

Inventory Information and Stock Groups and Categories in Tally ERP 9

Stock Group

Stock Groups in Inventory are similar to Groups in Accounting Masters. They are helpful in the classification of Stock Items. You can group Stock Items under different Stock Groups to reflect their classification based on some common features such as brand name, product type, quality, and so on. Grouping enables you to locate Stock Items easily and report their details in statements.

Create Single Stock Groups

Stock Items are classified into stock groups to reflect their classification based on some community.

1. Go to Gateway of Tally > Inventory Info. > Stock Groups > Create (under Single Stock Group).
2. Enter the Name of the Stock Group.
3. Enter additional name apart from primary name [if required] in the field Alias . You can create any number of additional names.
4. Specify whether it is a primary group or a sub-group of another group in the field Under , by selecting from the list.
5. Press Alt+C to create a parent group, if you do not have it in the list.
6. The field Should quantities of items be added pertains to information on measuring the units of the Stock Items that you would categorise under the Stock Group. The Stock Items categorised under the group should have similar units for them to be added up. You cannot add quantities in Kgs to quantities in Pcs .



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Stock Group Creation

Name : **Grade One**
(alias) :

Under : **Primary**

Should quantities of items be added ? **Yes**
Set/alter GST Details ? **Yes**

Accept ?
Yes or No

8. Press Enter to save.

Note: You can always go back and reset this option after assessing the units of the items in the group.

Button options in stock group creation screen

Button options in stock group creation screen		
Buttons	Short Cut Keys	Description & Use
C: Category	Ctrl+C	Allows you to Create a Stock Category.
I: Items	Ctrl+I	Allows you to Create a Stock Item.
U: Units	Ctrl+U	Allows you to Create a Unit of Measure.
O: Godown	Ctrl+O	Allows you to Create a Godown
V: Vch Types	Ctrl+V	Allows you to Create a Voucher Types

Note: Category and Godown buttons are visible only if you have opted for the same in F11: Features.

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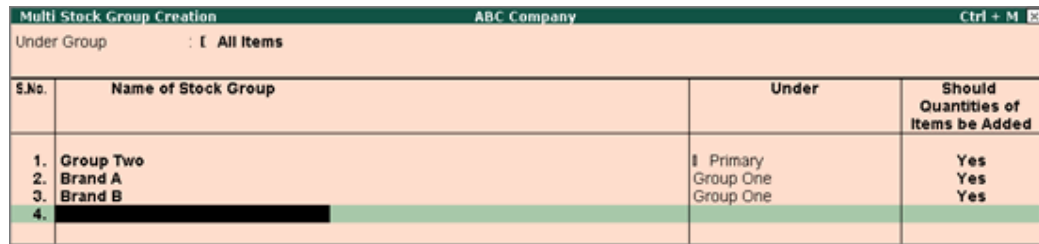
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Create Multiple Stock Groups

Tally.ERP 9 allows you to create Stock Groups using single or multiple options.

1. Go to Gateway of Tally > Inventory Info. > Stock Groups > Create (under Multiple Stock Groups).

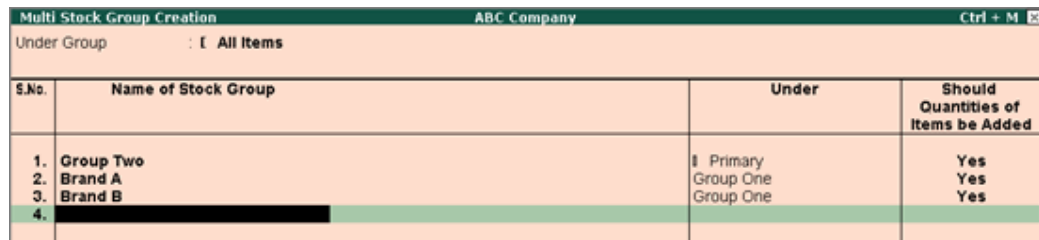


S.No.	Name of Stock Group	Under	Should Quantities of Items be Added
1.	Group Two	Primary Group One Group One	Yes
2.	Brand A		Yes
3.	Brand B		Yes
4.			

2. Select the parent group under which you want the new groups to be created from the List of Groups .

3. Enter the Name of the Stock Group.

4. If you select any group other than All Items in the Under Group field, then this column is filled in automatically with the selected Group name and the cursor skips this column. This will speed up data entry.



S.No.	Name of Stock Group	Under	Should Quantities of Items be Added
1.	Group Two	Primary Group One Group One	Yes
2.	Brand A		Yes
3.	Brand B		Yes
4.			

5. If you select All Items in the Under Group field, the cursor does not skip this field and allows you to enter the parent group for each one of them.

6. In the field Should Quantities of Items be Added you can select whether units of the Stock Items under Stock Group are to be added or not.

Button option:

Buttons	Short cut keys	Description & Use
F4 : Parent	Ctrl+F4	Allows you to change the parent for all sub groups.
F8 : Skip Details	F8	To speed up data entry, cursor will not go to column Should Quantities of Items be Added (Y/N) and this option will be set to Yes . If you want to set it to No , click F8: Edit Details .
C : Category	Ctrl+C	Allows you to Create a Multi Stock Category.
I : Items	Ctrl+I	Allows you to Create a Multi Stock Item.
O : Godown	Ctrl+O	Allows you to Create a Multi Godown



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Stock Categories

Stock Category offers a parallel classification of stock items. Like stock Groups, classification is done based on similarity in behaviour.

For example,

Stock Item	Sub Group	Main Group	Sub-Category	Main Category
Brand A - 19" LED TV	Brand A	Grade One	LED TV	Television
Brand A - 17" Smart TV	Brand A	Grade One	Smart TV	Television
Brand B - 19" LED TV	Brand B	Grade Two	LED TV	Television
Brand B - 17" Smart TV	Brand B	Grade Two	Smart TV	Television



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The advantage of Categorizing items is that you can classify the stock items (based on functionality) together - across different stock groups which enables you to obtain reports on alternatives or substitutes for a stock item.



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For enabling Stock Category option in the Inventory Info menu, press F11 > Inventory Features > Set Yes for Maintain stock categories .



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Create a single Stock Categories

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This option allows parallel classification of stock items. Like Stock Groups, Stock Categories are also classified based on some similar behaviour. This enables you to obtain reports for alternatives or substitutes of a stock item.

1. Go to Gateway of Tally > Inventory Info. > Stock Categories > Create (under Single Stock Category). The Stock Category Creation screen is displayed as shown below:
2. Enter the Name of the Stock Category.
3. Specify whether it is a primary category or a sub-category of another category in the field Under. Select Primary from the list, if you do not have a parent group. Use Alt +C to create a parent if you do not have the required category in the list.

Stock Category Creation	
Name	: Monitor
(alias)	:
Under	: Primary
	Accept ? Yes or No

4. Press Enter to save.

Button options for single stock category creation screen

Buttons	Short Cut Keys	Description and Use
G: Groups	Ctrl+G	Allows you to Create a Stock Group.
I: Items	Ctrl+I	Allows you to Create a Stock Item.
U: Units	Ctrl+U	Allows you to Create a Unit of Measure.
O: Godown	Ctrl+O	Allows you to Create a Godown
V: Vch Types	Ctrl+V	Allows you to Create a Voucher Types