

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

Sl. No	Panel	Menu	Function	Tool Tips/Brief Descriptions	Type
1	By Process			Provides list of all functions as per menu name so that these can be selected for execution in Auto T-CAAT.	P
2	By Process	Profile		Displays master info from Tally of company, accounting, inventory, cost centre, compliances & payroll and ready-made queries for specific master info.	M
3	By Process	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.	F
4	By Process	Profile	Master Info	Displays master info from Tally for accounting, inventory, cost centre, compliances & payroll.	F
5	By Process	Profile	Queries	Displays data relating to opening / closing balances, credit limits, cost centre/ bill-wise, PAN and unused ledgers.	F
6	By Process	Accounting		Displays transactions of accounting based on selected criteria, ledger vouchers, cash and bank transactions and master data of accounting from Tally.	M
7	By Process	Accounting	Transactions	Displays Daybook transactions for all/ specific ledgers as per conditions and/ or month-wise.	F
8	By Process	Accounting	Bill-wise Transactions	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
9	By Process	Accounting	Ledger Vouchers	Displays Bill-wise transactions for all/ specific ledgers as per conditions and/ or month-wise.	F
10	By Process	Accounting	Cash And Bank Transactions	Displays Cash or Bank or Cash & Bank Book Transactions as selected, for active/selected period.	F
11	By Process	Accounting	Bank Group Summary	Displays Cash & Bank Summary report.	F
12	By Process	Accounting	Closing	Displays ledger-wise closing Trial Balance, with Parent, Primary Group, This Year Balance, Previous Year Balance, etc.	F
13	By Process	Accounting	Group Wise	Displays group-wise Trial Balance.	F
14	By Process	Accounting	Ledger Wise	Displays ledger-wise Trial Balance.	F
15	By Process	Accounting	Ledgers & Groups	Displays Trial Balance with a summary of balances of Ledgers with related Groups.	F
16	By Process	Accounting	Ledgers with Groups	Displays Trial Balance with a summary of transactions as per Ledgers with related Groups with option to select OB, CB, Transactions, etc.	F
17	By Process	Accounting	Period-wise	Displays group/ ledger wise Trial Balance for the selected period with options for breakup for yearly, half-yearly, quarterly and monthly.	F
18	By Process	Accounting	For Multiple Companies	Displays Trial balance for selected companies with ledgers, groups, ledgers & groups (Opening Balances, Transactions, Closing balances) with option to append or consolidate.	F

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19	By Process	Accounting	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
20	By Process	Accounting	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
21	By Process	Accounting	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
22	By Process	Accounting	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
23	By Process	Accounting	Expense Ledgers	Displays expense ledgers (direct & indirect) with related summary information with option to display specific fields as specified by user.	F
24	By Process	Accounting	Specific Expense Ledgers	Displays expense ledgers (direct & indirect) with related summary information with option to display specific fields as specified by user.	F
25	By Process	Accounting	Specific Ledgers	Displays OB/CB of specific Ledgers/groups as selected with option to display specific fields as specified by user.	F
26	By Process	Accounting	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
27	By Process	Inventory		Displays inventory transactions and master data from Tally.	M
28	By Process	Inventory	Inventory Transactions	Displays inventory related transactions for all/ specific ledgers as per conditions and/ or month-wise.	F
29	By Process	Inventory	Stock Summary	Displays item/ group-wise Stock Summary based on selected options.	F
30	By Process	Inventory	Item Configuration	Displays item-wise stock information from the Inventory Master.	F
31	By Process	Inventory	Inventory Balances	Displays group-wise Pricing Configuration & Inventory Balances from the Inventory Master.	F
32	By Process	Inventory	Category Analysis	Displays category-wise Inventory Analysis from the Inventory Master.	F
33	By Process	Inventory	Group Summary	Displays group-wise information of inventory from the Inventory Master.	F
34	By Process	Inventory	Stock Item Details	Displays item-wise list of inventory items from Inventory Master with HSN/GST details as applicable.	F
35	By Process	Inventory	Stock Item List	Displays item-wise list of inventory items from Inventory Master.	F
36	By Process	Inventory	Stock Group Details	Displays item-wise list of inventory items as per Stock Groups from Inventory Master with HSN/GST details as applicable.	F
37	By Process	Inventory	Godowns	Displays list of godowns from the Inventory Master.	F

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38	By Process	Cost Centre		Displays cost centre transactions and master data including category-wise, ledger-wise and cost centre-wise breakup reports from Tally.	M
39	By Process	Cost Centre	Transactions	Displays cost centre related transactions from the daybook.	F
40	By Process	Cost Centre	Cost Centre	Displays Cost Centre Break-up summary from the Cost Centre Master.	F
41	By Process	Cost Centre	Ledger Cost	Displays Ledger Cost Break-up summary from the Cost Centre Master.	F
42	By Process	Cost Centre	Category Summary	Displays the Cost Category Summary Breakup report from the Cost Centre Master.	F
43	By Process	Cost Centre	Category	Displays the Cost Category report from the Cost Centre Master.	F
44	By Process	Payroll		Displays payroll transactions and master data including salary and employee details from Tally.	M
45	By Process	Payroll	Transactions	Displays payroll related transactions from the daybook.	F
46	By Process	Payroll	Salary	Displays salary details from the Payroll Master.	F
47	By Process	Payroll	List	Displays employee details from the Payroll Master.	F
48	By Process	Payroll	Prof. Tax	Displays professional tax details.	F
49	By Process	Payroll	IT Classification	Displays Income Tax Classifications list.	F
50	By Process	Payroll	TDS Rates	Displays TDS Rates list.	F
51	By Process	Registers		Displays information from Registers of Sales, Purchase and Journal.	M
52	By Process	Registers	Sales-Vouchers	Displays Sales vouchers in detailed or summary format.	F
53	By Process	Registers	Sales-Extract	Displays extract of Sales vouchers in detailed or summary format.	F
54	By Process	Registers	Sales-Columnar	Displays Sales Register in columnar format with the selected options.	F
55	By Process	Registers	Purchase-Vouchers	Displays Purchase vouchers in detailed or summary format.	F
56	By Process	Registers	Purchase-Extract	Displays extract of Purchase vouchers in detailed or summary format.	F
57	By Process	Registers	Purchase-Columnar	Displays Purchase Register in columnar format with the selected options.	F
58	By Process	Registers	Journal-Vouchers	Displays Journal vouchers in detailed or summary format.	F
59	By Process	Registers	Journal-Extract	Displays extract of Journal vouchers in detailed or summary format.	F
60	By Process	Analyse		Displays information from Tally and compliance features including exceptions. Provides overall statistics and option to validate GSTIN/Patterns of Ids.	M
61	By Process	Analyse	Ledger Scrutiny	Displays ledger scrutiny reports relating to accounts, outstanding receipts & payments, periodic payments, verification of balances and inter-bank transactions.	F
62	By Process	Analyse	Exceptions	Displays Negative Ledger, Negative Stock, Pending Advances, Highest/ Lowest value transactions, Fixed Asset Analysis and Transactions on Holiday reports.	F
63	By Process	Audit	Summaries	Displays various types of summary reports in two tabs of Ledger and Monthly with option to display sparklines in monthly summaries.	F
64	By Process	Analyse	Ratios	Displays Ratio Analysis report for selected period(s) such as yearly, half-yearly, quarterly or monthly.	F

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65	By Process	Analyse	Statistics - All	Displays voucher & account-wise Statistics such as count of vouchers per voucher type, count of groups, ledgers, etc.	F
66	By Process	Analyse	Statistics - User	Displays user-wise statistics of user types and count of entries made per user.	F
67	By Process	Analyse	Relative Size Factor	Displays relative size factor for each of the ledgers computed on transactions of selected period.	F
68	By Process	Analyse	Repeated Transactions	Displays repeated transactions (count) for each of the ledgers for selected period.	F