No.	Panel	Menu	Function	Tool Tips/Brief Descriptions	Type
1	Open		Tally	Opens Tally software from default/user location with option to option single/multiple companies from default/user location.	F
2	Templates			Displays various types of Templates for Masters and Vouchers (Accounting, Inventory, Cost Centre and Bill-wise) for importing to Tally or to create xml file.Includes Various formats for converting transactions in different formats of Sales, Purchases, Services/JVs, Bank Statements, Receipt/Payment and Salaries.	P
3	Templates		Masters	Provides Templates (with sample data and ready to fill) to import masters details of Accounting, Inventory, Cost Centres and Bill-wise as selected by user.	F
4	Templates		Vouchers	Provides Templates (with sample data and ready to fill) to import various types of vouchers of Accounting, Inventory, Cost Centres and Bill-wise as selected by user.	F
5	Templates		Convert2Vch	Provides Formats for functions in convert2vouchers and Map Vouchers functions with sample data & ready to fill (multiple variations of details) in MS Excel which can be selected and used for converting data of Sales/Returns, Purchases/Returns, Services/JVs, Bank Statements, Receipt/Payments and Salaries.	F
6	Validate			Provides options to validate masters/vouchers of Accounting, Inventory, Cost Centres and Bill-wise and option to validate patterns of GSTIN, PAN and TAN.	P
7	Validate		Masters	Provides options to validate mandatory data in input sheet, master data of Accounting, Inventory, Cost Centres and Bill-wise from Tally, as specified by user.	F
8	Validate		Vouchers	Provides option to validate all vouchers of Accounting, Inventory, Cost Centres and Bill-wise based on mandatory fields in input sheets, date within specified period, matching of debit and credit totals and duplicate voucher type/number.	F
9	Validate		Trim Masters	Displays the list of updated masters after removing extra spaces from masters of Tally as applicable. These can be updated in Tally by using Import2Tally --> Masters.	F
10	Import2Tally			Provides options to import/update masters/vouchers of Accounting, Inventory and Cost Centres.	P
11	Import2Tally		Masters	Provides options to import/update masters of Accounting, Inventory, Cost Centres and Bill-wise as selected by user.	F
12	Import2Tally		Vouchers	Provides option to import/update all vouchers of Accounting, Inventory, Cost Centres and Bill-wise as selected by user.	F
13	Import2Tally		Import Log	Displays log file of statistics of masters and transactions imported to Tally	F
14	Statistics		Vouchers	Displays Voucher and account-wise statistics such as count of vouchers per Voucher type, Count of groups, ledgers, etc.	F

No.	Panel	Menu	Function	Tool Tips/Brief Descriptions	Type
15	Convert2Vouchers			Provides Functions for converting/importing transactions in different formats of Sales, Purchases, Services/JVs, Bank Statements, Reciept/Payment and Salaries.	P
16	Convert2Vouchers		Sales / Returns	Converts Sales / Sales Returns, Sales & Purchases / Sales & Sales Returns data from MS Excel format (Single/Multiple Worksheets with common columns) to voucher format (for import to Tally) with option to add additional details of inventory, cost centre or bill-wise as required.	F
17	Convert2Vouchers		Purchases / Returns	Converts Purchase / Returns data from MS Excel format (Single/Multiple Worksheets with common columns) to voucher format (for import to Tally) with option to select other additional details of inventory, cost centre or bill-wise as required.	F
18	Convert2Vouchers		Services /Journal	Converts Services/JV data (invoicing for services) from MS Excel format (Single/Multiple Worksheets with common columns) to services/Journal voucher format (for import to Tally) with option to add additional details of inventory, cost centre or bill-wise as required.	F
19	Convert2Vouchers		Bank / Cash	Converts data from bank statement in MS Excel format (Single/Multiple Worksheets with common columns) to voucher format (for import to Tally) with option to enter corresponding ledger names, voucher numbers and other additional details of cost centre or bill-wise.	F
20	Convert2Vouchers		Receipt / Paymemt	Converts Receipts/Payment data (Receipts/Payments from Cash/Bank) from MS Excel format (Single/Multiple Worksheets with common columns) to Receipt/Payment voucher format (for import to Tally) with option to enter corresponding ledger names, voucher numbers and other additional details of cost-centre or bill-wise.	F