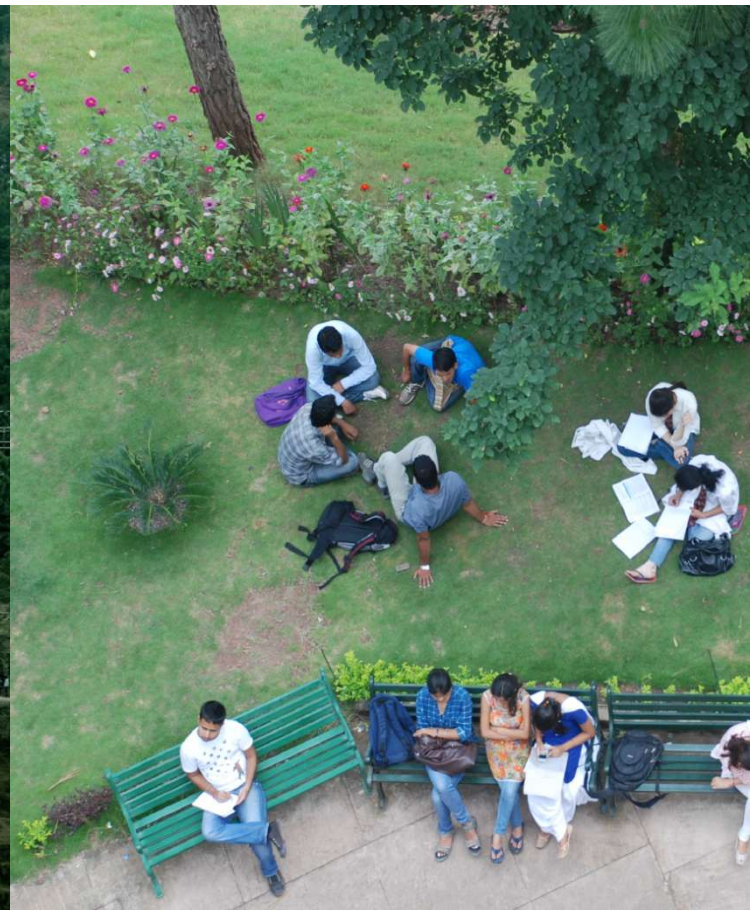


Course Code – COM (H) 226

Lecture 3



# Group Creation in Tally ERP 9

The screenshot displays the Tally ERP 9 Gateway of Tally interface. The main window shows the current period (1-4-2014 to 31-3-2015) and current date (Tuesday, 1 Apr, 2014). A list of selected companies is shown with 'Shoolini Pvt Ltd.' as the only entry, and a message states 'No Vouchers Entered'. A context menu is open over the 'Accounts Info.' option, listing 'Groups', 'Ledgers', 'Voucher Types', and 'Quit'. The bottom status bar shows the product version (Series A Release 1.1), license details, and configuration settings.

Product	Version	License	Configuration	Calculator
<b>Tally</b> POWER OF SIMPLICITY <b>Tally.ERP 9</b>	Series A Release 1.1  Edition Users	Serial Number 101010101  Account ID nitingupta@shooliniuniversity.com	Stat 82  Proxy None Server Port 9000 Running as ODBC Server	Calculator

Process: Gateway of Tally > Accounts Info > Groups



# Group Creation in Tally ERP 9

The screenshot displays the Tally ERP 9 Gateway of Tally interface. At the top, there are menu options: P: Print, E: Export, M: E-Mail, O: Upload, G: Language, K: Keyboard, K: Control Centre, H: Support Centre, and H: Help. The main area shows the current period as 1-4-2014 to 31-3-2015 and the current date as Tuesday, 1 Apr, 2014. A list of selected companies is shown with 'Shoolini Pvt Ltd.' and 'No Vouchers Entered'. A 'Groups' dialog box is open, offering options for 'Single Group' (Create, Display, Alter) and 'Multiple Groups' (Create, Display, Alter, Quit). The bottom status bar shows the product name 'Tally.ERP 9', version 'Series A Release 1.1', license '101010101', and configuration details like 'Stat 82' and 'ODBC Server'. The taskbar at the bottom shows the system clock as 12:30 PM on 8/28/2015.

Process: Gateway of Tally > Accounts Info > Groups > Create (Single Group/Multiple)

# Group Creation in Tally ERP 9 (Single Group)

**Group Creation** Shoolini Pvt Ltd. Ctrl + M

Name (alias): [Redacted]

Under: **Capital Account**

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

**Groups**

- Single Group
  - Create
  - Display
  - Alter
- Multiple Groups
  - Create
  - Display
  - Alter
- Quit

Product: Tally ERP 9  
 Version: Series A Release 1.1  
 License: Serial Number 101010101, Account ID nitingupta@shooliniuniversity.com  
 Configuration: Stat 82, Proxy None, Server Port 9000, Running as ODBC Server

Tally MAIN --> Gateway of Tally --> Accounts Info. --> Groups --> Group Creation (c) Tally Solutions Pvt. Ltd., 1988-2009 Fri, 28 Aug, 2015 12:35:24

Process: Gateway of Tally > Accounts Info > Groups > Create (Single Group)

# Group Creation in Tally ERP 9 (Multiple Group)

The screenshot displays the 'Multi Group Creation' window in Tally ERP 9 for the company 'Shoolini Pvt Ltd.'. The window title is 'Multi Group Creation' with a keyboard shortcut of 'Ctrl + M'. The 'Under Group' field is currently blank. Below this is a table with two columns: 'S.No.' and 'Name of Group'. The first row contains the number '1.' in the 'S.No.' column and a blank space in the 'Name of Group' column. To the right of the table is a 'List of Groups' dropdown menu, which is currently expanded to show a list of 33 group categories, including 'Bank Accounts', 'Capital Account', 'Current Assets', 'Direct Expenses', 'Fixed Assets', 'Income (Direct)', 'Loans (Liability)', 'Machinery', 'Plant', 'Provisions', 'Purchase Accounts', 'Reserves & Surplus', 'Retained Earnings', 'Sales Accounts', 'Secured Loans', 'Stock-in-hand', 'Sundry Creditors', and 'Sundry Debtors'. At the bottom of this list is a red text '2 more ...'. On the far right, a vertical navigation pane contains several function keys: F3: Company, F3: New Cmp, F4: Parent, F4: New Parent, F6: Skip Names, F7: Skip Parent, G: Groups, L: Ledgers, and F11: Features. The bottom status bar shows the navigation path: 'Tally MAIN --> Gateway of Tally --> Accounts Info. --> Groups --> Multi Group Creation'. The footer of the window includes the copyright notice '(c) Tally Solutions Pvt. Ltd., 1988-2009', the date 'Fri, 28 Aug, 2015', and the time '12:41:56'. The Windows taskbar at the bottom shows the system tray with the date '8/28/2015' and time '12:41 PM'.

Process: Gateway of Tally > Accounts Info > Groups > Create (Multiple Group)

# Display Groups in Tally ERP 9

The screenshot displays the Tally ERP 9 software interface. At the top, there is a menu bar with options: P: Print, E: Export, M: E-Mail, O: Upload, G: Language, K: Keyboard, K: Control Centre, H: Support Centre, and H: Help. Below the menu bar, the main window is titled 'Shoolini Pvt Ltd.' and shows the 'Select Item' screen. The 'Current Period' is '1-4-2014 to 31-3-2015' and the 'Current Date' is 'Tuesday, 1 Apr, 2015'. The 'List of Selected Companies' shows 'Shoolini Pvt Ltd.'. The 'List of Groups' is displayed, including: 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, Furniture, Income (Direct), Income (Indirect), Indirect Expenses, Indirect Incomes, Investments, Loans & Advances (Asset), Loans (Liability), Machinery, Misc. Expenses (ASSET), Plant, Provisions, and Purchase Accounts. There are '9 more ...' items below the list. The 'Groups' menu is open, showing options for 'Single Group' (Create, Display, Alter) and 'Multiple Groups' (Create, Display, Alter, Quit). The bottom of the screen shows the Tally logo, version information (Series A Release 1.1), license details (Serial Number 101010101, Account ID nitingupta@shooliniuniversity.com), configuration (Stat 82, Proxy, Server Port, Running as ODBC Server), and calculator. The status bar at the bottom indicates 'Tally MAIN --> Gateway of Tally --> Accounts Info. --> Groups --> Select Item', copyright '(c) Tally Solutions Pvt. Ltd., 1988-2009', date 'Fri, 28 Aug, 2015', and time '12:46:29'.

Process: Gateway of Tally > Accounts Info > Groups > Display

# Altering Groups in Tally ERP 9

Shoolini Pvt Ltd.	
<u>Name of Group</u>	
[Redacted]	
List of Groups	
<b>Bank Accounts</b>	
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	
Furniture	
Income (Direct)	
Income (Indirect)	
Indirect Expenses	
Indirect Incomes	
Investments	
Loans & Advances (Asset)	
Loans (Liability)	
Machinery	
Misc. Expenses (ASSET)	
Plant	

Group Alteration	
Name	: <b>Bank Accounts</b>
(alias)	:
Under	: <b>Current Assets</b>
<hr/>	
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

## Process: Gateway of Tally > Accounts Info > Groups > Alter

1. Select the name of the group from the list of groups
2. Make the required changes and save