

**Course  
&  
Test Series**

**Computerised Accounting - Module 44**

 **CBSE**

 **ICSE**

 **NTSE**

 **Banking & Insurance**

 **Central Govt. Service**

 **State Govt. Services**

 **LAW Entrance**

 **MBA Entrance**

 **Railways & Metro Services**

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**Updating Stock Items and Stock Groups for GST Compliance**

Stock Items and Stock Groups are integral parts of inventory management in a business. For GST compliance, it's crucial that these are correctly updated and maintained to ensure accurate tax calculations, reporting, and compliance with GST laws.

**Understanding Stock Items and Stock Groups:**

- **Stock Items:** These are the individual products or goods that a business buys, sells, or manufactures. Each stock item should have details like description, unit of measurement, tax rate, HSN/SAC code, and applicable GST rates.
- **Stock Groups:** These are categories under which stock items are grouped. Stock groups help in organizing inventory and applying common properties or GST rates to multiple items within the same group.

**Update Stock Items and Stock Groups for GST Compliance**

- Updating a stock item
- Updating a stock group

If the items have different tax rates, with or without slab rates, update your stock item masters or stock groups with the applicable GST rates, and select the type of supply, as applicable.

**Updating a stock item**

In case you need different tax rates for different items, modify the stock items to include the applicable tax rates.

1. Go to Gateway of Tally > Inventory Info. > Stock Items > Alter > select the item.

Stock Item Alteration		GST	
Name	: Cotton Shirt		
(alias)	:		
Under	: Cloth	<b>Statutory Information</b>	
Units	: no.	GST Applicable	: <input checked="" type="checkbox"/> <b>Applicable</b>
		Set/alter GST Details	? <b>Yes</b>
		Type of Supply	: <b>Goods</b>
		Rate of Duty (eg 5)	: <b>0</b>
Opening Balance	: 100 no.	Rate per no.	500.00
		Value	50,000.00
			Accept ?
			<b>Yes or No</b>



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**Stock Group Alteration**

Name : **Cloth**  
(alias) :

Under : **Primary**

Should quantities of items be added ? **No**  
Set/alter GST Details ? **Yes**

**Accept ?**

**Yes or No**

2. Set/alter GST Details: Yes to specify the details in the GST Details screen , and save.

**GST Details**

GST Details for Stock Group:  
**Cloth**

Classification : **Undefined**  
(From 1-Apr-2025)  
*(Note: when the tax details are set using classification it ignores the direct tax information below)*

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**HSN/SAC Details**

Description :  
HSN/SAC :

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**Tax Details**

Taxability : **Taxable**

Tax Type	Rate
Integrated Tax	18 %
Central Tax	9 %
State Tax	9 %
Cess	<input type="text" value="0"/> %

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**Taxability:** Select Taxable for goods and services that are classified as taxable type of supply under GST. Select Exempt, if the type of supply is exempted from tax under GST, or select Nil Rated, if the tax rate applicable to the type of supply is 0% under GST.

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**Integrated Tax :** When you enter the integrated tax, state tax and central tax are calculated as half of the integrated tax specified. You can change state tax or central tax by using F12 configuration.

 **NTSE**

3. Press Ctrl+A to save.

**Non-GST Goods**

Some goods such as petroleum crude, high-speed diesel, motor spirit (petrol), natural gas, aviation turbine fuel, and liquor fit for human consumption, are not covered under GST and hence are classified as non-GST goods. In Tally.ERP 9, items can be set as non-GST goods.

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1. In the GST Details screen of the stock item or stock group, click F12: Configure.
2. Enable the option Set type of goods?
3. Press Ctrl+A to accept.
4. In the GST Details screen, set the option Is non-GST goods? to Yes to configure the item/group as non-gst.
5. Press Ctrl+A to accept.
6. Save the item or group master.

 **Central Govt. Service**

**Recording in the Voucher**

 **State Govt. Services**

**1.Steps to record a Purchase Voucher**

 **LAW Entrance**

1. **Access Purchase Voucher:**  
From Gateway of Tally, go to Accounting Vouchers, then press F9: Purchase.

 **MBA Entrance**

2. **Switch Mode:**  
If you see an accounting voucher, press Ctrl+V (Change Mode) and select Item Invoice.

 **Railways & Metro Services**

3. **Enter Supplier Details:**  
a. **Supplier Invoice No. & Date:** Enter details from the supplier's invoice.  
b. **Party A/c Name:** Select the supplier's ledger or cash ledger.

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4. **Select Purchase Ledger:**  
Choose the appropriate Purchase Ledger (e.g. Purchase).

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**5. Add Items:**

- a. Select the Stock Item (Cotton Shirt).
- b. Enter Quantity (100) and Rate (500).

**6. Calculate GST:**

- a. After entering item details and pressing Enter in the amount field, the GST details screen may appear, or you'll need to select tax ledgers.
- b. Select the appropriate tax ledgers (Input CGST @ 9% & Input SGST @ 9% for local, Input IGST @ 18% for interstate).
- c. Tally will auto-calculate the GST amount based on item rates.

**7. Save Voucher:** Press Ctrl+A to save the voucher.



Name of Item	Quantity	Rate per	Amount
Cotton Shirt	100 pcs.	500.00 pcs.	50,000.00
Input CGST @ 9%		9 %	4,500.00
Input SGST @ 9%		9 %	4,500.00
<b>Total</b>			<b>59,000.00</b>

**2. Steps to record a Sales Voucher**

**1. Access Sale Voucher:**

From Gateway of Tally, go to Accounting Vouchers, then press F9: sale.

**2. Switch Mode:**

If you see an accounting voucher, press Ctrl+V (Change Mode) and select Item Invoice.

**3. Enter Supplier Details:**

- a. **Reference No. & Date:** Enter the Reference no.
- b. **Party A/c Name:** Select the Customer ledger or cash ledger.

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**4. Select Purchase Ledger:**

Choose the appropriate Sale Ledger (e.g.Sale).

**5. Add Items:**

- a. Select the Stock Item (Cotton Shirt).
- b. Enter Quantity (50) and Rate (700).

**6. Calculate GST:**

- a. After entering item details and pressing Enter in the amount field, the GST details screen may appear, or you'll need to select tax ledgers.
- b. Select the appropriate tax ledgers (Output CGST @ 9% & Output SGST @ 9% for local, Output IGST @ 18% for interstate).
- c. Tally will auto-calculate the GST amount based on item rates.

**7. Save Voucher:** Press Ctrl+A to save the voucher.



The screenshot shows the 'Accounting Voucher Creation' window in Tally. The voucher is for 'Sales' (No. 1) dated '1-Apr-2025'. The party is 'Cash' with a current balance of '59,000.00 Cr'. The sales ledger is 'Sale'. The item list includes 'Cotton Shirt' (50 pcs at 700.00 per unit, totaling 35,000.00), 'Output CGST @ 9%' (3,150.00), and 'Output SGST @ 9%' (3,150.00). The total amount is 41,300.00. The narration is 'Being 50 units sold in cash.' The bottom status bar shows 'Ctrl + N'.

Name of Item	Quantity	Rate per	Amount
Cotton Shirt	50 pcs.	700.00 pcs.	35,000.00
Output CGST @ 9%		9 %	3,150.00
Output SGST @ 9%		9 %	3,150.00
			<b>50 pcs. 41,300.00</b>