

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

No.	Panel	Menu	Function	Tool Tips/Brief Descriptions	Type
1	Open		Tally	Opens Tally software for performing T-CAAT functions.	F
2	Profile Info			Displays master info from Tally of company, accounting, inventory, cost centre, compliances & payroll and ready-made queries for specific master info.	P
3	Profile Info		General	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
4	Profile Info		Master	Displays master info from Tally for accounting, inventory, cost centre, compliances, payroll & GST with option to display specific fields as specified by user.	F
5	Profile Info		Company	Add or edit information about Company to be used for printing.	F
6	Trial Balance			Extract various types of reports of Trial Balance based on ledgernames/groups with options of transactions, Opening Balances.	P
7	Trial Balance		Closing Bal	Displays ledger-wise closing Trial Balance, with Parent, Primary Group, This Year Balance, Previous Year Balance, etc.	F
8	Trial Balance		Group-wise	Displays group-wise Trial Balance.	F
9	Trial Balance		Ledger-wise	Displays ledger-wise Trial Balance.	F
10	Trial Balance		Ledgers&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
11	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
12	Trial Balance		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
13	Accounting			Displays transactions of accounting based on selected criteria, ledger vouchers, cash and bank transactions and master data of accounting from Tally.	P
14	Accounting		Daybook	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
15	Accounting		Bill-wise	Displays Bill-wise transactions for all/ specific ledgers as per conditions and/ or month-wise.	F

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16	Accounting		Ledger-wise	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
17	Accounting		Cash&Bank	Displays Cash or Bank or Cash & Bank transactions as selected for active/selected period.	F
18	Inventory			Displays inventory transactions and master data from Tally.	P
19	Inventory		Transactions	Displays inventory related transactions for all/ specific ledgers as per conditions and/ or month-wise.	F
20	Inventory		Stock Summary	Displays item/ group-wise Stock Summary based on selected options.	F
21	Inventory	Stock Items		Extract reports such as Item Configuration, Inventory Balances, Stock Item List, etc. from the Inventory Master.	M
22	Inventory	Stock Items	Item Configuration	Displays item-wise stock information from the Inventory Master.	F
23	Inventory	Stock Items	Inventory Balances	Displays group-wise Pricing Configuration & Inventory Balances from the Inventory Master.	F
24	Inventory	Stock Items	Category Analysis	Displays category-wise Inventory Analysis from the Inventory Master.	F
25	Inventory	Stock Items	Group Summary	Displays group-wise information of inventory from the Inventory Master.	F
26	Inventory	Stock Items	Stock Item Details	Displays item-wise list of inventory items from Inventory Master with HSN/GST details as applicable.	F
27	Inventory	Stock Items	Stock Item List	Displays item-wise list of inventory items from Inventory Master.	F
28	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
29	Inventory	Stock Items	Godowns	Displays list of godowns from the Inventory Master.	F
30	Cost Centre			Displays cost centre transactions and master data including category-wise, ledger-wise and cost centre-wise breakup reports from Tally.	P
31	Cost Centre		Transactions	Displays cost centre related transactions from the daybook.	F
32	Cost Centre	Breakup		Extract reports such as Cost Centre Breakup, Ledger Cost Breakup and Category Summary from the Cost Centre Master.	M
33	Cost Centre	Breakup	Cost Centre	Displays Cost Centre Break-up summary from the Cost Centre Master.	F
34	Cost Centre	Breakup	Ledger Cost	Displays Ledger Cost Break-up summary from the Cost Centre Master.	F
35	Cost Centre	Breakup	Category Summary	Displays the Cost Category Summary Breakup report from the Cost Centre Master.	F
36	Cost Centre		Category	Displays the Cost Category report from the Cost Centre Master.	F

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No.	Panel	Menu	Function	Tool Tips/Brief Descriptions	Type
37	Sales Reports			Extract Sales reports based on vouchers, extract or columnar.	P
38	Sales Reports		Registers	Combined the Vouchers, Extract and Columnar option into single function to Extract sales registers related reports based on vouchers, extract or columnar.	F
39	Sales Reports		Ledgers	Displays Sales Ledgers for selected ledgers as per ledger format in single/separate worksheets.	F
40	Sales Reports		All Orders	Displays sales order related details.	F
41	Purchase Reports			Extract Purchase reports based on vouchers, extract or columnar.	P
42	Purchase Reports		Registers	Combined the Vouchers, Extract and Columnar option into single function to Extract purchase registers related reports based on vouchers, extract or columnar.	F
43	Purchase Reports		Ledgers	Displays Purchase Ledgers for selected ledgers as per ledger format in single/separate worksheets.	F
44	Purchase Reports		All Orders	Displays Purchase order related details.	F
45	Other Reports			Extract Journal reports based on vouchers or extract of register.	M
46	Other Reports		Contra	Displays Contra Registers in detailed or summary or columnar format with the selected options.	F
47	Other Reports		Credit Note	Displays Credit Note Registers in detailed or summary or columnar format with the selected options.	F
48	Other Reports		Debit Note	Displays Debit Note Registers in detailed or summary or columnar format with the selected options.	F
49	Other Reports		Journal	Displays Journal in columnar format with the selected options.	F
50	Other Reports		Payment	Displays Receipt Registers in detailed or summary or columnar format with the selected options.	F
51	Other Reports		Receipt	Displays Payment Registers in detailed or summary or columnar format with the selected options.	F
52	Tools		Search & Run	Shortcut for search and run specific function.	F