



POWER OF SIMPLICITY

User Manual

ONE CLICK FOR INSTRUMENT DETAILS IN
NARRATION



Office Automation & Consultancy

About One Click for Instrument Details in Narration Module & its Features

Introduction

Tally has enabled to provide solutions to simplify the business needs to the level as simple as possible. One such module is One Click for Instrument Details in Narration.

This module is a comprehensive module created to maximize the efficiency of the existing banking features of the Tally software. This module has enhanced features as listed below:

- a) Creating a list of Banks and Branches respectively to display as a table for selection in the Receipt voucher.
- b) To extract all the banking information such as Instrument no, date, bank and branch name in case of Receipt and payee name in case of Payment in Narration column in one click.

Installation

This module is installed / configured automatically when downloaded from the Tally Shop.

System requirements:

No additional hardware / software infrastructure is required for executing and operating this module.

Quick Setup Guide: -

- To display the Bank and Branch Table in the voucher screen enable the Create Bank and branch details in the F-11. Features.

Gateway of Tally->F-11 Features->Create Bank/ Branch name? -> YES

Detailed Setup Guide:

To operate this capability, user will have to follow the following steps:

a) To create the Bank name List, enable the "Create Bank Name" to 'yes'

The screenshot shows the Tally.ERP 9 Accounting Features setup screen. The window title is "Tally.ERP 9". The menu bar includes: P: Print, E: Export, M: E-Mail, O: Upload, S: Shop, G: Language, K: Keyboard, K: Control Centre, H: Support Centre, H: Help. The toolbar shows "Company Operations Alteration" and "Ctrl + M". The main area is titled "Receipt No. 1" and "1-Apr-2008 Tuesday". The company name is "Demo Co". The "Accounting Features" section is divided into several categories:

- General**
 - Integrate Accounts and Inventory: ? Yes
 - Income/Expense Statement instead of P & L: ? No
 - Allow Multi-Currency: ? No
- Outstandings Management**
 - Maintain Bill-wise Details (for Non-Trading A/cs also): ? Yes
 - Activate Interest Calculation (use advanced parameters): ? No
- Cost/Profit Centres Management**
 - Maintain Payroll: ? No
 - Maintain Cost Centres: ? No
 - Use Cost Centre for Job Costing: ? No
 - More than ONE Payroll / Cost Category: ? No
 - Use Pre-defined Cost Centre Allocations during Entry: ? No
 - Create Bank Name: Yes** (highlighted with a red box)
 - Create Branch Name: No
 - Show Opening Balance for Revenue Items in Reports: No
- Invoicing**
 - Allow Invoicing: ? Yes
 - Enter Purchases in Invoice Format: ? Yes
 - Use Debit/Credit Notes: ? Yes
 - Use Invoice made for Credit Notes: ? Yes
 - Use Invoice made for Debit Notes: ? Yes
- Budgets & Scenario Management**
 - Maintain Budgets and Controls: ? No
 - Use Reversing Journals & Optional Vouchers: ? No
- Other Features**
 - Enable Cheque Printing: ? No
 - Set/Alter Cheque Printing Configuration: ? No
 - ed entries: ? No
 - Mailing Details for Company & Ledgers: ? No
 - Company Mailing Details: ? No
 - ny Logo: ? No

A "Yes / No" dialog box is open, showing "No" and "Yes" options. The "Yes" option is selected.

The bottom of the screen shows the status bar: "Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation --> Company Operations Alterat (c) Tally Solutions Pvt. Ltd., Fri, 5 Aug, 2011 11:58:55".

b) The Sub Form opens on enabling the option and the screen appears as below.

Tally.ERP 9

P: Print E: Export M: E-Mail O: Upload S: Shop G: Language K: Keyboard K: Control Centre H: Support Centre H: Help

RREBankDet Bank details Ctrl + N

Receipt No. 1 1-Apr-2008 Tuesday

Bank Name

- HDFC Bank
- ICICI Bank
- Punjab National Bank
- Bank Of India**

General

- Integrate Accounts and Invoices: ? Yes
- Income/Expense Statement Format: ? Yes
- Allow Multi-Currency: ? Yes
- Print Notes: ? Yes
- Outstandings Management: ? Yes
- Maintain Bill-wise Details (for Non-Trading A/c's also): ? No
- Activate Interest Calculation (use advanced parameters): ? No
- Optional Vouchers: ? No
- Configuration: ? No
- Company & Ledgers: ? No
- g Details: ? No

Cost/Profit Centres Management

- Maintain Payroll: ? No
- Maintain Cost Centres: ? No
- Use Cost Centre for Job Cost: ? No
- More than ONE Payroll / Job: ? No
- Use Pre-defined Cost Centre: ? No
- Create Bank Name: ? No
- Create Branch Name: ? No
- Show Opening Balance for Rev: ? No

Q: Quit Ctrl + N

Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation --> Company Operations Alterat (c) Tally Solutions Pvt. Ltd., Fri, 5 Aug, 20 12:00:13

c) Similarly to create the Branch name List, enable the "Create Branch Name" to 'yes'

Tally.ERP 9

P: Print E: Export M: E-Mail O: Upload S: Shop G: Language K: Keyboard K: Control Centre H: Support Centre H: Help Ctrl + M

Company Operations Alteration

Receipt No. 1 1-Apr-2008 Tuesday

Company: **Demo Co**

Accounting Features

General		Invoicing	
Integrate Accounts and Inventory	? Yes	Allow Invoicing	? Yes
Income/Expense Statement instead of P & L	? No	Enter Purchases in Invoice Format	? Yes
Allow Multi-Currency	? No	Use Debit/Credit Notes	? Yes
		Use Invoice made for Credit Notes	? Yes
		Use Invoice made for Debit Notes	? Yes
Outstandings Management		Budgets & Scenario Management	
Maintain Bill-wise Details (for Non-Trading A/cs also)	? Yes	Maintain Budgets and Controls	? No
Activate Interest Calculation (use advanced parameters)	? No	Use Reversing Journals & Optional Vouchers	? No
	? No		
Cost/Profit Centres Management		Other Features	
Maintain Payroll	? No	Enable Cheque Printing	? No
Maintain Cost Centres	? No	Set/Alter Cheque Printing Configuration	? No
Use Cost Centre for Job Costing	? No	Allow Zero valued entries	? No
More than ONE Payroll / Cost Category	? No	Mailing Details for Company & Ledgers	? No
Use Pre-defined Cost Centre Allocations during Entry	? No	Company Mailing Details	? No
Create Bank Name	: Yes	Company Logo	? No
Create Branch Name	: Yes		
Show Opening Balance for Revenue Items in Reports	? No		

F1: Accounts F2: Inventory F3: Statutory

Q: Quit A: Accept Ctrl + N

Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation --> Company Operations Alteration (c) Tally Solutions Pvt. Ltd., Fri, 5 Aug, 2008 12:01:08

d) The Sub Form opens on enabling the option and the screen appears as below.

Tally.ERP 9

P: Print E: Export M: E-Mail O: Upload S: Shop G: Language K: Keyboard K: Control Centre H: Support Centre H: Help

RREBankDetBankbranch Ctrl + M

Receipt No. 1 1-Apr-2008 Tuesday

Branch Name

Kothrud
Bibwewadi
Gulekdi
M.G. Road

General
Integrate Accounts and Inve
Income/Expense Statement
Allow Multi-Currency

Outstandings Management
Maintain Bill-wise Details
(for Non-Trading A/c's also)
Activate Interest Calculation
(use advanced parameters)

Cost/Profit Centres Management
Maintain Payroll
Maintain Cost Centres
Use Cost Centre for Job O
More than ONE Payroll /
Use Pre-defined Cost Centre A
Create Bank Name
Create Branch Name
Show Opening Balance for Rev

Format ? Yes
? Yes
? Yes
? Yes
? Yes
? No
? No
? No
? No
? No
? No
? No

Q: Quit

Ctrl + N

Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation --> Company Operations Alterat (c) Tally Solutions Pvt. Ltd., Fri, 5 Aug, 2008 12:02:48

e) The Bank Name List appears as below to chose from in the receipt voucher.

Tally.ERP 9

P: Print E: Export M: E-Mail O: Upload S: Shop G: Language K: Keyboard K: Control Centre H: Support Centre H: Help

Accounting Voucher Creation Demo Co Ctrl + M

Receipt No. 1 1-Apr-2008 Tuesday

Particulars	Debit	Credit
Cr Abc Party		1,000.00
Cur Bal: 3,800.00 Dr		
Agst Ref 1	1,000.00 Cr	
Dr Bank	1,000.00	
Cur Bal: 1,000.00 Dr		
Abc Party		
Cheque/DD		1,000.00
Instrument No.: 1234656 Instrument Date: 1-Apr-2008 Bank Name: Branch:		
<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Bank Name</p> <p>Bank Of India</p> <p>HDFC Bank</p> <p>ICICI Bank</p> <p>Punjab National Bank</p> </div>		
Narration:	1,000.00	1,000.00

Q: Quit A: Accept D: Delete X: Cancel

Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation (c) Tally Solutions Pvt. Ltd., Fri, 5 Aug, 2008 12:04:13

Ctrl + N

F1: Accounts Buttons
F1: Inventory Buttons
F2: Order Buttons
F2: Date
F3: Company
F4: Contra
F5: Payment
F6: Receipt
F7: Journal
F8: Sales
F8: Credit Note
F9: Purchase
F9: Debit Note
F10: Rev Jnl
F10: Memos
B: Transaction details
T: Post-Dated
L: Optional
F11: Features
F12: Configure

f) Similarly the Branch` Name List appears as below to choose from in the receipt voucher.

Tally.ERP 9

P: Print E: Export M: E-Mail O: Upload S: Shop G: Language K: Keyboard K: Control Centre H: Support Centre H: Help

Accounting Voucher Creation Demo Co Ctrl + M

Receipt No. 1 1-Apr-2008 Tuesday

Particulars	Debit	Credit
Cr Abc Party		1,000.00
Cur Bal: 3,800.00 Dr		
Agst Ref 1	1,000.00 Cr	
Dr Bank	1,000.00	
Cur Bal: 1,000.00 Dr		
Abc Party		
Cheque/DD 1,000.00		
Instrument No.: 1234656 Instrument Date: 1-Apr-2008 Bank Name: Bank Of India Branch: XXXXXXXXXX		

Branch Name

Bibwewadi

Gulekdi

Kothrud

M.G. Road

Narration:

	1,000.00	1,000.00
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Q: Quit A: Accept D: Delete X: Cancel

Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation (c) Tally Solutions Pvt. Ltd., Fri, 5 Aug, 20 12:04:39

- g) The next option is to have the entire Transaction details in the narration with one click. The picture below shows the "Ctrl+B" key to be used to extract the details like Instrument no and date, bank and branch name in Receipt Voucher. The click will extract the said details and put it in narration

Tally.ERP 9

P: Print E: Export M: E-Mail O: Upload S: Shop G: Language K: Keyboard K: Control Centre H: Support Centre H: Help

Accounting Voucher Creation Demo Co Ctrl + M

Receipt No. 1 1-Apr-2008 Tuesday

Particulars	Debit	Credit
Cr Abc Party		1,000.00
Cur Bal: 3,800.00 Dr		
Agst Ref 1	1,000.00 Cr	
Dr Bank	1,000.00	
Cur Bal: 1,000.00 Dr		
Abc Party		
	Cheque/DD	1,000.00
Instrument No.: 1234656 Instrument Date: 1-Apr-2008 Bank Name: Bank Of India Branch: Bibwewadi		
	1,000.00	1,000.00

Narration:

Instrument No: 1234656 Drawn On: Bank Of India
Branch: Bibwewadi Dated: 1-Apr-2008

Q: Quit A: Accept D: Delete X: Cancel

Click

B: Transaction details
T: Post-Dated
L: Optional
F11: Features
F12: Configure

Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation (c) Tally Solutions Pvt. Ltd., Fri, 5 Aug, 20 12:07:40

- h) Similarly the payment transaction details are extracted and out into narration with the same click of Ctrl+B key combination.

Tally.ERP 9

P: Print E: Export M: E-Mail O: Upload S: Shop G: Language K: Keyboard K: Control Centre H: Support Centre H: Help

Accounting Voucher Creation Demo Co Ctrl + M

Payment No. 1 1-Apr-2008 Tuesday

Particulars	Debit	Credit
Dr Mr. XYZ	1,000.00	
<i>Cur Bal: 2,500.00 Dr</i>		
On Account	1,000.00 Dr	
Cr Bank		1,000.00
<i>Cur Bal: 1,00,000.00 Dr</i>		
Mr. XYZ		1,000.00
<i>Instrument No.: 789456</i>	<i>Instrument Date: 1-Apr-2008</i>	<i>Cross Instrument Using: A/c Payee</i>
<i>Bank Date :</i>		
	1,000.00	1,000.00

Narration:
Instrument No: 789456 Dated: 1-Apr-2008 favouring : Mr. XYZ

Q: Quit A: Accept D: Delete X: Cancel

Ctrl + N

Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation (c) Tally Solutions Pvt. Ltd., Fri, 5 Aug, 2008 12:09:22

Click

B: Transaction details
I: Post-Dated
L: Optional
F11: Features
F12: Configure

FAQ's Stock Group Wise Item Filter

This module is operative on all voucher types?

No, this module is operative only for Receipt and Payment Voucher Types.

Which version/releases of Tally.ERP 9 does the add-on support?

This add-on will work only with Tally.ERP 9 Series A, release 2.1 – 3.2.

How will I get support for this add-on?

For any functional support requirements please do write to us on vinodgd@rajrajendra.com or call us at 020-32933194

If I need some enhancement / changes to be incorporated for the add-on, whom should I contact?

Please to write to us on vinodgd@rajrajendra.com with your additional requirements and we will revert to you in 24 hours.

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THANK YOU

HAPPY TALLYING!!

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