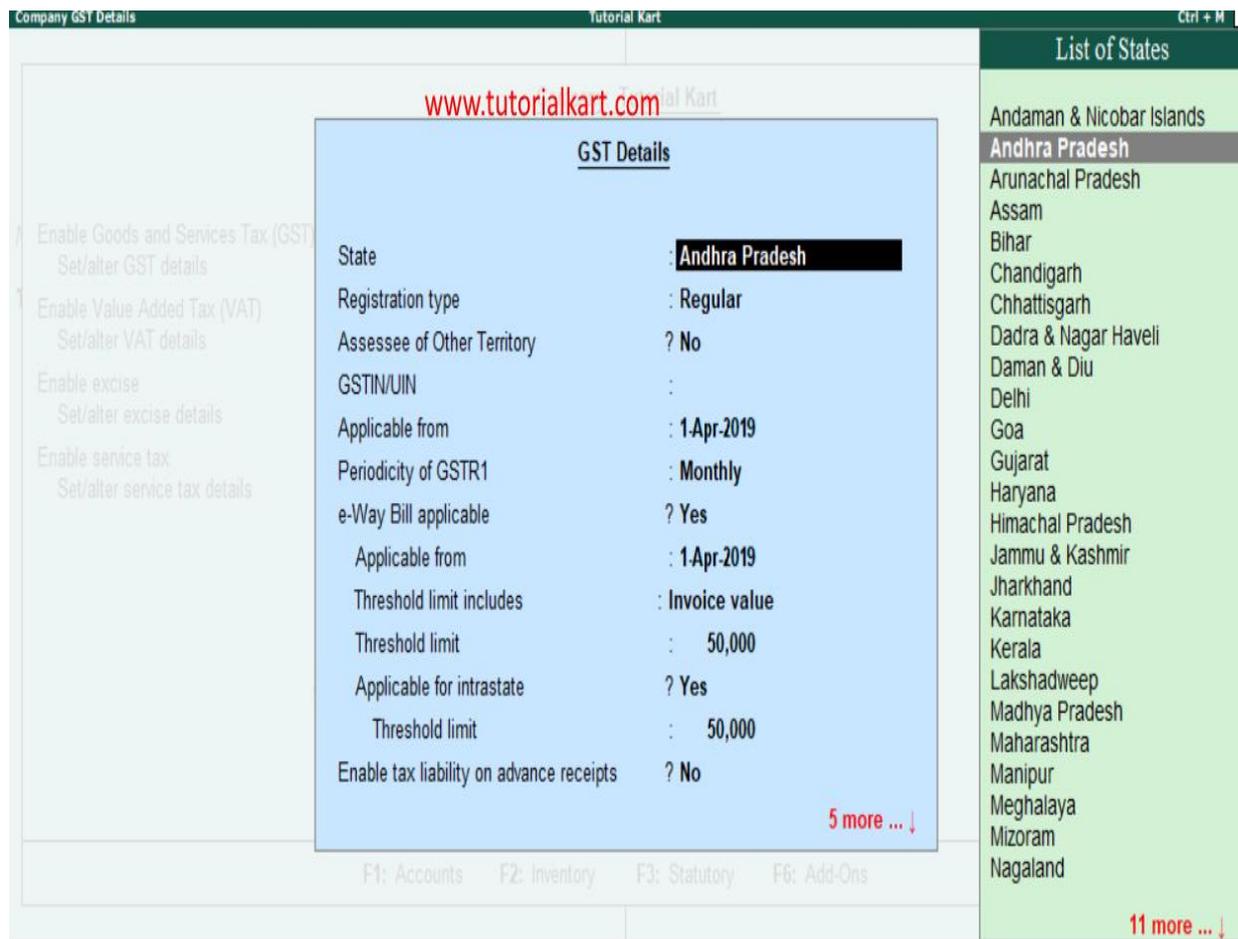
In next screen company operation alteration, enter the following details.

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



Step 3:

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



Step 4:

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.

Company: Tutorial Kart

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.