

Tally Groups Documentation

◆ What are Groups in Tally?

In **Tally Prime**, **Groups** are classifications of ledger accounts used to **organize and summarize** accounting data. All ledgers are categorized under groups to generate accurate financial reports.

◆ Types of Groups

Tally has:

- **28 Predefined Groups** (15 Primary + 13 Sub-groups)
 - You can also **create custom groups**
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◆ Classification of Groups

◆ 1. Primary Groups

These are **top-level groups**. They are:

Group Name	Nature
Capital Account	Credit
Reserves and Surplus	Credit
Current Liabilities	Credit
Loans (Liability)	Credit
Sundry Creditors	Credit
Fixed Assets	Debit
Investments	Debit
Current Assets	Debit
Bank Accounts	Debit
Cash-in-hand	Debit
Loans & Advances (Asset)	Debit
Sundry Debtors	Debit
Sales Accounts	Credit
Purchase Accounts	Debit
Indirect Expenses	Debit
Indirect Incomes	Credit
Direct Incomes	Credit
Direct Expenses	Debit

Group Name	Nature
Duties and Taxes	Credit
Branch / Divisions	Mixed

△ Note: Some of these (like Bank A/c, Cash-in-hand) are subgroups under "Current Assets".

◆ Group Categories

Tally groups fall under two major categories:

1. Profit & Loss Account Items

- **Revenue Groups** (e.g., Sales, Purchase, Indirect Incomes, Expenses)
- Used in **Income Statement (P&L)**

2. Balance Sheet Items

- **Asset & Liability Groups** (e.g., Capital, Fixed Assets, Loans)
- Used in **Balance Sheet**

◆ Predefined Group Hierarchy Example

```
bash
CopyEdit
Current Assets
├── Bank Accounts
│   └── HDFC Bank A/c (Ledger)
```

◆ How to View/Create Groups in Tally Prime

- **View Groups:**

```
sql
CopyEdit
Gateway of Tally > Chart of Accounts > Groups
```

- **Create New Group:**

```
sql
CopyEdit
Gateway of Tally > Create > Group
```

◆ Important Configuration Options

While creating a group:

- **Nature of Group:** Asset, Liability, Expense, Income
 - **Group behaves like a sub-ledger:** Yes/No (for groups like Sundry Debtors/Creditors)
 - **Net Debit/Credit balance for reporting:** Useful for reporting purposes
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◆ Common Grouping Examples

Ledger Name	Group
Salaries Paid	Indirect Expenses
Electricity Bill	Indirect Expenses
Furniture	Fixed Assets
Axis Bank	Bank Accounts
GST Payable	Duties & Taxes
Loan from Bank	Secured Loans
Sales Revenue	Sales Accounts

◆ Reports Based on Groups

Tally Prime uses group structure to generate:

- Trial Balance
- Balance Sheet
- Profit & Loss Account
- Cash Flow & Fund Flow Statements
- Group Summary Reports