

## How to create Single and Multiple Stock Groups in Tally ERP 9?

### Stock Group

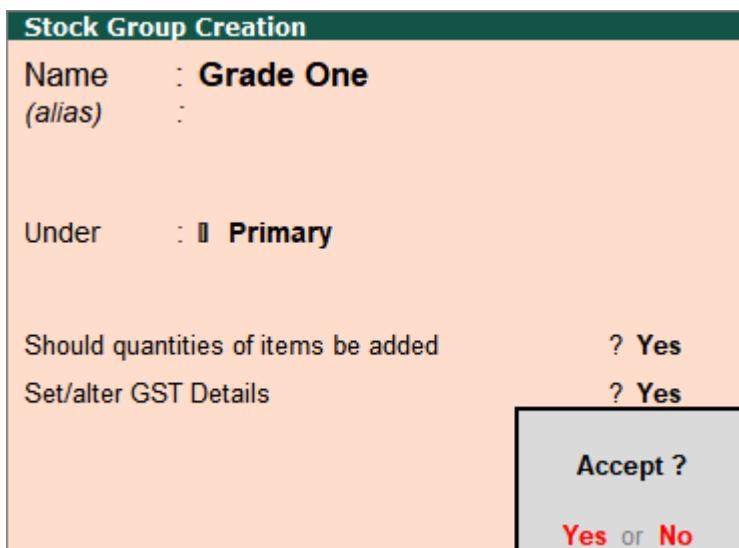
**Stock Groups** in Inventory are similar to Groups in Accounting Masters. They are helpful in the classification of Stock Items. You can group Stock Items under different Stock Groups to reflect their classification based on some common features such as brand name, product type, quality, and so on.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

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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.
7. Enable the option **Set/alter GST Details** to define the GST rate.



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

Buttons	Short Keys	Cut	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.

## 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** ).

Multi Stock Group Creation		ABC Company	Ctrl + M
Under Group		: All Items	
S.No.	Name of Stock Group	Under	Should Quantities of Items be Added
1.	Group Two	Primary Group One	Yes
2.	Brand A	Group One	Yes
3.	Brand B		Yes
4.	[REDACTED]		

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.

Multi Stock Group Creation		ABC Company	Ctrl + M
Under Group		: Group Two	
S.No.	Name of Stock Group	Under	Should Quantities of Items be Added
1.	Brand C	Group Two	Yes
2.	Brand D	Group Two	Yes
3.	[REDACTED]		

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 options in Multi Stock Group Creation screen

Buttons	Short keys	Cut	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 <b>Should Quantities of Items be Added</b> (Y/N) and this option will be set to <b>Yes</b> . If you want to set it to <b>No</b> , click <b>F8: Edit Details</b> .
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