

Complete Tally Ledger Group List with Examples

Printable Study Reference for Tally Prime Students & Accounting Professionals

PRINTABLE STUDY REFERENCE • ALL SECTIONS INCLUDED • 50+ LEDGER EXAMPLES

This reference sheet covers: All 16 major Tally groups | 50+ ledger examples with group & type
Quick tips to remember groups | 10 practice questions with answers
Suitable for: Tally students, accounting trainees, small business owners

SECTION 1

Introduction — Ledgers and Groups in Tally

What is a Ledger in Tally? A ledger is the basic unit of accounting in Tally. Every financial transaction you record must go through a ledger. Examples include Cash, Bank, Salary, Rent, Purchase, and Sales. Think of each ledger as a dedicated account page where all transactions for that particular item are recorded.

What is a Group in Tally? A group is a classification category under which ledgers are organized. Tally has 28 predefined groups. Every ledger you create must be placed under one of these groups. The group determines where the ledger appears in your financial statements — Balance Sheet or Profit & Loss Account.

Why does the group matter? If you place a ledger under the wrong group, your Balance Sheet and P&L will give incorrect results. For example, if Drawings is placed under Expenses instead of Capital Account, your profit figure will be wrong. Getting the group right is the foundation of accurate accounting in Tally.

SECTION 2

Complete List of Tally Groups

Group Name	Type	Description
Capital Account	Liability	Represents the owner's investment and equity in the business. All capital contributions and reserves go here.
Current Assets	Asset	Short-term assets expected to be converted to cash within a year — stock, advances paid, prepaid expenses.
Current Liabilities	Liability	Short-term obligations payable within a year — outstanding expenses, advances received, short-term payables.
Fixed Assets	Asset	Long-term assets used in the business — machinery, furniture, vehicles, computers, land & building.
Loans (Liability)	Liability	Long-term borrowings — bank term loans, loans from partners or directors, mortgage loans.
Bank Accounts	Asset	All bank accounts maintained by the business — current accounts, savings accounts, OD accounts.
Cash-in-Hand	Asset	Physical cash held — main cash account, petty cash, cash at branch.

Sundry Debtors	Asset	Customers who owe money to the business. Each customer gets an individual ledger here.
Sundry Creditors	Liability	Suppliers to whom the business owes money. Each supplier gets an individual ledger here.
Direct Expenses	Expense	Expenses directly linked to production or purchase — wages, freight inward, carriage, import duty.
Indirect Expenses	Expense	General overhead expenses not tied to production — salary, rent, electricity, telephone, advertising.
Direct Income	Income	Income earned directly from main business operations — service income, contract revenue.
Indirect Income	Income	Other income not from the main business — commission received, interest income, rent received.
Purchase Accounts	Expense	All purchase ledgers for goods bought for resale or manufacturing — local, interstate, import purchases.
Sales Accounts	Income	All sales ledgers for goods sold — local sales, interstate sales, export sales, sales returns.
Duties & Taxes	Liability/Asset	Tax-related ledgers — GST Input, GST Output, TDS Payable, Excise Duty. Input is asset; Output is liability.

SECTION 3

Common Ledger Examples with Group in Tally (50+ Examples)

The table below lists the most commonly used ledgers in Tally, the group they belong to, their type, and a brief note. Use this as your go-to reference when creating ledgers.

#	Ledger Name	Group in Tally	Type	Note
1	Capital	Capital Account	Liability	Owner's investment in the business
2	Drawings	Capital Account	Liability	Owner's withdrawals from business
3	General Reserve	Capital Account	Liability	Profits set aside for future use
4	Cash	Cash-in-Hand	Asset	Main cash account
5	Petty Cash	Cash-in-Hand	Asset	Small daily cash expenses
6	SBI Current Account	Bank Accounts	Asset	Bank current account
7	HDFC Bank Account	Bank Accounts	Asset	Another bank account
8	Bank OD Account	Bank Accounts	Asset	Overdraft facility from bank
9	Furniture	Fixed Assets	Asset	Office/shop furniture
10	Machinery	Fixed Assets	Asset	Production machinery
11	Computer	Fixed Assets	Asset	Computers and IT equipment
12	Vehicle	Fixed Assets	Asset	Business vehicles/trucks
13	Land & Building	Fixed Assets	Asset	Office or factory premises
14	Opening Stock	Current Assets	Asset	Stock at start of period
15	Closing Stock	Current Assets	Asset	Stock at end of period
16	Prepaid Rent	Current Assets	Asset	Rent paid in advance
17	Advance to Supplier	Current Assets	Asset	Advance payment to suppliers
18	Customer Name (Debtor)	Sundry Debtors	Asset	Customer who owes money
19	Supplier Name (Creditor)	Sundry Creditors	Liability	Supplier to whom money is owed
20	SBI Term Loan	Loans (Liability)	Liability	Long-term bank loan
21	Director's Loan	Loans (Liability)	Liability	Loan from director/owner
22	Purchases (Local)	Purchase Accounts	Expense	Local goods purchased for business
23	Purchases (Interstate)	Purchase Accounts	Expense	Inter-state goods purchased
24	Purchase Returns	Purchase Accounts	Expense	Goods returned to suppliers
25	Sales (Local)	Sales Accounts	Income	Local goods sold to customers
26	Sales (Interstate)	Sales Accounts	Income	Inter-state sales made
27	Sales Returns	Sales Accounts	Income	Goods returned by customers

28	Wages	Direct Expenses	Expense	Factory/daily worker wages
29	Freight Inward	Direct Expenses	Expense	Transport cost on purchases
30	Carriage Inward	Direct Expenses	Expense	Carriage charges on purchases
31	Import Duty	Direct Expenses	Expense	Customs duty on imports
32	Salary	Indirect Expenses	Expense	Staff/office salary
33	Rent	Indirect Expenses	Expense	Office or shop rent
34	Electricity Expense	Indirect Expenses	Expense	Monthly electricity bills
35	Telephone Expense	Indirect Expenses	Expense	Phone and internet bills
36	Advertisement Expense	Indirect Expenses	Expense	Marketing & ads spending
37	Printing & Stationery	Indirect Expenses	Expense	Office stationery costs
38	Travelling Expense	Indirect Expenses	Expense	Business travel costs
39	Commission Paid	Indirect Expenses	Expense	Commission paid to agents
40	Interest on Loan	Indirect Expenses	Expense	Interest paid on loans
41	Depreciation	Indirect Expenses	Expense	Reduction in asset value
42	Bank Charges	Indirect Expenses	Expense	Bank service/transaction fees
43	Discount Allowed	Indirect Expenses	Expense	Discount given to customers
44	Commission Received	Indirect Income	Income	Commission earned from others
45	Interest Income	Indirect Income	Income	Interest earned from bank/loans
46	Rent Received	Indirect Income	Income	Rent earned from property
47	Discount Received	Indirect Income	Income	Discount received from suppliers
48	GST Input (CGST)	Duties & Taxes	Asset	Central GST paid on purchases
49	GST Input (SGST)	Duties & Taxes	Asset	State GST paid on purchases
50	GST Output (CGST)	Duties & Taxes	Liability	Central GST collected on sales
51	GST Output (SGST)	Duties & Taxes	Liability	State GST collected on sales
52	TDS Payable	Duties & Taxes	Liability	Tax deducted at source, payable to govt

Quick Tips for Students — How to Remember Ledger Groups

1 Assets vs Liabilities first

Before choosing a group, ask: Does this increase what the business OWNS (asset) or what it OWES (liability)? Cash, Bank, Debtors = Assets. Creditors, Loans, Capital = Liabilities.

2 Direct vs Indirect — the production test

If the expense or income is directly connected to making or buying goods, it is DIRECT. Everything else (rent, salary, electricity) is INDIRECT. Tip: If the factory stopped tomorrow, would this expense stop too? If yes → Direct.

3 Drawings is NOT an expense

Many students put Drawings under expenses. Remember: Drawings is money the owner takes back from their own investment. It reduces Capital — so it always goes under Capital Account.

4 GST — Input is your asset, Output is your liability

GST Input = GST you paid while buying (you can claim it back). It is an asset — put it under Duties & Taxes. GST Output = GST you collected from customers (you must pay it to the government). It is a liability — also Duties & Taxes.

5 Bank Accounts is a GROUP, not a ledger

When you create a ledger for your SBI account, you are creating a LEDGER called 'SBI Current Account'. The GROUP it belongs to is called 'Bank Accounts'. Do not confuse the two.

6 Sundry Debtors and Sundry Creditors = individual customer/supplier accounts

Every customer you sell to on credit gets their own ledger under Sundry Debtors. Every supplier you buy from on credit gets their own ledger under Sundry Creditors.

SECTION 5

Practice Examples — Guess the Correct Group

Try to identify the correct Tally group for each of the following ledgers BEFORE looking at the answer. Cover the Answer column with a piece of paper if you want a proper test!

Q#	Ledger / Transaction	Correct Group	Reason
Q1	Salary paid to office manager	Indirect Expenses	It is a general overhead not linked to production.
Q2	Cash in the business drawer	Cash-in-Hand	Physical cash held is always Cash-in-Hand.
Q3	Furniture purchased for office use	Fixed Assets	Long-term asset used in the business.
Q4	Owner withdrew Rs. 10,000 for personal use	Capital Account	Drawings reduces owner's capital, not an expense.
Q5	GST collected from customers on sales	Duties & Taxes	GST Output is a tax liability to the government.
Q6	Loan taken from HDFC Bank (5-year term)	Loans (Liability)	Long-term borrowing goes under Loans (Liability).
Q7	Commission earned from an agent deal	Indirect Income	Other income not from main business activity.
Q8	Freight paid to transport raw materials in	Direct Expenses	Directly linked to purchase — Direct Expense.
Q9	Amount owed by customer Rajesh Traders	Sundry Debtors	Customer who owes money = Sundry Debtor.
Q10	Advance received from a customer	Current Liabilities	Advance not yet earned = short-term liability.

This study sheet is for educational purposes only and does not constitute professional accounting advice. Always verify entries with your institute or chartered accountant for exam/professional use.