

CREATION OF GROUPS & LEDGERS IN TALLY ERP 9.0& ASSIGNMENTS

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IIIT SKILLS

Creating the Groups

The **Single Group** allows you to create one group at a time where as the **Multiple Group** option allows you to create several related groups at a time so it saves your time.

• Single Group Creation

• **Gateway of Tally > Accounts Info. > Groups > Create**

Name	Customer
Alias	Enter
Under	Sundry Debtor
Group behaves like a Sub-ledger field.	No
Nett Debit/Credit Balances For Reporting	No
Used for Calculation (eg. Taxes, Discounts)	No
Method to Allocate When used in Purchase Invoice	Not Applicable
Press Enter	Accept the screen

Name	:	Customer
(alias)	:	
Under	:	Sundry Debtors (Current Assets)
Group behaves like a Sub-Ledger	?	No
Nett Debit/Credit Balances for Reporting	?	No
Used for Calculation (eg. Taxes, Discounts) (for Sales Invoice Entry)	?	No
Method to Allocate when used in Purchase Invoice	?	Not Applicable

• Multiple Groups Creation

• **Gateway of Tally > Accounts Info. > Groups > Under Multiple Groups > Create**

• **Under Groups Select Sundry Debtors**

• **In Name of Group field** type Mumbai Debtors, Pune Debtors, Nagpur Debtors, Dhule Debtors.)

Once all the data is entered correctly press Enter to Accept the Screen as shown below

Under Group : Sundry Debtors		
S.No.	Name of Group	Under
1.	Mumbai Debtors	Sundry Debtors
2.	Pune Debtors	Sundry Debtors
3.	Nagpur Debtors	Sundry Debtors
4.	Dhule Debtors	Sundry Debtors
		Accept ? Yes or No

6 Alteration of Group

- **Gateway of Tally > Accounts Info. > Group (Single) > Alter**
- From the list of groups displayed on the screen Select the newly sub-group **Customer**.
- Change the name **Customer** to **Debtors**
- Press **Ctrl + A** to accept the screen as shown below

Name	: Debtors
(alias)	:
Under	: Sundry Debtors (Current Assets)
Group behaves like a Sub-Ledger	? No
Nett Debit/Credit Balances for Reporting	? No
Used for Calculation (eg. Taxes, Discounts) (for Sales Invoice Entry)	? No
Method to Allocate when used in Purchase Invoice	? Not Appli
Accept ? Yes or No	

Deletion of Group

Gateway of Tally > Accounts Info. > Group (Single) > Alter

- From list of Groups displayed on the screen, Select the group **Debtor** and press Enter
- Press **Alt + D** to delete the Group.
- Press **"Y"** or **"Enter"** to confirm the deletion.

Note :- You cannot delete tally pre-defined groups, or groups with sub-groups, or groups containing ledgers.

The screenshot shows a 'Delete ?' dialog box with 'Yes' and 'No' buttons. The background window is titled 'Debtors' and contains the following fields:

- Name (alias): Debtors
- Under: Sundry Debtor (Current)
- Group behaves like a Sub-Group: []
- Nett Debt-Credit Balances: []
- Used for Calculation (eg. Tax): []
- Method to Allocate when used in Purchase Invoice: Not Applicable

- Press **Esc** & return to **Gateway of Tally**

Creating the Ledger Account

Gateway of Tally > Accounts Info. > Ledger > Create (Single Ledger)

Name.	Amitabh
Alias	Enter
Under	Sundry Debtor
Inventory Values are Affected	No & Press Enter
Opening Balance	Enter & Accept Screen

Note :- Tally automatically assumes the Dr. Balance but you can change it to Cr. by just typing "Cr" over "Dr". For Sundry Debtor Groups the balance should be "Dr".

- Following single ledger creation screen appears.

Name (alias) : Amitabh		Total Op. Bal.	
Under	Sundry Debtors	Mailing Details	
Inventory values are affected	? No	Name	: Amitabh
		Address	:
		State	: Not Applicable
		PIN Code	:
		Contact Person	:
		Telephone No.	:
		Fax	:
		E-Mail	:
		Tax Information	
		PAN / IT No.	:
		Set/Alter VAT Details	? No
Opening Balance (on 1-Apr-2008) :		Accept ?	
		Yes No	

- When you Accept the data, Tally displays a blank Ledger creation screen and you could go on to enter further ledger details.
- In this case Press **Esc.** followed by **Enter** key to return to the Ledger Creation Screen

Alteration of Ledger Account

- Gateway of Tally > Account Info. > Ledger > Alter (Single) > Change the ledger Amitabh to Amitabh Bachhan as shown in following screen & Press Enter to Accept

Name (alias) : Amitabh Bachhan		Total Op. Bal.	
Under	Sundry Debtors	Mailing Details	
Inventory values are affected	? No	Name	: Amitabh Bachhan
		Address	:
		State	: Not Applicable
		PIN Code	:
		Contact Person	:
		Telephone No.	:
		Fax	:
		E-Mail	:
		Tax Information	
		PAN / IT No.	:
		Set/Alter VAT Details	? No
Opening Balance (on 1-Apr-2008) :		Accept ?	
		Yes No	

Deletion of Ledger Account

- Gateway of Tally > Account Info. > Ledger > Alter (Single)

From the List of Ledger Select In the Ledger Alteration screen select the ledger account **Amitabh Bachhan** to delete & press **Alt + D.** and Enter

Note :- You cannot delete the ledger once the vouchers have been entered (excluding the Op. Balance)

Creating Multiple Ledger Accounts

- Gateway of Tally > Account Info. > Ledger > Multiple Ledger > Create

Under	Sundry Creditors
Name of Ledger	Rahul Dravid
Opening Balance	Enter
Name Ledger	Sachin Tendulkar
Opening Balance	Enter & Accept the Screen

Note :- Multiple ledger option is selected to create a set of ledgers with common group. You cannot delete a ledger in multiple mode. You can delete ledger only in the single alteration mode

Following is the screen for Multiple Ledger Creation Screen

Under Group : Sundry Creditors		For 1-Apr-2009	
S.No.	Name of Ledger	Under	Opening Balance Dr/Cr
1.	Rahul Dravid	Sundry Creditors	
2.	Sachin Tendulkar	Sundry Creditors	
			Accept ? Yes or No

BALANCE - SHEET

If a businessman wants to switch from manual accounting to computerized accounting for the year 2008-2009, The first step he have to enter all the Opening Balances from the Audit Report Or Balance Sheet. Here is the Detail Audit Report of **M/s Shriram Electronics** for the year 2007-08.

Enter & Create the Ledger A/c Under appropriate group with their opening balances as shown in following screen

M/S. SHRIRAM ELECTRONICS BALANCE - SHEET AS ON 31-03-2008			
LIABILITIES	AMOUNT	ASSET	AMOUNT
CAPITAL A/C R.C.Patel	618476.20	FIXED ASSET (As Per List "C")	274649.00
BANK OD A/C COSMOS BANK	983069.40	INVESTMENT (As Per List "D")	175500.00
UNSECURED LOAN (As per List 'A')	349550.00	DEPOSIT (Asset) (As Per List "E")	158283.00
SUNDRY CREDITORS (As per list "B")	5937850.56	CLOSING STOCK	4911180.00
		SUNDRY DEBTORGES (As Per List " F")	2101612.25
		BANK & CASH BALANCE (As Per List "G")	267721.91
Total	7888946.16	Total	7888946.16

○ Creating the Ledger Accounts.

1) R.C.Patel 2) Cosmos Bank as shown in the Liabilities side of Balance Sheet

• Gateway of Tally > Accounts Info. > Ledger > Single Ledger > Create

1)

Name	R.C. Patel
Alias	Enter
Under	Capital Account
Inventory Values are Affected	No & Press Enter
Opening Balance	618476.20
	& Press Enter to Accept the screen

Name : R.C.Patel (alias) :		Total Op. Bal.	
Under : Capital Account		Mailing Details	
Inventory values are affected ? No		Name : R.C.Patel	
Cost centres are applicable ? No		Address	
Activate Interest Calculation ? No		State : Not Applicable	
		PIN Code	
		Contact Person	
		Telephone No.	
		Fax	
		E-Mail	
		Tax Information	
		PAN / IT No.	
		Set/Alter VAT Details ? No	
Opening Balance (on 1-Apr-2008) : 6,18,476.20 Cr		Accept ?	
		Yes or No	

(2)

Name	Cosmos Bank
Alias	Enter
Under	Bank OD A/c
Opening Balance	983069.40
	& Press Enter to Accept the screen

○ Entering Opening Balances of List "A" Unsecured Loan in Tally

● Gateway of Tally > Accounts Info. > Ledger > Create (Multiple) > Enter the following Ledgers with their Opening Balances under Group **Unsecured Loan**

LIST "A" UNSECURED LOAN		
Sr. No.	Name	Amount
1.	Shivaji M. Stores	75000.00
2	Ramesh T. M.	109450.00
3	Ashok C.B.	81894.00
4	Chandrakant G.	56958.00
5	Sangita D.G.	26248.00
Total		349550.00

Check whether you have entered correctly.

- Gateway Of Tally > Balance Sheet > Loans (Liabilities) > Unsecured Loans > Enter .
- Press **Esc** & return to **Gateway of Tally**

○ **Entering Opening Balances Of List "B" Sundry Creditors in Tally**

• **Gateway of Tally > Accounts Info. > Ledger > Create (Multiple) > Enter the following Ledgers with the opening balances under Group Sundry Creditors**

List "B" SUNDRY CREDITORS		
Sr No.	Name	Amount
1.	Baren International	404020.00
2.	BPL India Ltd.	2404500.70
3.	Kitchen Appliance	1638302.36
4.	Meena Agencies	167450.00
5.	Nirmal EnterPrises	19142.00
6.	Sharp Electronics	125900.00
7.	Shilpa Electronics	206561.10
8.	Shri Balaji Ltd	119700.40
9.	Sindhu distrubuters	44765.00
10.	Sunny Enterprises	157591.00
11.	Suresh Agencies	133950.00
12.	Unique Agencies	25956.00
13.	Uptron India Ltd	125870.00
14.	Videocon India Ltd	344117.00
15.	Vijay Electronics	20025.00
	Total	5937850.56

Check whether you have entered correctly

• **Gateway Of Tally > Balance sheet > Current Liabilities > Sundry Creditors > Enter .**

• Press **Esc** & return to **Gateway of Tally**

○ **Entering Opening Balances of List "C" Fixed Asset in Tally**

• **Gateway of Tally > Accounts Info. > Ledger > Create (Multiple) > Enter the following Ledgers with their opening balances Under Group Fixed Asset**

List " C " FIXED ASSET		
Sr. No.	Name	Amount
1.	Computer	25945.00
2.	Furniture	13131.00
3.	Hero Honda	48623.00
4.	Cycle	1286.00
5.	Ornaments	185664.00
	Total	274649.00

Check whether you have entered correctly

• **Gateway Of Tally > Balance sheet > Fixed Asset > Enter .**

• Press **Esc** & return to **Gateway of Tally**

○ **Entering Opening Balances Of List "D" Investment In Tally**

- **Gateway of Tally** > Accounts Info. > Ledger > Create (Multiple) > Enter the following Ledgers with their opening balances under Group **Investment**

List " D " Investment		
Sr. No.	Name	Amount
1	N.S.C.	100000.00
2.	Indira Vikas Patra	16500.00
3.	Sachin R.D. A/C	16500.00
4.	Surbhi R.D. A/C	16500.00
5.	Bank Of Baroda Shares A/C	26000.00
	Total	175500.00

Check whether you have entered correctly

- **Gateway Of Tally** > Balance sheet > Investment > **Enter** .
- Press **Esc** & return to **Gateway of Tally**

○ **Entering Opening Balances of List "E" Deposits (Assets) in Tally**

- **Gateway of Tally** > Accounts Info. > Ledger > Create (Multiple) > Enter the following Ledgers with their opening balances under Group **Deposits (Asset)**

List " E " Deposits (Asset)		
Sr. No.	Name	Amount
1.	Kisan Tractors	1015.00
2.	Mukesh Chaudhari	25000.00
3.	Sangli Bank	108768.00
4.	Alwa India	5000.00
5.	Vijay R.D.A/c	2000.00
6.	Rahul R.D. A/C	16500.00
	Total	158283.00

Check whether you have entered correctly

- **Gateway Of Tally** > Balance sheet > Current Assets > Deposits (Asset) > **Enter** .
- Press **Esc** & return to **Gateway of Tally**

○ **Entering Opening Balances of List "F" Sundry Debtors In Tally**

- **Gateway of Tally** > Accounts Info. > Ledger > Create (Multiple) > Enter the following Ledgers with their opening balances. Under Group **Sundry Debtors**

List " F " Sundry Debtors		
Sr. No.	Name	Amount
1.	Aditi Agencies	295377.00
2.	A.I. Electronics	91743.60
3.	Amol T.V. Center	21970.00
4.	Bangad Sales	198000.00
5.	Bhagat Electronics	261300.00
6.	Bhavsar T.V. Center	15802.00
7.	Darshan Agencies	142256.00
8.	Ganesh Electricals	5980.20
9.	Hitesh Agencies	67961.05
10.	Jain Electronics	4740.00
11.	Jalaram T.V. Center	2093.30
12.	Jawahar Electronics	5265.05
13.	Jitendra Electricals	3636.00
14.	Laxmi Agencies	12140.00
15.	Madhur Electronics	8660.00
16.	Mahavir T.V. Center	212785.00
17.	Mamta Electronics	4830.30
18.	Manish Electronics	39902.00
19.	Pardeshi Radio	17863.00
20.	Pooja Agencies	31636.50
21.	Poojara Agencies	79845.40
22.	Sagar Enterprises	18125.00
23.	Saibaba Furniture	64035.00
24.	Sarika Agencies	90.40
25.	Seven Star	2600.00
26.	Shakti Electronics	9150.20
26.	Shraddha Electronics	9137.00
27.	Shri Agencies	425.00
28.	Sonu Agencies	19097.65
29.	Sony Electronics	97520.80
30.	Sumeet Electricals	3140.00
31.	Surbhi Electricals	335.50
32.	Tirupati Electricals	16550.00

List "F" Sundry Debtors		
Sr. No.	Name	Amount
33.	Tulsi Departmental Stores.	262505.75
34.	Vikas Electronics	1200.00
35.	Vishal Electricals	48757.55
36.	Zankar Agencies	25156.00
	Total	2101612.25

Check whether you have entered correctly

- **Gateway Of Tally > Balance sheet > Current Assets > Sundry Debtors > Enter .**
- Press **Esc** & return to **Gateway of Tally**

○ **Entering Opening Balances of List "G" Bank Account in Tally**

- **Gateway of Tally > Accounts Info. > Ledger > Create (Multiple) > Enter the following Ledgers with their opening balances under Group Bank Account**

List " G " BANK ACCOUNT		
Sr. No.	Name	Amount
1.	State Bank of India	2434.80
2.	ICICI Bank	19974.00
3.	HDFC Bank	88765.01

Check whether you have entered correctly

- **Gateway Of Tally > Balance sheet > Current Assets > Bank Account > Enter .**
- Press **Esc** & return to **Gateway of Tally**

○ **Entering Opening Balance for Ledger Account CASH**

Note :- While entering the opening Balance of Cash In Hand there is no need to create a new ledger account as Cash because when you create the company by default two ledger accounts are already created i.e **Cash & Profit & Loss A/c**. So just Alter the ledger **Cash** & enter the opening Balance.

- **Gateway of Tally > Accounts Info. > Ledger > Alter (Single)**
- Select the **CASH** Ledger & Enter **Opening Balance** as **156548.10**

Cheque whether you have entered correctly

- **Gateway Of Tally > Balance sheet > Current Assets > Cash -In- Hand > Enter .**
- Press **Esc** & return to **Gateway of Tally**