# **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'

Print E: Export	M: E-Mail O: Upload	Shop	G: Language K: Keyboard E: Control Centre E: Support Centre	H: Help F1: Accou
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Use Pre-defined Cost Create Bank Name Create Branch Name	or Job Costing ayroll / Cost Category Centre Allocations during Ent a e for Revenue Items in Repor	: Yes : No ts? No	Yes / No Mailing Details for Company & Ledgers Mpany Mailing Details NO Yes	? No
	E1: 2	Accounts F2:	Inventory F3: Statutory	
: Quit 🛕: Accept		.19	58284	Ctrl + N

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

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P: Print E: Export M: E-Mail O: Upload S: Shop G: Language	K: Keyboard K: Control Centre H: Support Centre H: Help
Receipt No. 1 Bank Name	1-Apr-2008 Tuesday
HDFC Bank ICICI Bank Punjab National Bank Bank Of India	art
ntegrate Accounts and Inve ncome/Expense Statement Allow Multi-Currency Justanding Management	Pound 2 Yes 1 Notes Notes Yes Yes
Anintain Bill wise Details (for Non-Trading Aves allo votivate Interest Calculation (use advanced parameter) JoseProfit Centres Minisoum	bis 2 No ptional Vouenets 2 No
faintain Payroll faintain Cost Centres Use Cost Centre for Job 6 More than CNE Poyroll / Use Pre-denotd Cost Centre A Treate Branch Name Teate Branch Name Show Opening Balance for Rev	S Configuration 2 No Configuration 2 No Company & Lindow 2 No Details 2 No No
Quit	Ctrl + N
MAIN> Gateway of Tally> Accounting Voucher Creation> Company Ope	

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

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P: Print E: Export	M: E-Mail 0: Upload	Si Shop	G: Language K: Keyboard K: Control Centre H: Support Centre	H: Help	
Company Operations Alteratio	brh			Ctrl + M = F2	: Inventor
				Contractor Contractor	: Statutor
				Tuesday	
	1	Company	: Demo Co		
		Accountin	g Features		
General /			Involcing		
Integrate Accounts and		? <b>Yes</b>	Allow Invoicing	? Yes	
Income/Expense Stater	nent instead of P & L		Enter Purchases in Invoice Format	? Yes	
Allow Multi-Currency		? No	Use Debit/Credit Notes Use Invoice mode for Credit Notes	? Yes	
Outstandings Manageme	nt		Use Invoice mode for Debit Notes	? Yes	
Maintain Bill-wise Detail		? Yes	Budgets & Scenario Nanagement		
(for Non-Trading A/cs	also)	? No	Maintain Budgets and Controls	2 No	
Activate Interest Calcula (use advanced param		? No		? No	
(use advanced param	etersj				
Cost/Profit Centres Nanaj	gement		Other Features		
Maintain Payroll		? No	Enable Cheque Printing Set/Alter Cheque Printing Configuration	? No	
Maintain Cost Centres Use Cost Centre for J	all constants	? No ? No	Allow Zero valued entries	2 No	
More than ONE Payro	all / Cost Category	2 No	Yes / No Mailing Details for Company & Ledgers		
Use Pre-defined Cost Cerr Create Bank Name	tre Allocations during Entr		mpany Mailing Details	? No	
Create Branch Name		Yes	ny Logo	? No	
Show Opening Balance fo	r Revenue Items in Report	s? No	No	· · · · ·	
			Yes		
				/	
	F1: A	ccounts F2:	Inventory F3: Statutory		
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## d) The Sub Form opens on enabling the option and the screen appears as below.

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Receipt No.1 Branch Name Kothrud	
General Bibwewadi Gulekdi   Integrate Accounts and Inve Income/Expanse Statement Allow Multi-Currency M.G. Road   Opstandiogramma Maintain Bill wise Betails (for Non-Trading Aves else Activate Interest Calculation (use advanced parameter Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes	
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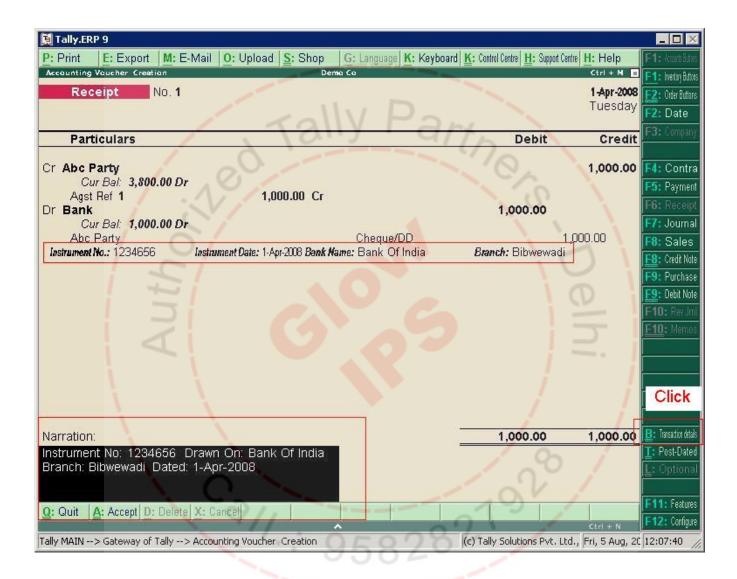
#### e) The Bank Name List appears as below to chose from in the receipt voucher.

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Receipt No. 1	1-Apr-2008	E2: Order Buttors
	Tuesday	F2: Date
		F3: Company
Particulars	Debit Credit	ro. company
Cr Abc Party	1,000.00	F4: Contra
Cur Bal: 3,800.00 Dr		F5: Payment
Agst Ref 1 1,000.00 Cr		F6: Receipt
Dr Bank Cur Bat: 1,000.00 Dr	1,000.00	F7: Journal
Abc Party Cheque/DD	1,000.00	F8: Sales
Instrument No.: 1234656 Instrument Date: 1-Apr-2008 Bank Name:	Branch:	F8: Credit Note
Bank Name		F9: Purchase
		E9: Debit Note
Bank Of India HDFC Bank		F10: Ray Jul
ICICI Bank		F10: Memos
Punjab National Bank	1 1	
Narration:	1,000.00	<b>B:</b> Transaction details
Narrauon.	1,000.00 1,000.00	T: Post-Dated
	/ /	L. Optional
Q: Quit A: Accept D: Delete X: Cancel	911	F11: Features
Q: Quit A: Accept D: Delete X: Cancel	Ctrl + N	F12: Configure
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f) Similarly the Branch` Name List appears as below to choose from in the receipt voucher.

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Accounting Vaucher Creation Demo Co		Ctrl + M 💿 F1: heingBilos
Receipt No. 1		1-Apr-2008 F2: Other Buttors Tuesday
		FZ: Date
Particulars	Debit	Credit F3: Company
Craha Barta	Park .	
Cr Abc Party Cur Bal: 3,800.00 Dr		F4: Contra F5: Payment
Agst Ref 1 1,000.00 Cr		F6: Receipt
Dr Bank Cur Bal: 1,000.00 Dr	1,000.00	F7: Journal
Abc Party Cheque	/DD 1,000	
Instrument No.: 1234656 Instrument Date: 1-Apr-2008 Bank Name: Bank C	Df India Branch:	F8: Credit Note
	Branch Name	F9: Purchase
	Dikasadi	<b><u>F9</u>:</b> Debit Note
	Bibwewadi Gulekdi	F10: Rev Uni
	Kothrud	F10: Memos
	M.G. Road	
		<u> </u>
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Q: Quit Accept D: Delete X: Cancel		F11: Features
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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



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

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		1: knotsbins
Accounting Vaucher Creation Dema Co Payment No. 1	Ctrl + M 🗖 F 1-Apr-2008	1: henry Buttes
Payment No. 1	Tuesday	2: Order Buttons 2: Date
		3: Company
Particulars	Debit Credit	a. company
Dr Mr. XYZ	1,000.00	4: Contra
Cur Bal: 2,500.00 Dr Dn Account 1,000.00 Dr	F	<b>5:</b> Payment
Cr Bank	1,000.00	6: Receipt
Cur Bal: 1,00,000.00 Dr Mr. XYZ Cheque		7: Journal
Mr. XYZ Cheque Instrument No.: 789456 Instrument Date: 1-Apr-2008 Cm	and fustment Mainer & la Davias	8: Sales
Bank Date :		8: Credit Note 9: Purchase
		9: Debit Note
		- <b>10:</b> Rev Jmi
		<u>10</u> : Memos
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Narration:	1,000.00 1,000.00	<b>B:</b> Transaction details
Instrument No: 789456 Dated: 1-Apr-2008 favouring	; T	Post-Dated
: Mr. XYZ	/ / /	: Optional
		11: Features
Q: Quit Accept D: Delete X: Cancel		12: Configure
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