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 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

No.	Panel	Menu	Function	Tool Tips/Brief Descriptions	Type
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	Bill-wise Transactions	Displays Bill-wise transactions for all/ specific ledgers as per conditions and/ or month-wise.	F
20	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
21	Accounting	Daybook	Cash & Bank Transactions	Displays Cash or Bank or Cash & Bank Transactions as selected for active/selected period.	F
22	Accounting	Daybook	Bank Group Summary	Displays Cash & Bank Summary report.	F
23	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
24	Accounting	Trial Balance		Extract various types of reports of Trial Balance based on ledgernames/groups with options of transactions including opening Balances.	M
25	Accounting	Trial Balance	Closing Ledger Balances	Displays ledger-wise closing Trial Balance, with Parent, Primary Group, This Year Balance, Previous Year Balance, etc.	F
26	Accounting	Trial Balance	Group Wise	Displays group-wise Trial Balance.	F
27	Accounting	Trial Balance	Ledger Wise	Displays ledger-wise Trial Balance.	F
28	Accounting	Trial Balance	Ledger with Groups	Displays Trial Balance (for Active Fin. Year or Custom Period), summary of transactions as per ledger with related groups with options to select OB, CB, Transactions, etc and option to save as XML and read saved XML TB file as Excel.	F
29	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

No.	Panel	Menu	Function	Tool Tips/Brief Descriptions	Type
30	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
31	Accounting	Query-Masters		Extract various master reports relating to ledgers, ledger groups & voucher types with options for selected options.	M
32	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
33	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
34	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
35	Accounting	Query-Masters	Revenue Ledgers	Displays all the ledgers of revenue under the group of Sales, Purchase, Direct /Indirect Income & Direct /Indirect Expenses with related summary information with option to display specific fields as specified by user.	F
36	Accounting	Query-Masters	Specific Revenue Ledgers	Displays specific ledgers of revenue as selected under the group of Sales, Purchase, Direct /Indirect Income & Direct /Indirect Expenses expense ledgers (direct & indirect) with related summary information with option to display specific fields as specified by user.	F
37	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
38	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
39	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
40	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
41	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

No.	Panel	Menu	Function	Tool Tips/Brief Descriptions	Type
42	Inventory			Displays inventory transactions and master data from Tally.	P
43	Inventory		Transactions	Displays inventory related transactions for all/ specific ledgers as per conditions and/ or month-wise.	F
44	Inventory		Stock Summary	Displays item/ group-wise Stock Summary based on selected options.	F
45	Inventory	Stock Items		Extract reports such as Item Configuration, Inventory Balances, Stock Item List, etc. from the Inventory Master.	M
46	Inventory	Stock Items	Item Configuration	Displays item-wise stock information from the Inventory Master.	F
47	Inventory	Stock Items	Inventory Balances	Displays group-wise Pricing Configuration & Inventory Balances from the Inventory Master.	F
48	Inventory	Stock Items	Category Analysis	Displays category-wise Inventory Analysis from the Inventory Master.	F
49	Inventory	Stock Items	Group Summary	Displays group-wise information of inventory from the Inventory Master.	F
50	Inventory	Stock Items	Stock Item Details	Displays item-wise list of inventory items from Inventory Master with HSN/GST details as applicable.	F
51	Inventory	Stock Items	Stock Item List	Displays item-wise list of inventory items from Inventory Master.	F
52	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
53	Inventory		Godowns	Displays list of godowns from the Inventory Master.	F
54	Cost Centre			Displays cost centre transactions and master data including category-wise, ledger-wise and cost centre-wise breakup reports from Tally.	P
55	Cost Centre		Transactions	Displays cost centre related transactions from the daybook.	F
56	Cost Centre	Breakup		Extract reports such as Cost Centre Breakup, Ledger Cost Breakup and Category Summary from the Cost Centre Master.	M
57	Cost Centre	Breakup	Cost Centre	Displays Cost Centre Break-up summary from the Cost Centre Master.	F
58	Cost Centre	Breakup	Ledger Cost	Displays Ledger Cost Break-up summary from the Cost Centre Master.	F
59	Cost Centre	Breakup	Category Summary	Displays the Cost Category Summary Breakup report from the Cost Centre Master.	F
60	Cost Centre		Category	Displays the Cost Category report from the Cost Centre Master.	F
61	Payroll			Displays payroll transactions and master data including salary and employee details from Tally.	P
62	Payroll		Transactions	Displays payroll related transactions from the daybook.	F
63	Payroll	Employees		Extract reports such as salary details, employee details and prof. tax.	M
64	Payroll	Employees	Salary	Displays salary details from the Payroll Master.	F
65	Payroll	Employees	List	Displays employee details from the Payroll Master.	F
66	Payroll	Employees	Prof. Tax	Displays professional tax details.	F

No.	Panel	Menu	Function	Tool Tips/Brief Descriptions	Type
67	Payroll	Income Tax		Extract reports such as classification and TDS Rates.	M
68	Payroll	Income Tax	Classification	Displays Income Tax Classifications list.	F
69	Payroll	Income Tax	TDS Rates	Displays TDS Rates list.	F
70	Reports			Displays information from Registers of Sales, Purchase and Journal.	P
71	Reports	Sales		Extract Sales reports based on vouchers, extract or columnar.	M
72	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
73	Reports	Sales	Ledgers	Displays Sales Ledgers for selected ledgers as per ledger format in single/separate worksheets.	F
74	Reports	Sales	All Orders	Displays sales order related details.	F
75	Reports	Purchase		Extract Purchase reports based on vouchers, extract or columnar.	M
76	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
77	Reports	Purchase	Ledgers	Displays Purchase Ledgers for selected ledgers as per ledger format in single/separate worksheets.	F
78	Reports	Purchase	All Orders	Displays Purchase order related details.	F
79	Reports	Other		Extract Journal reports based on vouchers or extract of register.	M
80	Reports	Other	Contra	Displays Contra Registers in detailed or summary or columnar format with the selected options.	F
81	Reports	Other	Credit Note	Displays Credit Note Registers in detailed or summary or columnar format with the selected options.	F
82	Reports	Other	Debit Note	Displays Debit Note Registers in detailed or summary or columnar format with the selected options.	F
83	Reports	Other	Journal	Displays Journal in columnar format with the selected options.	F
84	Reports	Other	Payment	Displays Receipt Registers in detailed or summary or columnar format with the selected options.	F
85	Reports	Other	Receipt	Displays Payment Registers in detailed or summary or columnar format with the selected options.	F

No.	Panel	Menu	Function	Tool Tips/Brief Descriptions	Type
86	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
87	Analyse	Audit		Extract reports relating to ledger scrutiny and exceptions.	M
88	Analyse	Audit	Summaries	Displays various types of summary reports in two tabs of Ledger and Monthly with option to display sparklines in monthly summaries.	F
89	Analyse	Audit	Compliances	Displays list of ledgers (pertaining to compliances) with option to display details of vouchers/ledgers/daily breakup.	F
90	Analyse	Audit	Exceptions	Displays list of ledgers which are exceptions, with option to display details of vouchers/ledgers/daily breakup.	F
91	Analyse	Audit	Contra Bal.	Displays list of ledgers (under various groups) which have contra balances with option to display details of vouchers/ledgers/daily breakup for each of the ledgers as applicable.	F
92	Analyse	Audit	Cash Trans.	Displays list of cash ledgers and cash transactions of various types and conditions as selected.	F
93	Analyse	Audit	MIS Details	Displays list of ledgers with useful MIS reports, with option to display details of vouchers/ledgers/daily breakup.	F
94	Analyse	Audit	Daily Breakup	Extract and display daily breakup of nett transaction/closing balances for selected ledger(s)/Stock Item(s) for the specified period.	F
95	Analyse	Audit	Ratios	Displays Ratio Analysis report for selected period(s) such as yearly, half-yearly, quarterly or monthly.	F
96	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
97	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
98	Analyse	Statistics		Extract voucher, account and user-wise statistics.	M
99	Analyse	Statistics	All Vouchers	Displays voucher & account-wise Statistics such as count of vouchers per voucher type, count of groups, ledgers, etc.	F
100	Analyse	Statistics	All Users	Displays user-wise statistics of user types and count of entries made per user.	F
101	Analyse	Statistics	Relative Size Factor	Displays relative size factor for each of the ledgers computed on transactions of selected period.	F

No.	Panel	Menu	Function	Tool Tips/Brief Descriptions	Type
102	Analyse	Validate		Validate patterns of standard regulatory numbers such as PAN, TAN and Aadhar.	M
103	Analyse	Validate	Patterns	Finds variances in patterns of standard formats such as PAN, TAN, GSTIN, Aadhar numbers and user specified criteria.	F
104	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
105	Analyse	Validate	Filter & Extract	Displays not just rows but the complete voucher details for the specified ledger/field and combination of selected common field(s).	F
106	Analyse	Validate	Trim Masters	Identifies masters of Tally which have extra spaces inside the name.	F
107	Tools			Enable/Disable by panel/modules, save workbook and search and run functions.	P
108	Tools	Hide/Unhide		Hide/Unhide selected panels/modules from the software.	M
109	Tools	Hide/Unhide	By Panel	Hide/Unhide panels to display only panels as selected.	F
110	Tools	Hide/Unhide	By Modules	Hide/Unhide Modules to display specific modules as selected.	F
111	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
112	Tools		Search and Run	Shortcut for search and run specific function.	F