

**List of T-CAAT BI Functions with Tool Tips/Brief Descriptions**

No.	Panel	Menu	Sub Menu	Function	Tool Tips/Brief Descriptions	Type
1	<b>Login</b>				Displays option to admin/regular users to login with their credentials and update access rights.	P
2	Login			Update	Displays login credentials with options to add/modify/disable designation/users.	F
3	<b>Users</b>				Add/Modify/View enable/disable designation/users as required.	P
4	Users			Add	Add designation/users with details as required.	F
5	Users			Modify	Modify designation/Users and relevant description as required.	F
6	Users			Access	View, Enable/Disable Users as applicable.	F
7	<b>Configure</b>				Displays options to open Tally, create Company Info and to perform some of the key functions in Background.	P
8	Configure			Open Tally	Opens Tally software for performing T-CAAT-BI functions.	F
9	Configure			Company Info	Add or edit information about Company to be used for printing.	F
10	Configure			WorkNBkgrnd	Perform functions in background. Toggle from background to active on click.	F
11	<b>Reports From Tally</b>				Displays master info from Tally of company, accounting, inventory, cost centre, compliances & payroll and ready-made queries for specific master info.	P
12	Reports From Tally	<b>Masters</b>			Displays master info from Tally of company, accounting, inventory, cost centre, compliances & payroll and ready-made queries for specific master info.	M
13	Reports From Tally	Masters		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	Reports From Tally	Masters		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	Reports From Tally	Masters		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
16	Reports From Tally	<b>Transactions</b>			Extracts the Daybook, Cash Book, Bank Book, Bank Group Summary and Ledger Vouchers.	M
17	Reports From Tally	Transactions		Day Book	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

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18	Reports From Tally	Transactions		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
19	Reports From Tally	Transactions		Cash and Bank	Displays Cash & Bank Book transactions for active/selected period.	F
20	Reports From Tally	<b>TB</b>			Extract various types of reports of Trial Balance based on ledger names/groups with options of transactions including opening balances.	M
21	Reports From Tally	TB		Closing Ledger Balances	Displays ledger-wise closing Trial Balance, with Parent, Primary Group, This Year Balance, Previous Year Balance, etc.	F
22	Reports From Tally	TB		Group Wise	Displays group-wise Trial Balance.	F
23	Reports From Tally	TB		Ledger Wise	Displays ledger-wise Trial Balance.	F
24	Reports From Tally	TB		Ledgers 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
25	Reports From Tally	TB		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
26	Reports From Tally	TB		Consolidate	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
27	Reports From Tally	<b>Registers</b>			Displays information from Registers of Sales, Purchase and Journal.	M
28	Reports From Tally	Registers	<b>Sales</b>		Extract Sales reports based on vouchers, extract or columnar.	SM
29	Reports From Tally	Registers	Sales	Vouchers	Displays Sales vouchers in detailed or summary format.	F
30	Reports From Tally	Registers	Sales	Extract	Displays extract of Sales vouchers in detailed or summary format.	F
31	Reports From Tally	Registers	Sales	Columnar	Displays Sales Register in columnar format with the selected options.	F
32	Reports From Tally	Registers	Sales	Inventory	Displays inventory transactions and master data from Tally.	F
33	Reports From Tally	Registers	<b>Purchase</b>		Extract Purchase reports based on vouchers, extract or columnar.	SM
34	Reports From Tally	Registers	Purchase	Vouchers	Displays Purchase vouchers in detailed or summary format.	F
35	Reports From Tally	Registers	Purchase	Extract	Displays extract of Purchase vouchers in detailed or summary format.	F
36	Reports From Tally	Registers	Purchase	Columnar	Displays Purchase Register in columnar format with the selected options.	F
37	Reports From Tally	Registers	Purchase	Inventory	Displays inventory transactions and master data from Tally.	F
38	Reports From Tally	Registers	<b>Journal</b>		Extract Journal reports based on vouchers or extract of register.	SM
39	Reports From Tally	Registers	Journal	Vouchers	Displays Journal vouchers in detailed or summary format.	F
40	Reports From Tally	Registers	Journal	Extract	Displays extract of Journal vouchers in detailed or summary format.	F

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No.	Panel	Menu	Sub Menu	Function	Tool Tips/Brief Descriptions	Type
41	<b>Tally2DB</b>				Import/update transactions of masters and vouchers from Tally to Database for selected period.	P
42	Tally2DB			Import	Import transactions of masters and vouchers from Tally to Database for selected period.	F
43	Tally2DB			Update	Import by update/overwriting transactions of masters and vouchers from Tally to Database for selected period.	F
44	<b>DB2Excel</b>				Exports masters or vouchers from Database to Excel.	P
45	DB2Excel			Masters	Exports masters from Database to Excel.	F
46	DB2Excel			Vouchers	Exports vouchers from Database to Excel.	F
47	<b>Reports From DB</b>				Export transactions of Daybook, Cash & Bank Transactions and Trial Balance with different options from Database to Excel.	P
48	Reports From DB	<b>Transactions</b>			Extracts the Daybook, Cash Book, Bank Book, Bank Group Summary and Ledger Vouchers.	M
49	Reports From DB	Transactions		Day Book	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
50	Reports From DB	Transactions		Cash and Bank	Displays Cash & Bank Book transactions for active/selected period.	F
51	Reports From DB	<b>TB</b>			Extract various types of reports of Trial Balance based on ledger names/groups with options of transactions, Opening Balances.	M
52	Reports From DB	TB		Closing Ledger Balances	Displays ledger-wise closing Trial Balance, with Parent, Primary Group, This Year Balance, Previous Year Balance, etc.	F
53	Reports From DB	TB		Transaction Summary	Displays net balances as per summary of transactions for each of the ledgers.	F
54	Reports From DB	TB		Ledgers 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
55	Reports From DB	TB		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
56	Reports From DB	TB		Consolidate	Displays Trial balance extracted from database (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
57	Reports From DB	<b>Registers</b>			Extract registers of sales, purchases and journal from Database to Excel.	M
58	Reports From DB	Registers	<b>Sales</b>		Extract Sales reports based on vouchers, extract or columnar.	SM
59	Reports From DB	Registers	Sales	Vouchers	Displays Sales vouchers in detailed or summary format.	F

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60	Reports From DB	Registers	Sales	Extract	Displays extract of Sales vouchers in detailed or summary format.	F
61	Reports From DB	Registers	Sales	Columnar	Displays Sales Register in columnar format with the selected options.	F
62	Reports From DB	Registers	Sales	Inventory	Displays inventory transactions and master data from Tally.	F
63	Reports From DB	Registers	<b>Purchase</b>		Extract Purchase reports based on vouchers, extract or columnar.	SM
64	Reports From DB	Registers	Purchase	Vouchers	Displays Purchase vouchers in detailed or summary format.	F
65	Reports From DB	Registers	Purchase	Extract	Displays extract of Purchase vouchers in detailed or summary format.	F
66	Reports From DB	Registers	Purchase	Columnar	Displays Purchase Register in columnar format with the selected options.	F
67	Reports From DB	Registers	Purchase	Inventory	Displays inventory transactions and master data from Tally.	F
68	Reports From DB	Registers	<b>Journal</b>		Extract Journal reports based on vouchers or extract of register.	SM
69	Reports From DB	Registers	Journal	Vouchers	Displays Journal vouchers in detailed or summary format.	F
70	Reports From DB	Registers	Journal	Extract	Displays extract of Journal vouchers in detailed or summary format.	F
71	<b>MIS</b>				Provides options to analyse data based on trendline, sparkline and ratios.	P
72	MIS			Trendline	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
73	MIS			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
74	MIS			Ratios	Displays Ratio Analysis report for selected period(s) such as yearly, half-yearly, quarterly or monthly.	F
75	<b>Documents</b>				Creates Log of Excel files, Activities and provides Test data.	P
76	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
77	Documents			Import Log	Displays history of MS Excel files imported into database.	F
78	Documents			Index Sheets	Creates a worksheet with index and statistics of all worksheets in the current workbook.	F
79	<b>Tools</b>				Provides shortcut for search & run functions as selected.	P
80	Tools			Search and Run	Provides shortcut for search & run functions as selected.	F