

List of T-CAAT functions with Tool Tips/Brief Descriptions

Sl. No	Panel	Menu	Sub-Menu	Function	Tool Tips/Brief Descriptions	Type
1	Configure				Displays options to open Tally, create Company Info and to perform some of the key functions in Background.	P
2	Configure			Open Tally	Opens Tally software for performing T-CAAT functions.	F
3	Configure			Company Info	Add or edit information about Company to be used for printing.	F
4	Configure			RunNBG-Disable	Perform functions in background. Toggle from background to active on click.	F
5	Documents				Creates Log of Excel files, Activities and provides Test data.	P
6	Documents			Excel Log	Displays recently opened file history of MS Excel files and file path with option to open files/file location.	F
7	Documents			Activities Log	Displays list of functions performed with following details with option to search: Function name, Company name, Time when function was performed, Workbook Name, Worksheet Name and filepath where file is saved.	F
8	Documents			Test Data	Displays T-CAAT Guidelines, FAQs, Tally Settings and sample data for testing GSTIN, TAN and PAN patterns.	F
9	Documents			Rerun	Logs the functions performed in T-CAAT and facilitates Rerun/Auto Rerun of the selected tasks. Displays usage statistics of functions performed.	F
10	Documents			Refresh	Re-run the last function performed in T-CAAT.	F
11	Documents			Index	Creates a worksheet with index and statistics of all worksheets in the current workbook.	F
12	Profile				Displays master info from Tally of company, accounting, inventory, cost centre, compliances & payroll and ready-made queries for specific master info.	P
13	Profile			General Info	Displays General & Statutory information such as: Company Info, Tally Features enabled, Security Features, System Info & License Info; Statutory, GST and other Compliance Info with option to display specific fields as specified by user.	F
14	Profile			Master Info	Displays master info from Tally for accounting, inventory, cost centre, compliances, payroll & GST with option to display specific fields as specified by user.	F
15	Profile			Queries	Displays data relating to opening / closing balances, credit limits, cost centre/ bill-wise, PAN and unused ledgers with option to display specific fields as specified by user.	F

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16	Accounting				Displays transactions of accounting based on selected criteria, ledger vouchers, cash and bank transactions and master data of accounting from Tally.	P
17	Accounting	Daybook			Extracts the Daybook, Cash Book, Bank Book, Bank Group Summary and Ledger Vouchers.	M
18	Accounting	Daybook		Transactions	Displays Daybook transactions for all/ specific ledgers as per conditions with option to save as XML/Read XML of daybook and extract month-wise summary.	F
19	Accounting	Daybook		Ledger Vouchers	Displays voucher transactions for all/ specific ledgers as per conditions and/ or month-wise. Enables extract from Tally to MS Excel all the transaction details for specified period with grand total, corresponding ledger names displayed in multiple columns.	F
20	Accounting	Daybook		Bill-wise Transactions	Displays Bill-wise transactions for all/ specific ledgers as per conditions and/ or month-wise.	F
21	Accounting	Daybook		Cash Transactions	Displays Cash Book transactions for active/selected period.	F
22	Accounting	Daybook		Bank Transactions	Displays Bank Book transactions for active/selected period.	F
23	Accounting	Daybook		Cash & Bank Transactions	Displays Cash & Bank Book transactions for active/selected period.	F
24	Accounting	Daybook		Bank Group Summary	Displays Cash & Bank Summary report.	F
25	Accounting	Daybook		Consolidate Ledgers	Extracts Transactions (Daybook Vouchers/Ledger Vouchers) of Multiple Ledgers from one/multiple companies (opened) for Active Fin. Year for the same period for all/selected companies and displays results with option to append/consolidate ledgers, display parent/primary group with option to display in separate worksheets for each ledger.	F
26	Accounting	Trial Balance			Extract various types of reports of Trial Balance based on ledgernames/groups with options of transactions, Opening Balances.	M
27	Accounting	Trial Balance		Closing Ledger Balances	Displays ledger-wise closing Trial Balance, with Parent, Primary Group, This Year Balance, Previous Year Balance, etc.	F
28	Accounting	Trial Balance	Transactions Summary		Displays trial balance with summary of transactions as per Groups, Ledgers, Groups & ledgers.	SM
29	Accounting	Trial Balance	Transactions Summary	Group Wise	Displays group-wise Trial Balance.	F
30	Accounting	Trial Balance	Transactions Summary	Ledger Wise	Displays ledger-wise Trial Balance.	F

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31	Accounting	Trial Balance		Ledgers with Groups	Displays Trial Balance (for Active Fin. Year or Custom Period) summary of transactions as per Ledgers with related Groups with option to select OB, CB, Transactions, etc and option to save TB as XML and read saved XML TB file as Excel.	F
32	Accounting	Trial Balance		Period-wise	Displays group/ ledger wise Trial Balance (for Active Fin. Year or Custom Period) with options for breakup for yearly, half-yearly, quarterly and monthly.	F
33	Accounting	Trial Balance		For Multiple Companies	Displays Trial balance (for Active Fin. Year or Custom Period) for selected companies with ledgers, groups, ledgers & groups (Opening Balances, Transactions, Closing balances) with option to append or consolidate.	F
34	Accounting	Query-Masters			Extract various master reports relating to ledgers, ledger groups & voucher types with options for selected options.	M
35	Accounting	Query-Masters		List of Ledgers	Displays list of ledgers from the Accounts Master with filters based on opening balance, closing balance, on account values, etc with option to display specific fields as specified by user.	F
36	Accounting	Query-Masters		Voucher Types	Displays list of voucher types from the Accounts Master with filters based on numbering methods, ledgers affecting stock and total vouchers with option to display specific fields as specified by user.	F
37	Accounting	Query-Masters		Ledger Groups	Displays list of ledger groups from the Accounts Master with filters based on opening balance, closing balance, cash inflow, cash outflow, etc with option to display specific fields as specified by user.	F
38	Accounting	Query-Masters		Group Config	Displays ledger configuration from the Accounts Master with filters based on cost centres, sub ledgers, bill-wise, revenue, etc. with option to display specific fields as specified by user.	F
39	Accounting	Query-Masters		Expense Ledgers	Displays expense ledgers (direct & indirect) with related summary information with option to display specific fields as specified by user.	F
40	Accounting	Query-Masters		Specific Expense Ledgers	Displays expense ledgers (direct & indirect) with related summary information with option to display specific fields as specified by user.	F
41	Accounting	Query-Masters		Specific Ledgers	Displays OB/CB of specific Ledgers/groups as selected with option to display specific fields as specified by user.	F
42	Accounting	Query-Masters		GST Related Ledgers	Displays all GST-related ledgers with parent and primary group with OB/CB with option to display specific fields as specified by user.	F

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43	Inventory				Displays inventory transactions and master data from Tally.	P
44	Inventory			Transactions	Displays inventory related transactions for all/ specific ledgers as per conditions and/ or month-wise.	F
45	Inventory			Stock Summary	Displays item/ group-wise Stock Summary based on selected options.	F
46	Inventory	Stock Items			Extract reports such as Item Configuration, Inventory Balances, Stock Item List, etc. from the Inventory Master.	M
47	Inventory	Stock Items		Item Configuration	Displays item-wise stock information from the Inventory Master.	F
48	Inventory	Stock Items		Inventory Balances	Displays group-wise Pricing Configuration & Inventory Balances from the Inventory Master.	F
49	Inventory	Stock Items		Category Analysis	Displays category-wise Inventory Analysis from the Inventory Master.	F
50	Inventory	Stock Items		Group Summary	Displays group-wise information of inventory from the Inventory Master.	F
51	Inventory	Stock Items		Stock Item List	Displays item-wise list of inventory items from Inventory Master.	F
52	Inventory			Godowns	Displays list of godowns from the Inventory Master.	F
53	Cost Centre				Displays cost centre transactions and master data including category-wise, ledger-wise and cost centre-wise breakup reports from Tally.	P
54	Cost Centre			Transactions	Displays cost centre related transactions from the daybook.	F
55	Cost Centre	Breakup			Extract reports such as Cost Centre Breakup, Ledger Cost Breakup and Category Summary from the Cost Centre Master.	M
56	Cost Centre	Breakup		Cost Centre	Displays Cost Centre Break-up summary from the Cost Centre Master.	F
57	Cost Centre	Breakup		Ledger Cost	Displays Ledger Cost Break-up summary from the Cost Centre Master.	F
58	Cost Centre	Breakup		Category Summary	Displays the Cost Category Summary Breakup report from the Cost Centre Master.	F
59	Cost Centre			Category	Displays the Cost Category report from the Cost Centre Master.	F
60	Payroll				Displays payroll transactions and master data including salary and employee details from Tally.	P
61	Payroll			Transactions	Displays payroll related transactions from the daybook.	F
62	Payroll	Employees			Extract reports such as salary details, employee details and prof. tax.	M
63	Payroll	Employees		Salary	Displays salary details from the Payroll Master.	F
64	Payroll	Employees		List	Displays employee details from the Payroll Master.	F
65	Payroll	Employees		Prof. Tax	Displays professional tax details.	F
66	Payroll	Income Tax			Extract reports such as classification and TDS Rates.	M
67	Payroll	Income Tax		Classification	Displays Income Tax Classifications list.	F
68	Payroll	Income Tax		TDS Rates	Displays TDS Rates list.	F

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69	Registers				Displays information from Registers of Sales, Purchase and Journal.	P
70	Registers	Sales			Extract Sales reports based on vouchers, extract or columnar.	SM
71	Registers	Sales		Vouchers	Displays Sales vouchers in detailed or summary format.	F
72	Registers	Sales		Extract	Displays extract of Sales vouchers in detailed or summary format.	F
73	Registers	Sales		Columnar	Displays Sales Register in columnar format with the selected options.	F
74	Registers	Purchase			Extract Purchase reports based on vouchers, extract or columnar.	SM
75	Registers	Purchase		Vouchers	Displays Purchase vouchers in detailed or summary format.	F
76	Registers	Purchase		Extract	Displays extract of Purchase vouchers in detailed or summary format.	F
77	Registers	Purchase		Columnar	Displays Purchase Register in columnar format with the selected options.	F
78	Registers	Journal			Extract Journal reports based on vouchers or extract of register.	SM
79	Registers	Journal		Vouchers	Displays Journal vouchers in detailed or summary format.	F
80	Registers	Journal		Extract	Displays extract of Journal vouchers in detailed or summary format.	F
81	Analyse				Displays information from Tally and compliance features including exceptions. Provides overall statistics and option to validate GSTIN/Patterns of Ids and generate trendline reports.	P
82	Analyse	Audit			Extract reports relating to ledger scrutiny and exceptions.	M
83	Analyse	Audit		Ledger Scrutiny	Displays ledger scrutiny reports relating to accounts, outstanding receipts & payments, periodic payments and inter-bank transactions.	F
84	Analyse	Audit		Exceptions	Displays Negative Ledger, Negative Stock, Pending Advances, Highest/ Lowest value transactions, Fixed Asset Analysis and Transactions on Holiday reports.	F
84	Analyse	Audit		Summaries	Displays various types of summary reports in two sections: Summary Reports: Summary Of Balances, Summary of Transactions, Summary Of Ledger Vouchers - All, Summary Of Ledger Vouchers - Expenses, Summary Of Ledger Vouchers - Expense Columnar and TB - Ledgers with Groups Monthly Summary: All Ledgers, Expense Ledgers, Columnar - %age4AllLedgers, Columnar - %age4ExpenseLedgers, Columnar - NettTrans4AllLedgers, Columnar - NettTrans4ExpenseLedgers, Columnar - Invt. Trans CBQty and Columnar - Invt. Trans CBValue	F
85	Analyse	Audit		Ratios	Displays Ratio Analysis report for selected period(s) such as yearly, half-yearly, quarterly or monthly.	F
86	Analyse	Audit		CrossTab	Displays list of values (trend) in columns for each group of records on specified conditions of occurrence or variance with option to display sparklines or chart.	F
87	Analyse	Audit		Sparklines	Displays line chart (sparkline, column, win-lose) or other charts for each of the rows in the selected worksheet with options to display statistics (count, average, minimum, maximum, average and MVF) and combining columns with condition applied for count > 1 and/or variance > specified no. (if required).	F

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88	Analyse	Statistics			Extract voucher, account and user-wise statistics.	M
89	Analyse	Statistics		All	Displays voucher & account-wise Statistics such as count of vouchers per voucher type, count of groups, ledgers, etc.	F
90	Analyse	Statistics		User	Displays user-wise statistics of user types and count of entries made per user.	F
91	Analyse	Statistics		Relative Size Factor	Displays relative size factor for each of the ledgers computed on transactions of selected period.	F
92	Analyse	Statistics		Repeated Transactions	Displays repeated transactions (count) for each of the ledgers for selected period.	F
93	Analyse	Validate			Validate patterns of standard regulatory numbers such as PAN, TAN and Aadhar.	M
94	Analyse	Validate		Patterns	Finds variances in patterns of standard formats such as PAN, TAN, GSTIN, Aadhar numbers and user specified criteria.	F
95	Analyse	Validate		GSTIN	Displays whether selected single GSTIN or multiple GSTIN as per selected column is valid/invalid and provides specific category of assessee.	F
96	Tools				Enable/Disable by panel/modules, save workbook and search and run functions.	P
97	Tools	Hide/Unhide			Hide/Unhide selected panels/modules from the software.	M
98	Tools	Hide/Unhide		By Panel	Hide/Unhide panels to display only panels as selected.	F
99	Tools	Hide/Unhide		By Modules	Hide/Unhide Modules to display specific modules as selected.	F
100	Tools			Save Workbooks	Saves workbook with options to 1. Save current workbook in same location as the original 2. Save & continue all workbooks and 3. Save all workbooks & Close Excel.	F
101	Tools			Search and Run	Shortcut for search and run specific function.	F