

**VIVEKANANDA COLLEGE  
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**NAAC ACCREDITED 'A' GRADE**



**Topic: Bills & Stock Items in Tally**

**Course Title: B. Com**

**Paper: CA&EF**

**Unit: 2**

**Semester: VI**

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**Name of the Department: Commerce**

## Bills and Stock Items in Tally ERP 9.0

[Source: IT Point, Haltu]

The next list of steps gives a snapshot of bill creation and accounting for Inventory in Tally that can be done easily.

Companies have many Sundry debtors and Creditors. Items are purchased and sold to them as per specific bills. For configuration, F11 and F12 keys are to be used.

### CREATION OF BILLS

The **entry for such bills** should be done in the following manner in Tally:

#### **Bill wise Breakup of Sundry Debtors and Creditors:**

**Step-1:** F11>Accounting Features (A)

Maintain Bill wise Details-Yes

Ctrl+A.

**Step-2:** GOT>Accounts Info. (A)>Ledgers (L)>Create (C)

Sundry Debtors/Sundry Creditors(e.g., M/S Sinha Traders)

Under: Sundry Debtors/Sundry Creditors

Maintain Balances Bill-by-Bill-Yes

Give the opening balance>Press ENTER>Give the date prior to the opening date of the financial year>Give the bill name>Give the due date period (say, 90 Days)>Give the bill amount>Repeat the same procedure for all the bills>Ctrl+A twice.

**Report:** GOT>Display (D)>Statement of Accounts (S)>Outstandings (O)>Receivables (R)/Payables (P)/Ledger (L)

### CREATION OF STOCK CATEGORY

A company usually has many different items in its inventory. Stock Category is a tool to group items in Tally. Stock group can be used to segregate stock items.

For Example:

<u>Stock items</u>	<u>Stock Group</u>	<u>Stock Category</u>
Galaxy S9	Samsung phones	Double SIM
iPhone X	Apple phones	Single SIM

### CREATION OF STOCK ITEMS

Those separate items are thus entered in Tally:

#### Stock Item:

**Creation: Step-1:** F11>Inventory Features

Maintain Multiple Godowns-Yes

Maintain Stock Categories-Yes

Ctrl+A.

Then, follow the next steps to create name of stock items:

**Step-2:** GOT>Inventory Info. (I)>Stock Item (I)>Create (C)>Give the name of the item>Create/Select the Stock Group (For creating a stock group, press Alt+C>Give the name of the stock group>Under: Primary>Ctrl+A)>Create/Select Stock Category (For creating a stock category, press Alt+C>Give the name of the stock category>Under: Primary>Ctrl+A)>Create/Select the Unit of Measure, give opening balance, if needed.>Accept.

Stock Item Alteration, Display and Deletion are same as done for ledgers or groups.

#### Alternate Units:

Press F12>Accounts/Inventory Info>Use alternate units for stock item>yes>save>create an item>Give alternate units>accept it