

List of GST-CAAT Functions with Tool Tips/Brief Descriptions

No.	Panel	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 GST-CAAT functions.	F
3	Configure		Company Info	Add or edit information about Company to be used for printing.	F
4	Configure		WorkNBkgrnd	Perform functions in background. Toggle from background to active on click.	F
5	Profile			Displays master info from Tally of company, accounting, inventory, cost centre, compliances & payroll and ready-made queries for specific master info.	P
6	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
7	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
8	Profile		Trial Balance	Extract Trial Balance based on ledgernames/groups.	F
9	Accounting			Displays transactions of accounting based on selected criteria, ledger vouchers, cash and bank transactions and master data of accounting from Tally.	P
10	Accounting		DB 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
11	Accounting		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
12	Accounting		GST Ledgers Qry	Displays all GST-related ledgers with parent and primary group with OB/CB with option to display specific fields as specified by user.	F
13	Inventory			Displays inventory transactions and master data from Tally.	P
14	Inventory		Transactions	Displays inventory related transactions for all/ specific ledgers as per conditions and/ or month-wise.	F
15	Inventory		Stock Summary	Displays item/ group-wise Stock Summary based on selected options.	F
16	Inventory	Stock Items		Extract reports such as Item Configuration, Inventory Balances, Stock Item List, etc. from the Inventory Master.	M
17	Inventory	Stock Items	Item Configuration	Displays item-wise stock information from the Inventory Master.	F
18	Inventory	Stock Items	Inventory Balances	Displays group-wise Pricing Configuration & Inventory Balances from the Inventory Master.	F
19	Inventory	Stock Items	Category Analysis	Displays category-wise Inventory Analysis from the Inventory Master.	F
20	Inventory	Stock Items	Group Summary	Displays group-wise information of inventory from the Inventory Master.	F
21	Inventory	Stock Items	Stock Item Details	Displays item-wise list of inventory items from Inventory Master with HSN/GST details as applicable.	F
22	Inventory	Stock Items	Stock Item List	Displays item-wise list of inventory items from Inventory Master.	F

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23	Inventory	Stock Items	Stock Group Details	Displays item-wise list of inventory items as per Stock Groups from Inventory Master with HSN/GST details as applicable.	F
24	Inventory	Stock Items	Godowns	Displays list of godowns from the Inventory Master.	F

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No.	Panel	Menu	Function	Tool Tips/Brief Descriptions	Type
25	GST			Extract reports of various types of transactions, convert from JSON, XML and Tally XML format to Excel Format and perform GSTR matching based on selected options.	P
26	GST	Transactions		Extract reports of transactions of Sales for selected period.	M
27	GST	Transactions	Sales Vouchers	Displays Transactions of all Sales vouchers in detailed or summary format for selected period.	F
28	GST	Transactions	Purchase Vouchers	Displays Transactions of all Purchase vouchers in detailed or summary format for selected period.	F
29	GST	Transactions	Duties & Taxes	Displays Transactions of all Ledgers under Duties & Taxes in detailed or summary format for selected period.	F
30	GST	Transactions	All GST Transactions	Displays all GST related Transactions from all Ledgers which have GST in their name, in detailed or summary format for selected period.	F
31	GST	Convert		Convert data in JSON, XML, XML and Tally XML Format to Excel Format.	M
32	GST	Convert	JSON Format	Convert data in JSON to Excel Format.	F
33	GST	Convert	Tally2Excel	Convert data exported from Tally in XML Format to Excel Worksheet.	F
34	GST	Convert	XML Format	Convert data in XML to Excel Format.	F
35	GST	Convert	Tally XML Format	Convert data in Tally XML to Excel Format.	F
36	GST	GSTR Matching		Perform GSTR matching based on various options to identify matches or mis-matches	M
37	GST	GSTR Matching	GSTR Matching	Perform GSTR matching based on various options by exporting/converting data from various formats/GST portal Download with Tally Data or Excel files to identify matches or mis-matches.	F
38	Reports			Displays information from Registers of Sales, Purchase and Journal.	P
39	Reports	Sales		Extract Sales reports based on vouchers, extract or columnar.	M
40	Reports	Sales	Registers	Combined the Vouchers, Extract and Columnar option into single function to Extract sales registers related reports based on vouchers, extract or columnar.	F
41	Reports	Sales	Ledgers	Displays Sales Ledgers for selected ledgers as per ledger format in single/separate worksheets.	F
42	Reports	Sales	All Orders	Displays sales order related details.	F
43	Reports	Purchase		Extract Purchase reports based on vouchers, extract or columnar.	M
44	Reports	Purchase	Registers	Combined the Vouchers, Extract and Columnar option into single function to Extract purchase registers related reports based on vouchers, extract or columnar.	F
45	Reports	Purchase	Ledgers	Displays Purchase Ledgers for selected ledgers as per ledger format in single/separate worksheets.	F
46	Reports	Purchase	All Orders	Displays Purchase order related details.	F
47	Reports	Other		Extract Journal reports based on vouchers or extract of register.	M
48	Reports	Other	Contra	Displays Contra Registers in detailed or summary or columnar format with the selected options.	F

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49	Reports	Other	Credit Note	Displays Credit Note Registers in detailed or summary or columnar format with the selected options.	F
50	Reports	Other	Debit Note	Displays Debit Note Registers in detailed or summary or columnar format with the selected options.	F
51	Reports	Other	Journal	Displays Journal in columnar format with the selected options.	F

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No.	Panel	Menu	Function	Tool Tips/Brief Descriptions	Type
52	Reports	Other	Payment	Displays Receipt Registers in detailed or summary or columnar format with the selected options.	F
53	Reports	Other	Receipt	Displays Payment Registers in detailed or summary or columnar format with the selected options.	F
54	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
55	Analyse	Statistics		Extract voucher, account and user-wise statistics.	M
56	Analyse	Statistics	All	Displays voucher & account-wise Statistics such as count of vouchers per voucher type, count of groups, ledgers, etc.	F
57	Analyse	Statistics	Relative Size Factor	Displays relative size factor for each of the ledgers computed on transactions of selected period.	F
58	Analyse	Statistics	Repeated Transactions	Displays repeated transactions (count) for each of the ledgers for selected period.	F
59	Analyse	Trendine		Provides functions of CrossTab and Sparklines on selected Excel file.	M
60	Analyse	Trendine	for 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
61	Analyse	Trendine	for 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
62	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
63	Utilities			Provides functions of Index Sheet, Activities Log, Test Data, Rerun and Refresh.	P
64	Utilities		Index Sheet	Creates a worksheet with statistics of all worksheets with clickable link to navigate to specific worksheet.	F
65	Utilities		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
66	Utilities		Test Data	Displays GST-CAAT Guidelines, FAQs, Tally Settings and sample data for testing GSTIN, TAN and PAN patterns.	F
67	Utilities		Rerun	Logs the functions performed in GST-CAAT and facilitates Rerun/Auto Rerun of the selected tasks. Displays usage statistics of functions performed.	F
68	Utilities		Refresh	Re-run the last function performed in GST-CAAT.	F