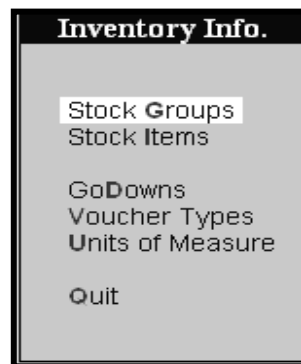


**Using Inventory Information Menu.**

Inventory information are used for manage the Stock item and also create the **stock group, Category, GoDown, unit of measure, Stock item, Etc.**

**Inventory:** Inventory is the details of item like- **item Belong to, which Group, Categories, item Name, Item kept in which Godow, Rant item, how much Quantity of item etc.**

When we open inventory info menu then display Different type of sub-menu, **like-**



If you want to add more sub-menu in inventory Information menu like- **Categories, Godown, etc. Press f11.** and select following option like-

**Set multiple Categories: Yes**

**Set multiple GoDown :Yes**

Then after accept his setting display following Sub- menu **like-**



**Group:-** Group is the Collection of similar item other Item other words, which item belong to which Group like- **Monitor, Printer, Scanner,etc** are belong to electronic or hardware group, and **Sari Paint, Shirt Dhoti etc.** are belong to **Garments.**

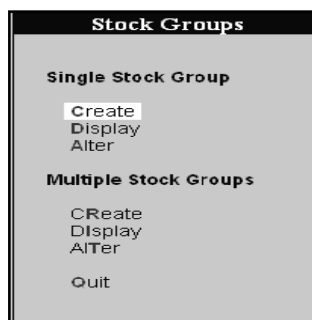
**Categories:-** It is also called nature of item or, all item Produce by any particular company, or item Belong to which company or brand like- **LG produce- TV floppy Drive, CD Drive,Printer, Monitor etc. Vimal produce belongs to Garments, etc.**

**Godown:-** It is just like store room, where you keep all Item like- All LG Brand item kept in **station Road Godown.**

**Unit of Measure:-** It is the measurement of item like-**Litter, Kilogram, Mitter, Pice, Set, No, etc.**

**Create Group:-** To Create Group with following Steps

#### Inventory Info- Stock Group-



Select Create from Single Group Create then Display Group Create Screen Like-

**Name :-** Write name of group do you want like- **Stationary, Garments, Electronic, Hardware Food and Coffee, etc.**

**Alias:-** It is optional Write Duplicate name if you Want.

**Under:-** To select **Primary** from displaying Group Like Hardware belong to **electronic, Electronic Belong to Hardware, Monitor belong to Hardware or Electronics**, fill the displaying dialog box look like-

**Stock Group Creation**

Name :

(alias) :

Under :

Can Quantities of items be ADDED ?

To follow the steps again if you want to create again

**Categories creation: To Create Stock Category with the following steps**

**Inventory Info- Categories- Create**

**Stock Category Creation**

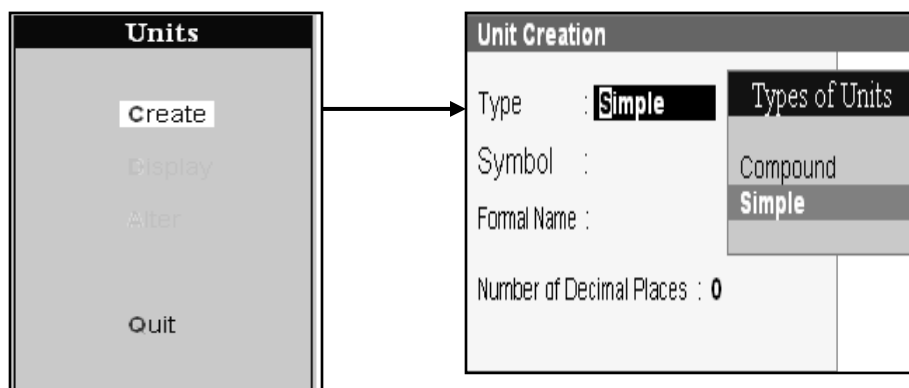
Name :

(alias) :

Under :

Creating Unit of Measure: To Create Unit of Measure with the following steps

Gateway of Tally → Inventory Info → Unit of Measure Info → Create, the screen look like-



**Type:** Tally has the option to create simple units as well as compound units. Example of Simple units are 'nos', 'pcs', etc. Compound Unit is a combination of two simple units. Example of Compound units is 'Box of 10 PCS' a combination of two simple units, 'PCS' and 'Box'.

**Symbol:** This is the symbol by which we will identify the stock item. For example, 'pcs' to Indicate- 'pieces'.

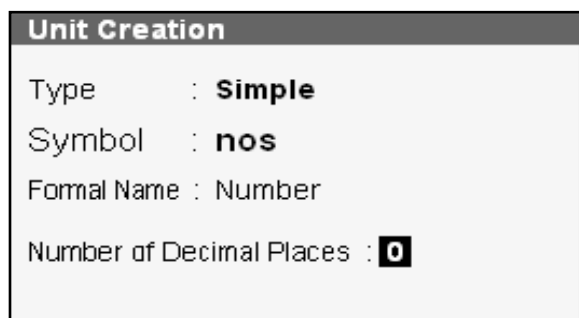
**Formal Name:** This is the complete or formal name of the Symbol.

**Number of Decimal Places:** If the unit will be used to fractions, say for a kilogram you may have to use grams as well, give the number of decimal places. For kilograms, you would give 3 decimal places to accommodate up to 999 grams.

**Let us create the unit 'Number'**

1. For 'Type' Select SIMPLE
2. For 'Symbol' type 'nos'
3. For 'Formal Name' – Type 'Number'
4. For 'Number of Decimal Places'- Type '0'

The screens look like-



Unit Creation	
Type	: Simple
Symbol	: nos
Formal Name	: Number
Number of Decimal Places	: 0

Accept the screen and return to Gateway of Tally using ESC.

### Creating Stock Item

Gateway of Tall → Inventory Info. → Stock Items → Press (Enter) On Create Under Single Stock item and the screen appears as:

Stock Item Creation		Binod	
Name :			
(alias) :			
<hr/>			
Under :	<input type="checkbox"/> Primary		
Category :	<input type="checkbox"/> Not Applicable		
Units :			
<hr/>			
Opening Balance :		Quantity	Rate per Value

**Name:** The name of the Stock Item – as you wish.

**Under:** The Stock Group under which you wish to classify the stock item.

**Category:** The Stock Category you wish to classify the Stock item – For parallel classification.

**Units:** The unit of measure for the stock item being created.

**Opening Balance-** The opening balance of the stock item – that is any stock already available with us. If GoDown have been created- the opening balance quantity along with the location have to be specified. You may allocate the Stock to Danapur GoDown.

Check the Stock item as per this screen-

Stock Item Creation		Binod	
Name :	<b>Computer</b>		
(alias) :			
<hr/>			
Under :	<b>Electronic</b>		
Category :	<b>Intex</b>		
Units :	<b>pcs</b>		
<hr/>			
Opening Balance :		Quantity	Rate per Value
		<b>50 pcs</b>	<b>5,000.00 pcs 2,50,000.00</b>

Similarly create the stock item Sony 25 Inches.

Make the Following Stock Under Indian Institute of Hardware & Software Technology Pvt. Ltd. Or Spectrum Pvt. Ltd

Item Name	Group	Category	Quantity	Rate	Total	Unit	Godown
Computer	Electronic	Intex	300	32000	9600000	Set	Raja Bazar
Pen	Stationary	Gel	100	50.50	5050	PCS	Station
Sari	Garments	Parwati	1000	100	100000	PCS	Danapur
Sugar	Foods & Coffee	Reliance	500	500	250000	KG	Station
Shirt	Garments	Vimal	1000	200	20000	PCS	Danapur
Monitor	Electronic	Intex	1000	1000	1000000	PCS	Station
Hard Disk	Electronic	Seagate	2000	1800	3600000	PCS	Danapur
Floppy	Electronic	Soni	3000	300	900000	PCS	Danapur
Milk	Foods & Coffee	Sudha	1000	17.00	17000	Litter	Danapur
Cold Drink	Drink	Pepsi	1000	56	56000	Litter	Raja Bazar
Paint	Garments	Vimal	50	600	30000	PCS	Danapur
Book	Stationary	BPP	100	120	12000	PCS	Station
CD-Drive	Electronic	LG	100	360	36000	PCS	Danapur
CD Bag	Stationary	Amkette	100	100	10000	PCS	Station
Copy	Stationary	Milan	300	16	4800	KG	Station
Pen Drive	Electronic	Tangston	300	300	90000	PCS	Raja Bazar
Cabinet	Hardware	Intex	1280	1000	1280000	PCS	Danapur

After Entry this stock item follow the task-

1. To See the total no. of Item which are kept under Danapur GoDown
2. Renaming the Station GoDown Into Patna Station
3. Which item kept Raja Bazar, GoDown
4. Delete the Following Item CD Bag, Cabinet, Hard Disk, Shirt.