



Tally Ledger – Under Group List

Tally Prime | Easy Learning | Better Accounting | Brighter Future

No.	Ledger Name	Under Group
	1. Cash & Bank	
1	Cash	Cash-in-Hand
2	Petty Cash	Cash-in-Hand
3	SBI Bank	Bank Accounts
4	HDFC Bank	Bank Accounts
5	ICCCI Bank	Bank Accounts
6	PNB Bank	Bank Accounts
7	Axis Bank	Bank Accounts
8	Bank of Baroda	Bank Accounts
	2. Capital Account	
9	Capital A/c	Capital Account
10	Proprietor Capital	Capital Account
11	Opening Balance	Capital Account
12	Drawings	Capital Account
	3. Purchase & Sales	
13	Purchase A/c	Purchase Accounts
14	Purchase Return	Purchase Accounts
15	Purchase Local	Purchase Accounts
16	Purchase Interstate	Purchase Accounts
17	Sales A/c	Sales Accounts
18	Sales Return	Sales Accounts
19	Sales Local	Sales Accounts
20	Sales Interstate	Sales Accounts
	4. Direct Expenses	
21	Carriage Inward	Direct Expenses
22	Freight Inward	Direct Expenses
23	Wages	Direct Expenses
24	Factory Expenses	Direct Expenses
25	Power & Fuel	Direct Expenses
26	Manufacturing Expenses	Direct Expenses
	5. Indirect Expenses	
27	Rent	Indirect Expenses
28	Salary	Indirect Expenses
29	Electricity Charges	Indirect Expenses
30	Telephone Expenses	Indirect Expenses
31	Printing & Stationery	Indirect Expenses
32	Advertisement Expenses	Indirect Expenses
33	Travelling Expenses	Indirect Expenses
34	Office Expenses	Indirect Expenses
35	Bank Charges	Indirect Expenses
36	Depreciation	Indirect Expenses
37	Commission Paid	Indirect Expenses
38	Carriage Outward	Indirect Expenses
39	Freight Outward	Indirect Expenses
40	Insurance Expenses	Indirect Expenses

No.	Ledger Name	Under Group
	6. Indirect Incomes	
41	Commission Received	Indirect Incomes
42	Interest Received	Indirect Incomes
43	Discount Received	Indirect Incomes
44	Rent Received	Indirect Incomes
45	Profit on Sale of Asset	Indirect Incomes
	7. Sundry Debtors	
46	Debtor – Rahul	Sundry Debtors
47	Debtor – Amit	Sundry Debtors
48	Customer – Ramesh	Sundry Debtors
49	Customer – Suresh	Sundry Debtors
	8. Sundry Creditors	
50	Creditor – ABC Traders	Sundry Creditors
51	Creditor – XYZ Traders	Sundry Creditors
52	Supplier – PQR Traders	Sundry Creditors
53	Supplier – LMN Enterprises	Sundry Creditors
	9. Duties & Taxes (GST / TDS etc.)	
54	GST Input CGST	Duties & Taxes
55	GST Input SGST	Duties & Taxes
56	GST Input IGST	Duties & Taxes
57	Output CGST	Duties & Taxes
58	Output SGST	Duties & Taxes
59	Output IGST	Duties & Taxes
60	TDS Payable	Duties & Taxes
61	GST Payable	Duties & Taxes
62	GST RCM Payable	Duties & Taxes
63	TDS Receivable	Duties & Taxes
	10. Loans & Advances	
64	Loan from Bank	Secured Loans
65	Vehicle Loan	Secured Loans
66	Personal Loan	Unsecured Loans
67	Loan from Director	Unsecured Loans
68	Loan from Friend	Unsecured Loans
69	Advance Tax	Loans & Advances (Asset)
70	Staff Advance	Loans & Advances (Asset)
71	Advance to Supplier	Loans & Advances (Asset)
72	Advance from Customer	Current Liabilities
	11. Assets & Liabilities	
73	Furniture	Fixed Assets
74	Computer	Fixed Assets
75	Machinery	Fixed Assets
76	Building	Fixed Assets
77	Land	Fixed Assets
78	Stock-in-Hand	Current Assets
79	Prepaid Expenses	Current Assets
80	Security Deposit	Loans & Advances (Asset)

- माल खरीदना → Purchase Accounts
- माल बेचना → Sales Accounts
- ग्राहक से पैसा लेना → Sundry Debtors
- Supplier को पैसा देना → Sundry Creditors

- खर्च → Direct/Indirect Expenses
- आय → Direct/Indirect Incomes
- Bank/Cash → Bank Accounts / Cash-in-Hand
- GST → Duties & Taxes
- Computer/Furniture → Fixed Assets



**याद रखने का
आसान तरीका:**



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Future*



TallyPrime Shortcut Keys

Quick Keys for Faster & Easier Work



Basic Shortcut Keys

Shortcut Key	काम (Function)
Alt + G	Go To / किसी report या menu को जल्दी खोलना
Ctrl + A	Save / Accept करना
Ctrl + Enter	Master को alter करना
Alt + C	नया Ledger/Group आदि Create करना
Alt + D	Delete करना
Alt + X	Cancel करना
Esc	पिछली screen पर जाना / बाहर निकलना
F2	Date बदलना
Alt + F2	Period बदलना
F11	Company Features खोलना
F12	Configuration खोलना
Alt + F3	Company menu
Ctrl + N	Calculator खोलना
Ctrl + Q	TallyPrime से Exit
Alt + K	Company/Company-related menu
Alt + Y	Company Data/Company actions
Alt + P	Print
Alt + E	Export
Alt + M	Share/Send
Alt + I	Import



Voucher Entry की Important Keys

Shortcut Key	Voucher / काम
F4	Contra Voucher
F5	Payment Voucher
F6	Receipt Voucher
F7	Journal Voucher
F8	Sales Voucher
F9	Purchase Voucher
Alt + F5	Debit Note
Alt + F6	Credit Note
Ctrl + F8	Sales Order
Ctrl + F9	Purchase Order



F4 – F9 याद रखने का आसान तरीका

F4 Contra → F5 Payment → F6 Receipt
F7 Journal → F8 Sales → F9 Purchase



Extra Useful Keys (Recommended)

Shortcut Key	काम
Ctrl + I	Item Creation
Ctrl + L	Ledger Creation
Ctrl + G	Group Creation
Ctrl + F	Find / Search
Ctrl + P	Print Preview
F1	Help (Tally Help)

*Practice makes
Perfect!*



TallyPrime
Work Smarter



Quick Tips

- ✓ F4 to F9 – Voucher shortcuts हमेशा याद रखें।
- ✓ Alt + G – किसी भी report या menu तक जल्दी पहुंचने के लिए सबसे उपयोगी है।
- ✓ Ctrl + A – हमेशा Save/Accept के लिए उपयोग करें।
- ✓ Esc – गलती होने पर तुरंत पिछली स्क्रीन पर लौटने के लिए।
- ✓ Practice करें और रोजाना use करें – यही है Tally में Speed का तरीका।



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