

Lesson no. 5: Main Functions in Masters Menu

Accounts Information contains the masters as listed in the Accounts Info menu. Each master has to have the following functions, besides others and are consistent in all Masters menus throughout Tally:

Create

This enables creation of new masters. Once a master has been created, any modification to it must be done through the Alter mode.

Display

Use this mode to view Master information. Changes are not permitted.

Alter

Use this mode to view and change master information. You cannot create a new master. We shall begin discussion on Accounts Information with how to build Groups and then follow with other accounts masters.

5.1 Group Introductions

Classification of Account-heads

Tally follows the 'Single Ledger' concept of accounting, which is the modern way of managing accounts. This is in direct contrast to Subsidiary Ledger Account heads are created to identify transactions.

The concept of sub-groups

Groups have a hierarchical organization. At the top of the hierarchy are Primary Group. These are the main asset, liability, income or expenditure groups of accounts that determine the entire accounting and their presentation, i.e., whether a ledger affects Profit & Loss Account (as a revenue item) or goes into the Balance Sheet. The Reserved Primary Group and subgroups (shown indented) are:

Primary Groups of capital nature: Tally.ERP 9 provide us 28 pre-defined groups 15 primary groups and 13 sub-groups we can see the details given below:

1. Capital Account

- i. Reserves and Surplus [Retained Earnings]

2. Current Assets

- i. Bank Accounts
- ii. Cash-in hand
- iii. Deposits (Asset)
- iv. Loans & Advances (Asset)
- v. Stock –in-hand
- vi. Sundry Debtors

3. Current Liabilities

- i. Duties and Taxes
- ii. Provisions
- iii. Sundry Creditors

4. Fixed Assets

5. Investments

6. Loans (Liability)

- i. Bank OD Accounts [OCC Accounts]
- ii. Secured Loans
- iii. Unsecured Loans

7. Suspense Account

8. Miscellaneous Expenses (Asset)

9. Branch/Division

10. Sales Account

11. Purchase Account

12. Direct Income [Income Direct]

13. Indirect Income [Income Indirect]

14. Direct Expenses [Expenses Direct]

15. Indirect Expenses [Expenses Indirect]