

**VIVEKANANDA COLLEGE  
THAKURPUKUR  
KOLKATA-700063**

**NAAC ACCREDITED 'A' GRADE**



**Topic: Multiple godowns in Tally**

**Course Title: B. Com**

**Paper: CA&EF**

**Unit: 1**

**Semester: VI**

**Name of the Teacher: Dr. Debashis Kundu**

**Name of the Department: Commerce**

## **Multiple godowns in Tally.ERP 9**

[Source: adapted from [www.tallysolutions.com/](http://www.tallysolutions.com/)]

The following steps are required to create multiple godowns:

First, **configure** multiple godown in Tally:

- Go to Gateway of Tally > F11: Features > Inventory Features.
- Set Maintain Multiple Godowns/Excise Units > to “Yes”

Step 1 : Select the Create option under Multiple Godowns from the Godowns

Step 2 : Select the godown name from the list of Godowns menu, besides the Under Godown.

Step 3 : Type the name of the sub-godowns, if any, under the Name

Step 4 : Finally, click Yes to save multiple godowns and the multiple godown screen appears

### **How to see godown-wise stock in Tally?**

After creating multiple godowns, one can view the details of stock godown wise, by using the display option. One may just need to perform the following steps to display multiple godowns or to see godown wise stock in Tally.

Step 1 : Select the Display option under Multiple Godowns from the Godowns and the List of Godowns menu appears.

Step 2 : Select the godown whose details you want to view from among the List of Godowns maintained. Now the Multi Godown Display screen appears, displaying the details of the selected godown.

### **How to disable multiple godown in Tally.ERP 9?**

Go to Gateway of Tally > F11: Features > Inventory Features.

Set Maintain Multiple Godowns/Excise Units? > “No”

Press Ctrl+A to accept

## How does godown transfer in Tally work?

Tally.ERP 9 allows transferring materials from one Godown to another. The transfer of materials is done using Stock Journals. Tally.ERP 9 also provides you with the facility to create voucher class, which help in simplifying the transfer of materials between godowns.

### To transfer materials (Stock Transfer)

Step 1: Go to Gateway of Tally Inventory Vouchers and

Step 2: Press Alt + F7 (Stock Journal) and then select Stock Item in Source column and the Godown particulars

Step 3: Select Stock Item and Godown particulars in Destination column.

### To transfer materials using Voucher Classes

Step 1: To create Voucher Class -

- Go to Gateway of Tally > Accounts Info/Inventory Info. > Voucher Types > Alter > Select Stock Journal, tab down to Name of Class field and specify Class name (e.g. Godown Transfer)
- Set Use Class for Inter-Godown Transfers to Yes

Step 2 : Create Stock Transfer Journal Voucher -

- Go to Gateway of Tally > Inventory Vouchers > Alt+ F7 (Stock Journal)  
Select Godown Transfer Class from Voucher Class List
- Select Destination Godown details, stock items, Source Godown