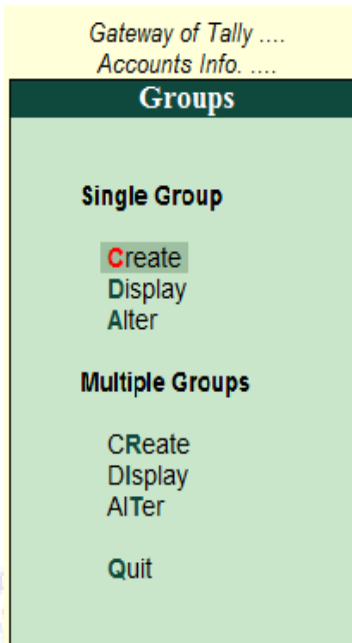


Lesson no. 6: How to Manage & operate Groups?

Gateway of Tally > Accounts Info > Groups



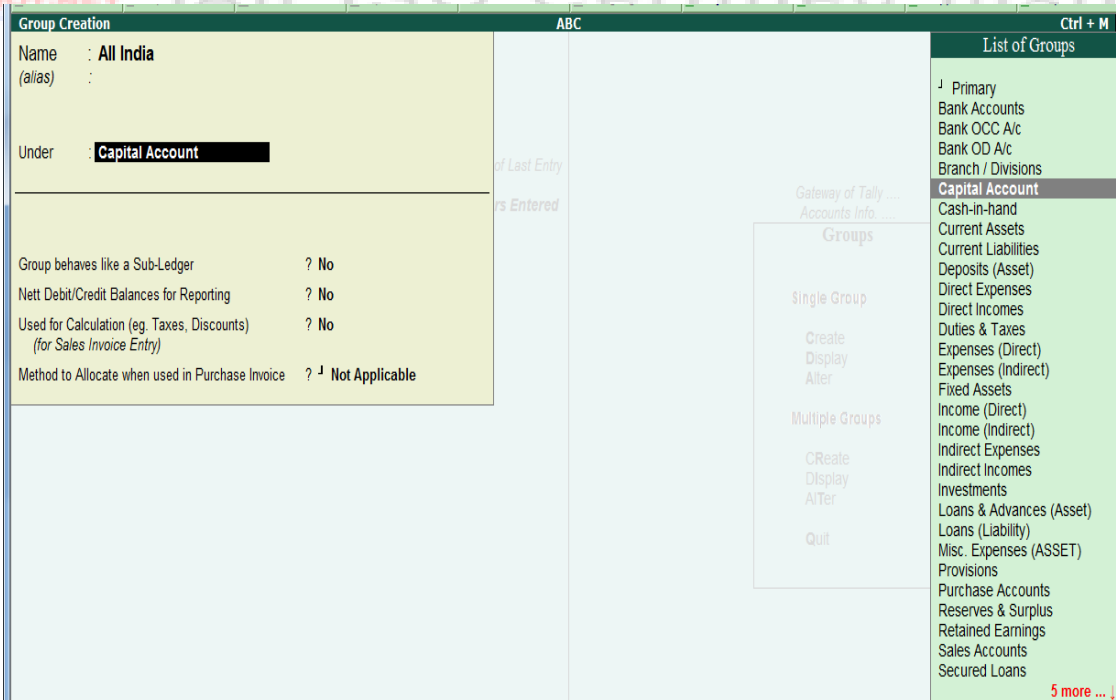
You may create, alter, or display a single Group or multiple Groups. Single group option is useful when you wish to work on one group at a time. Multiple is a time and labour saving option in a list format and is useful when working on many sub-groups at a time. Once a sub-group is created, it behaves exactly like a group. Any reference to group would deem to include a sub-group.

6.1. Creating a Group

If you are creating groups for the first time, it is advisable to configure them before you proceed:

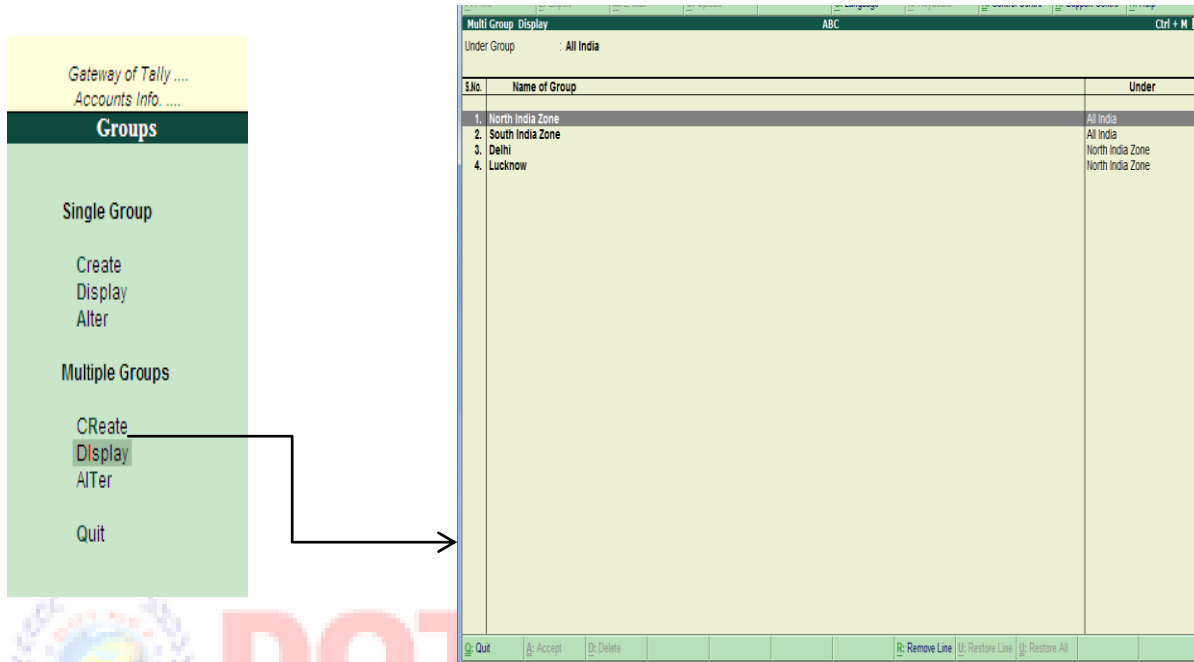
Single Group

Gateway of Tally > Accounts Info > Groups > Single Create



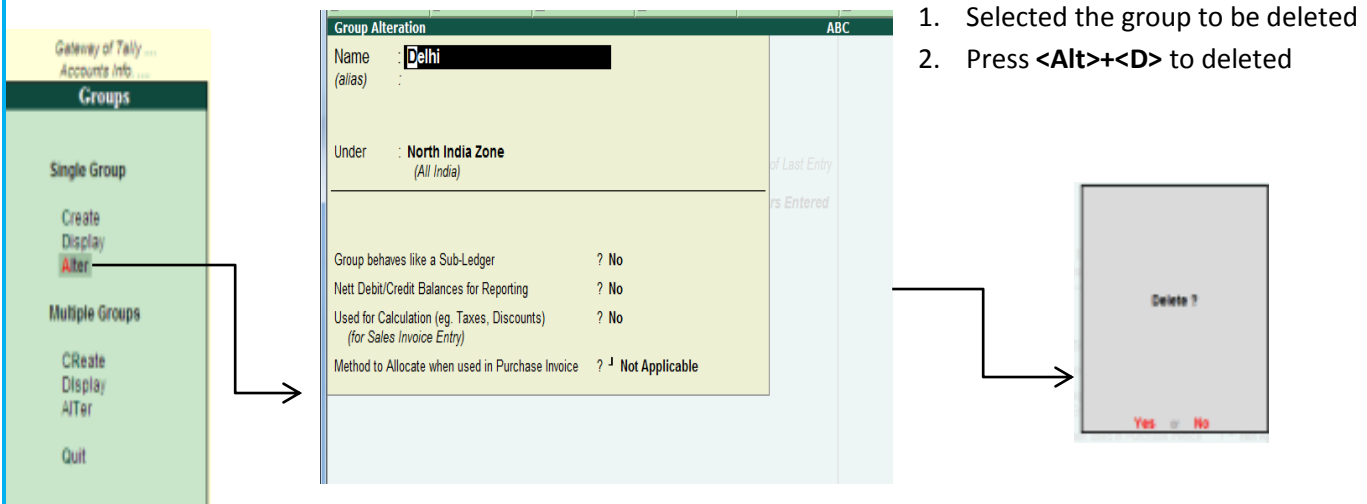
6.2. Display or Alter a Group

Gateway of Tally > Accounts Info > Groups > Single Display/Alter > select name from List of Group



6.3. Deleting a Group

Gateway of Tally > Accounts Info > Groups > Single/Alter



The Delete function is performed through the single alteration mode. You cannot delete groups from the multiple alteration modes.

6.4. Group Chart of Accounts

Group of Assets			
Group Head in Tally	Ledger's Name	Type of A/c.	Debit / Credit in Voucher Entry.
Fixed Assets	Building	Real A/c.	Debit
	Furniture & Fixture	Real A/c.	Debit
	Computers	Real A/c.	Debit
	Mobiles	Real A/c.	Debit
	All Type of Vehicles	Real A/c.	Debit
	Air Conditioner	Real A/c.	Debit
	Land	Real A/c.	Debit
	Office Premises	Real A/c.	Debit
	CCTV Camera	Real A/c.	Debit
	Machinery	Real A/c.	Debit
	Tools	Real A/c.	Debit
	Printer, Fax Machine	Real A/c.	Debit
	Electrical Fitting of Permanent nature	Real A/c.	Debit
	Factory Maintenance Equipment	Real A/c.	Debit
	Transformer	Real A/c.	Debit
	Generator	Real A/c.	Debit
	Fire Extinguishers	Real A/c.	Debit
	Photocopy Machine	Real A/c.	Debit
	Jewelry & Ornament	Real A/c.	Debit
	House	Real A/c.	Debit
Whenever we Sale or Depreciation any assets we will credit it in account			Credit
Investment	Shares	Real A/c.	Debit
	Debentures	Real A/c.	Debit
	Bond, Government Securities	Real A/c.	Debit
	PPF	Real A/c.	Debit
	LIC Policy	Real A/c.	Debit
	Infrastructure Bond	Real A/c.	Debit
	Mutual Fund	Real A/c.	Debit
Whenever we Sale any Investment we will use credit it in account.			Credit
Bank Account	Bank Current A/c	Personal A/c.	Credit

	Bank Saving A/c	Personal A/c.	Credit
Whenever we deposit money cash or cheque we will Debit it in Account.			Debit
Whenever we withdraw money by cash or cheque we will Credit it in Account.			Credit
Cash in Hand	Cash	Real A/c.	Credit
	Petty Cash	Real A/c.	Credit
Whenever we return cash we will Debit it in account.			Debit
Whenever we will cash payment we will Credit it in account.			Credit
Stock in Hand	Stock in Hand		
For Manufacturers			
Stock in Hand	Raw Material	Real A/c.	Debit
	Finished Goods	Real A/c.	Debit
	Packing Material	Real A/c.	Debit
	Spare parts etc.	Real A/c.	Debit
Current Assets	Interest Accrued on Deposits	Real A/c.	Debit
	Tax Deducted at Source (TDS)	Real A/c.	Debit
	Advance Income Tax	Real A/c.	Debit
	Sales Tax Refund Receivable	Real A/c.	Debit
	Excise Moderate Claim Receivable	Real A/c.	Debit
	VAT Receivable	Real A/c.	Debit
	Insurance Claim Receivable	Real A/c.	Debit
Deposit (Assets)	Deposit with Electric Supply Company	Real A/c.	Debit
	Deposit with Municipality	Real A/c.	Debit
	Deposit For Rent	Real A/c.	Debit
	Earnest Money Deposit	Real A/c.	Debit
	Tender Deposit	Real A/c.	Debit
	Deposit with Telephone Company	Real A/c.	Debit
Lands & Advances (Assets)	Advance against Salary to Staff	Real A/c.	Debit
	Advance for Order to Supplier	Real A/c.	Debit
	Advance for Expenses	Real A/c.	Debit
	Short Term Advances	Real A/c.	Debit
Misc. Expenses (Assets)	Pre incorporating Expenses	Real A/c.	Debit
Sundry Debtors	Customer (for credit sales and goods)	Personal A/c.	
	For Credit Sales to party		Debit
	For receive Cash / Cheque from party		Credit

Group of Liabilities			
Group Head in Tally	Ledger's Name	Type of A/c.	Debit / Credit in Voucher Entry.
Capital Account	Proprietor Capital Account	Real A/c.	Credit
	Partners' Capital Account	Real A/c.	Credit
	Share Capital Account	Real A/c.	Credit
	Drawing, House hold expenses	Real A/c.	Debit
	Self-Insurance Policy	Real A/c.	Debit
Reserved & Surplus	General Reserve	Real A/c.	Credit
	Capital Reserve	Real A/c.	Credit
	Investment Allowance Reserve	Real A/c.	Credit
Secured Loans	Bank Term Loan against Machinery Premises, Equipment, FDR / Investment	Real A/c.	Credit
	Bank Car Loan or any other loan which is secured on any assets	Real A/c.	Credit
Unsecured Loans	Advance from customers	Real A/c.	Credit
	Deposit Received from Family Members, any other loan which is not secured against any assets	Real A/c.	Credit
(When we received loan)			Credit
When we return loan)			Debit
Bank OD	Bank Overdraft A/c	Real A/c.	Debit
	Bank Bill Discounted Hypothec. Pledges	Real A/c.	Debit
Bank OCC Account	Bank CC Limit	Real A/c.	Debit
Whenever we deposit money by cash or cheque.			Debit
Whenever we payment by cash of cheque.			Credit
Provision	Gratuity Provision	Real A/c.	Credit
	Income Tax Provision	Real A/c.	Credit
	Audit Fee Provision	Real A/c.	Credit
	Legal Charge Provision	Real A/c.	Credit
Duties & Taxes	VAT Tax	Real A/c.	Credit
	Sales Tax	Real A/c.	Credit
	Service Tax	Real A/c.	Credit
	Excise Duty	Real A/c.	Credit
At Time of Purchase (Input Vat / Sales Tax / Service Tax/ Excise Duty A/c.			Debit
At Time of Sales (Output Vat / Sales Tax / Service Tax / Excise Duty A/c.			Credit
	TDS	Real A/c.	Credit
TDS by for Rent / Sub Contract etc.			Credit
TDS by third party for Rent / Sub Contract etc.			Debit

Sundry Creditors	Suppliers	Personal	
	At the time of Credit purchases		Credit
	At the time of payment		Debit
Current Liabilities	Under Current Liabilities create groups like		
	Salary, Wages, Bonus Payable	Real A/c.	Credit
	Expenses Payable	Real A/c.	Credit
	Outstanding Payable	Real A/c.	Credit
	Interest Payable	Real A/c.	Credit
	Tax Payable on Salary Interest	Real A/c.	Credit
	Sales Tax Payable	Real A/c.	Credit
	Excise Duty Payable	Real A/c.	Credit
	Credit Card Bills Payable	Real A/c.	Credit
	VAT Payable	Real A/c.	Credit
	Service Tax Payable	Real A/c.	Credit
	At the time of payment of above all groups		Debit
Branch / Divisions	Different location branch is coming under this head	Real A/c.	
	At the time of goods transfer in cash to branch		Debit
	At the time of goods transfer in cash by branch		Credit

Group of Income

Group Head in Tally	Ledger's Name	Type of A/c.	Debit / Credit in Voucher Entry.
Sales A/c.	Sales A/c.	Nominal A/c.	Credit
	Sales Return A/c.	Nominal A/c.	Debit
Direct Income	Job work income	Nominal A/c.	Credit
	Consultancy Fee	Nominal A/c.	Credit
For Individual			
	Salary from Employer	Nominal A/c.	Credit
	Bonus Allowance Received	Nominal A/c.	Credit
	Commission Brokerage Received	Nominal A/c.	Credit
	Share of Profit from Business	Nominal A/c.	Credit
	House Rent income	Nominal A/c.	Credit
	Dividend Received	Nominal A/c.	Credit
	Interest from investment	Nominal A/c.	Credit
	Interest Received from Loan	Nominal A/c.	Credit
	Long Term Profit on Sales of Share	Nominal A/c.	Credit

	Short Term Profit on Sales of Share	Nominal A/c.	Credit
	Speculative income	Nominal A/c.	Credit
Indirect Income	For Traders	Nominal A/c.	Credit
	Sales Tax Refund	Nominal A/c.	Credit
	Claims Refund Received	Nominal A/c.	Credit
	Discount on Purchases	Nominal A/c.	Credit
	Share Dividend Income	Nominal A/c.	Credit
	Misc. Receipts	Nominal A/c.	Credit
	Interest Received from Bonds	Nominal A/c.	Credit
	Bank Deposit	Nominal A/c.	Credit
	Loan Given	Nominal A/c.	Credit
	Debenture	Nominal A/c.	Credit
	Customers	Nominal A/c.	Credit
For Manufacturers			
	Excise Duty Drawback / Moderate Claims	Nominal A/c.	Credit
	Claims Received	Nominal A/c.	Credit
	Discount on Purchases	Nominal A/c.	Credit
	Commission, Brokerage Received	Nominal A/c.	Credit
	Interest Income	Nominal A/c.	Credit
	Income on Investment	Nominal A/c.	Credit
	Profit on Sales of Assets	Nominal A/c.	Credit
	Other Misc. Income	Nominal A/c.	Credit
	Sales of Scrap.	Nominal A/c.	Credit

Group of Expenses

Group Head in Tally	Ledger's Name	Type of A/c.	Debit / Credit in Voucher Entry.
Purchase A/c.	Purchase A/c.	Nominal A/c.	Debit
	Purchase Return A/c.	Nominal A/c.	Credit
Direct Expenses	For Traders		
	Packing Material Exp.	Nominal A/c.	Debit
	Packing Exp.	Nominal A/c.	Debit
	Commission Brokerage on Purchase	Nominal A/c.	Debit
	Freight on Purchase	Nominal A/c.	Debit
	Handling Exp. On Purchase	Nominal A/c.	Debit
	Labor & Wages	Nominal A/c.	Debit
	Other Trading Taxes which are not refundable	Nominal A/c.	Debit
For Manufacture			
Direct Expenses	Packing Material Exp.	Nominal A/c.	Debit

	Fuel Consumed Exp.	Nominal A/c.	Debit
	Laboratory Material Consumed Exp.	Nominal A/c.	Debit
	All expenses related to workman at factory like workman wages, Welfare, Incentive, Allowances, Bonus etc.	Nominal A/c.	Debit
	Freight on Purchase	Nominal A/c.	Debit
	Octroi on Purchase	Nominal A/c.	Debit
	Material Purchase Exp.	Nominal A/c.	Debit
	Loading / Unloading on Purchases	Nominal A/c.	Debit
	Labour Processing Charges	Nominal A/c.	Debit
	Factory Power Exp.	Nominal A/c.	Debit
For Individual			
Direct Expenses	Car exp. For Professionals	Nominal A/c.	Debit
	Charity, Donation	Nominal A/c.	Debit
	Consultant Fee for Tax Return	Nominal A/c.	Debit
	Conveyance Exp.	Nominal A/c.	Debit
	Interest on Loan	Nominal A/c.	Debit
	Other Business Exp.	Nominal A/c.	Debit
	Membership Fee	Nominal A/c.	Debit
	Professional Tax	Nominal A/c.	Debit
Indirect Expenses	For Traders / Manufacturer		
	Salary and Bonus Exp.	Nominal A/c.	Debit
	Staff Welfare Exp.	Nominal A/c.	Debit
	Staff Festival Benefit Exp.	Nominal A/c.	Debit
	License Fee Municipal Tax	Nominal A/c.	Debit
	Fuel Exp.	Nominal A/c.	Debit
	Ware Housing Exp.	Nominal A/c.	Debit
	Hire Charges	Nominal A/c.	Debit
	Insurance Exp.	Nominal A/c.	Debit
	Legal Exp.	Nominal A/c.	Debit
	Consultancy Fee.	Nominal A/c.	Debit
	Computer Exp.	Nominal A/c.	Debit
	Loss due to theft, Fire, Pilferage, Damage	Nominal A/c.	Debit
	Discount on Sales Rebate Given	Nominal A/c.	Debit
	Advertisement Exp.	Nominal A/c.	Debit
	Sales Promotion Exp.	Nominal A/c.	Debit
	Entertainment Exp.	Nominal A/c.	Debit
	Conference Exp.	Nominal A/c.	Debit