

**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		WorkNBkgnd	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 various types of reports of Trial Balance based on ledgernames/groups with options of transactions, Opening Balances.	F
9	Utilities				P
10	Utilities		Index Sheet	Creates a worksheet with statistics of all worksheets with clickable link to navigate to specific worksheet.	F
11	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
12	Utilities		Test Data	Displays GST-CAAT Guidelines, FAQs, Tally Settings and sample data for testing GSTIN, TAN and PAN patterns.	F
13	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
14	Utilities		Refresh	Re-run the last function performed in GST-CAAT.	F