

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'

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

Company Operations Alteration Ctrl + M

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/c's 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	ed 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	any Logo	? No
Create Branch Name	: No		
Show Opening Balance for Revenue Items in Reports	? No		

F1: Accounts F2: Inventory F3: Statutory

Q: Quit A: Accept

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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 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 parameter)

Cost/Profit Centres Management

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

Q: Quit

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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
	? No	Use Reversing Journals & Optional Vouchers	? No
Activate Interest Calculation (use advanced parameters)	? 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

Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation --> Company Operations Alterat (c) Tally Solutions Pvt. Ltd., Fri, 5 Aug, 2006 12:01:08

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

The screenshot displays the Tally.ERP 9 software interface. At the top, a menu bar includes options like P: Print, E: Export, M: E-Mail, O: Upload, S: Shop, G: Language, K: Keyboard, K: Control Centre, H: Support Centre, and H: Help. Below the menu bar, the title bar reads 'RREBankDetBankbranch' and 'Ctrl + M'. The main window is titled 'Receipt No. 1' and shows a date of '1-Apr-2008 Tuesday'. A large, semi-transparent watermark 'Glow IPS' is overlaid on the screen. A dialog box titled 'Branch Name' is open, showing a list of branches: Kothrud, Bibwewadi, Gulekdi, and M.G. Road. The 'M.G. Road' option is highlighted. The background window shows various settings and options, including 'General', 'Outstandings Management', 'Cost/Profit Centres Management', and 'Configuration'. The status bar at the bottom indicates '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 Cur Bal: 3,800.00 Dr Agst Ref 1	1,000.00 Cr	1,000.00
Dr Bank Cur Bal: 1,000.00 Dr Abc Party	1,000.00	
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>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

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Call.: 9582827388

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 Cur Bal: 3,800.00 Dr Agst Ref 1	1,000.00 Cr	1,000.00
Dr Bank Cur Bal: 1,000.00 Dr Abc Party	1,000.00	
Cheque/DD 1,000.00		
Instrument No.: 1234656 Instrument Date: 1-Apr-2008 Bank Name: Bank Of India Branch:		
Branch Name		
Bibwewadi		
Gulekdi		
Kothrud		
M.G. Road		
Narration:		
	1,000.00	1,000.00

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

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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

Tally.ERP 9

Accounting Voucher Creation Demo Co Ctrl + M

Receipt No. 1 1-Apr-2008 Tuesday

Particulars	Debit	Credit
Cr Abc Party Cur Bal: 3,800.00 Dr		1,000.00
Agst Ref 1	1,000.00 Cr	
Dr Bank Cur Bal: 1,000.00 Dr	1,000.00	
Abc Party		1,000.00
Cheque/DD		
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

Click

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

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

Click

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

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