How to Create stock items one-by-one and multiple stock items in Tally.ERP 9?

Stock Items

Stock Item refers to goods that you manufacture or trade. It is the primary inventory entity and is the lowest level of information on your inventory. You have to create a Stock Item in Tally.ERP 9 for each inventory item that you want to account for.

Create stock items one-by-one

Stock items are goods that you manufacture or trade (sell and purchase). It is the primary inventory entity. Stock Items in the Inventory transactions are similar to ledgers being used in accounting transactions.

1. Go to **Gateway of Tally** > **Inventory Info.** > **Stock Item** > **Create** (under **Single Stock Item**).

2. Enter the **Name** of the Stock Item.

3. Enter the **Alias** name of Stock Item (if required).

4. The field **Under** will show the List of Groups. Here you can select the Stock Group to which the Stock Item belongs. By default, Primary Stock Group appears in this field.

Note: You can create a new stock Group by pressing **Alt+C** at this field.

5. This field will show the **Unit List**. Here you can select the Unit of measure (UoM) applicable for the stock item. By default, Not Applicable appears in this field.

Note: You can create a new UoM by pressing **Alt+C** at this field. For stock items without UoM, the cursor will not move to the **Quantity** field during voucher entry.

6. If GST is enabled, set **GST Applicable** to **Applicable** and enter the GST details by enabling the option **Set/alter GST Details** .

7. Specify the **Rate of Duty** applicable for the stock item. This field is used for the calculation of excise duty or if duty is based on item rate. During Invoicing, whenever you select a Stock Item, the Rate of duty entered here is displayed in the Invoice creation screen.

Note: In **F11: Inventory features**, if the option **Enable Invoicing** is set to **No** then **Rate of Duty** field will not be visible.
When Excise features is activated for the company, the option **Tariff Classification** will appear.

8. Specify the details of **Opening Balance**, if any, for the Stock Item as on the date of Beginning of Books.

   o In the **Quantity** Field, specify the stock item Quantity.

   o In the **Rate** field, specify the stock item Rate.

o In the **Value** field, Tally.ERP 9 automatically calculates the value by multiplying the Quantity and Rate. You can also edit the value, Tally.ERP 9 automatically refreshes the Rate field accordingly.

The **Stock Item Creation** screen appears as shown:

Note: If Unit field is Not Applicable then the cursor will move from Quantity and Rate Field.

Button options in Single Stock Item 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

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

Create multiple stock items in one-go

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

2. Select a **Stock Group** or **All Items** from **List of Groups** to create the Stock Item.

3. Enter the **Name** of the Stock Item.

4. Select the group and **Units**. Press **Alt+C** in the **Units** field if you want to create a unit of measure.

5. Enter the opening quantity, rate per unit. The **Multi Stock Item Creation** screen appears as shown below:

Multi Stock Item Creation		ABC Company					Ctrl + M
Under Group : ▯ All Items							For 1-Apr-2019
S.No.	Name of Item	Under	Units	Opening Qty	Rate	per	Amount
1.	Brand A - 24" TV	▯ Primary	Nos	12 Nos	24,800.00	Nos	2,97,600.00
2.	Brand B - 24" TV	▯ Primary	Nos	15 Nos	26,750.00	Nos	4,01,250.00
3.	Brand C - 24" TV	▯ Primary	Nos	13 Nos	25,500.00	Nos	3,31,500.00

Accept ?

Yes or No

6. Press **Enter** to save.