

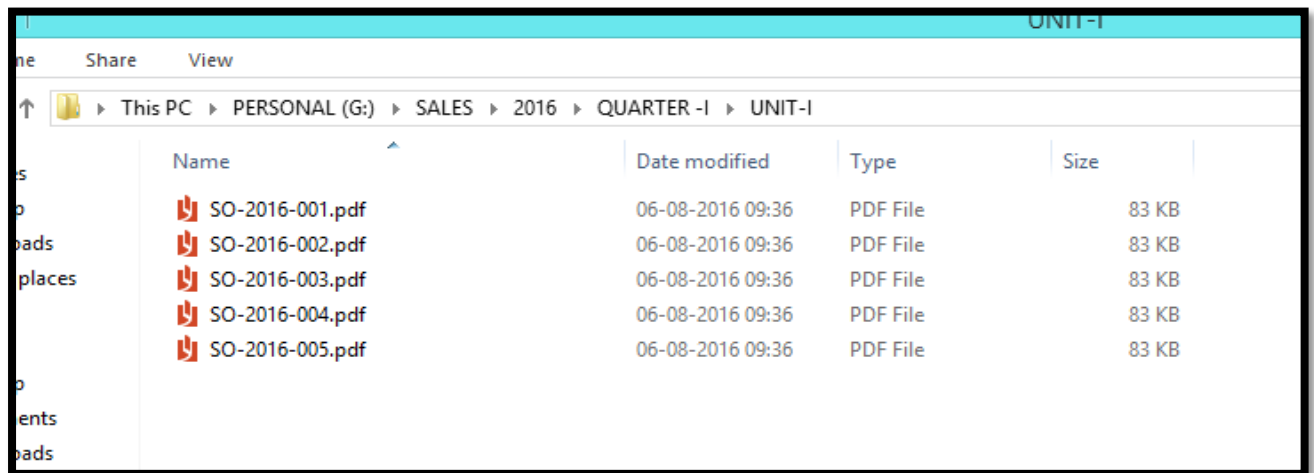
CONCATENATE FORMULA:-

This is very useful formula, I am using it frequently in my routine work. I will show you how it is useful in our work.

Things to be remembered:-

1. When you write "Text" for example "Sales", "Purchase" or you want to use any symbols for example "/" or "-" etc. It should be in Inverted comma.
2. You can use cell reference or numbers without inverted comma for example B3, 231, etc.

In our regular work, we are keeping important documents or invoices in a separate folder after scanning it. For example –



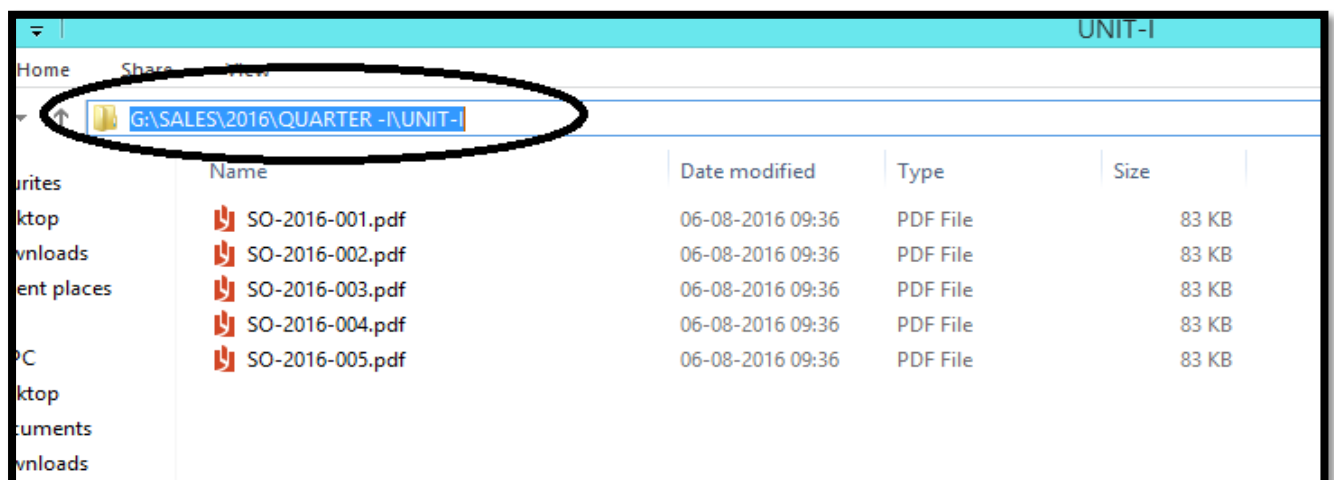
The screenshot shows a Windows File Explorer window with the address bar displaying the path: This PC > PERSONAL (G:) > SALES > 2016 > QUARTER -I > UNIT-I. The file list contains five PDF files, all named 'SO-2016-001.pdf' through 'SO-2016-005.pdf', all with a date modified of '06-08-2016 09:36' and a size of '83 KB'.

Name	Date modified	Type	Size
SO-2016-001.pdf	06-08-2016 09:36	PDF File	83 KB
SO-2016-002.pdf	06-08-2016 09:36	PDF File	83 KB
SO-2016-003.pdf	06-08-2016 09:36	PDF File	83 KB
SO-2016-004.pdf	06-08-2016 09:36	PDF File	83 KB
SO-2016-005.pdf	06-08-2016 09:36	PDF File	83 KB

Now suppose you want to give path of this file to the software you are using for example – Tally ERP has an option in Voucher – Specify the path

Now each time when you enter the transaction and want to give path of the File No saved in a folder then you have to do manually, Its very time consuming.

Instead of that use Concatenate Formula- **Step 1 - Copy the Path first and paste in Excel sheet**



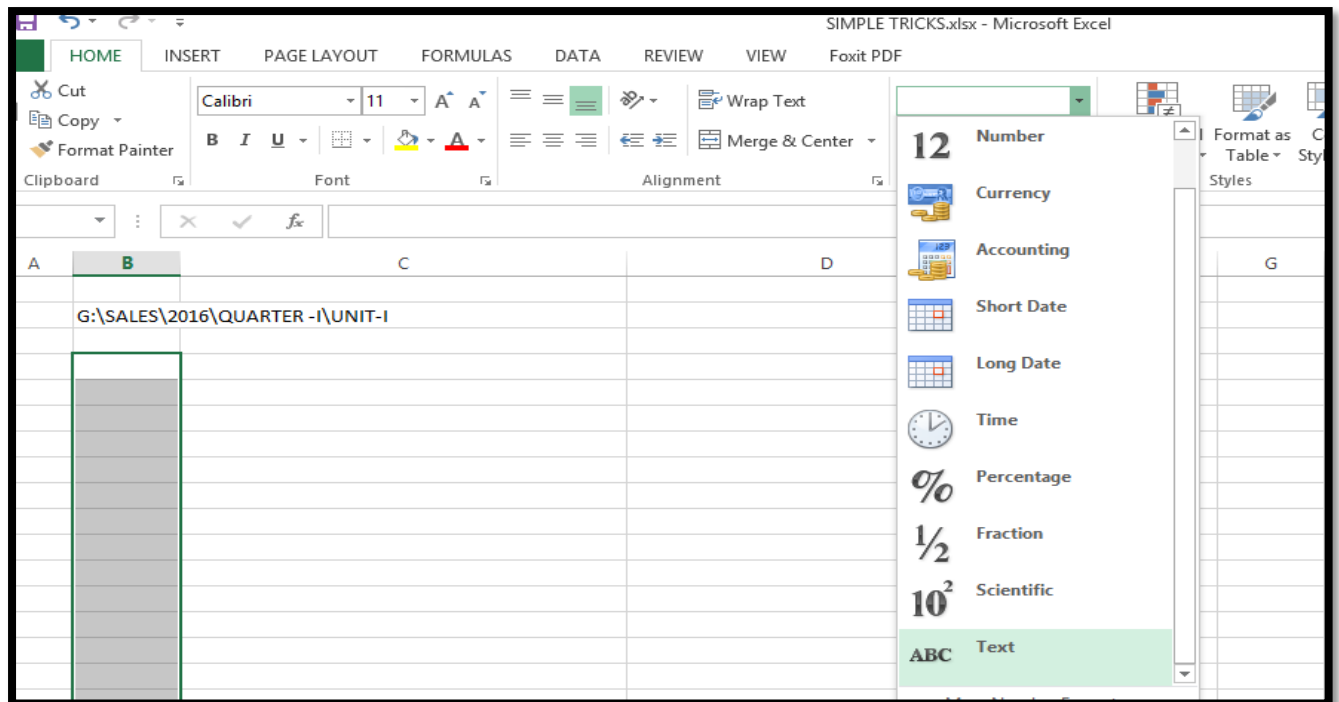
The screenshot shows the same Windows File Explorer window as before, but the address bar path 'G:\SALES\2016\QUARTER -I\UNIT-I' is highlighted with a red circle, indicating it should be copied for use in an Excel spreadsheet.

Name	Date modified	Type	Size
SO-2016-001.pdf	06-08-2016 09:36	PDF File	83 KB
SO-2016-002.pdf	06-08-2016 09:36	PDF File	83 KB
SO-2016-003.pdf	06-08-2016 09:36	PDF File	83 KB
SO-2016-004.pdf	06-08-2016 09:36	PDF File	83 KB
SO-2016-005.pdf	06-08-2016 09:36	PDF File	83 KB

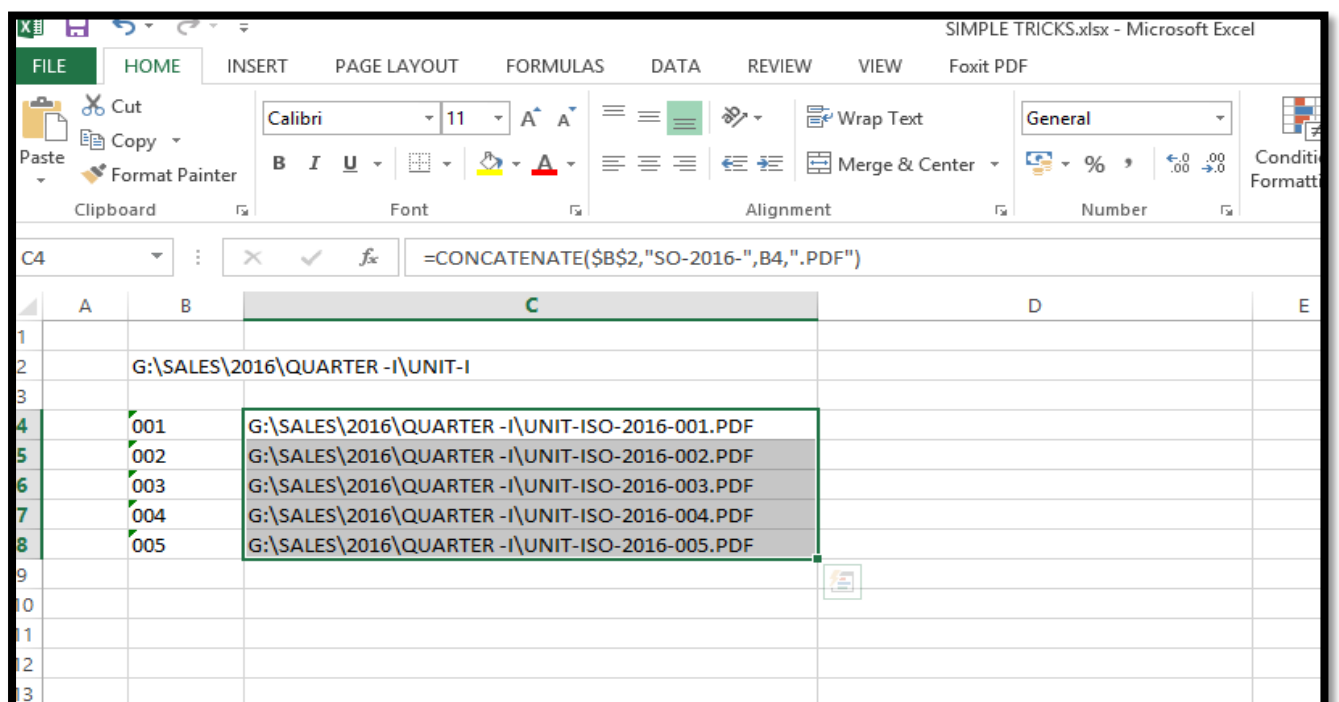
Step 2 – Now in Excel write down all file number what you want in one column

Here in this case, you have to write “001” but in excel when you write this and enter it will automatically convert to “1” because it is in number format.

So First change the cell format to “Text Format” – then write above number and drag down up to what you want.



STEP 3 – Place the formula in cell you want - like picture shown below and Drag it down:-



Note: - The biggest advantage of this trick is you can give the Path in Tally or other software before scanning and saving the document in the required path.

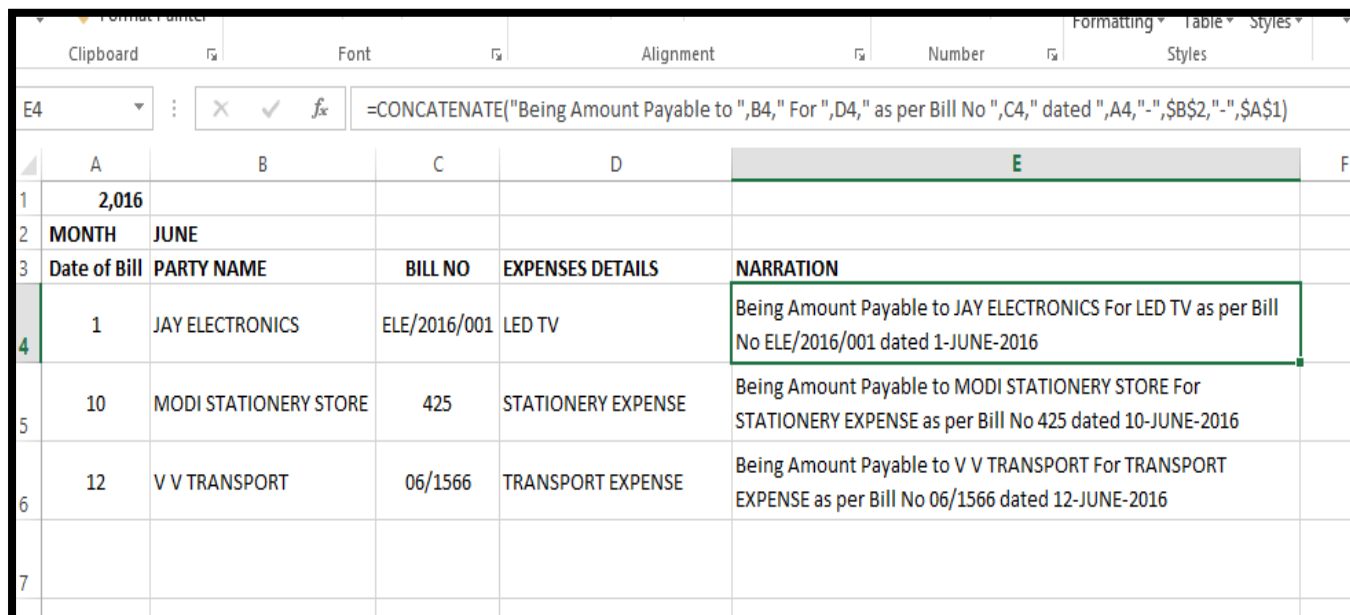
For example I am giving the path of file no "SO-2016-006" and save the voucher entry in Tally. Now afterwards whenever I scan this file and save it to the folder with name SO-2016-006, it will automatically linked to that file because we have already given the path of file in voucher entry.

EXAMPLE – 2

In our company, we are used to keep excel file to keep track of the Purchase bills and enter First details in Excel sheet whenever the bill is received for the payment.

So you can place the concatenate formula and Make Narration from that details. Now you don't need to type narration in each entry, Just copy narration and paste in Tally by Ctr + Alt + V.

Fo



	A	B	C	D	E	F
1	2,016					
2	MONTH	JUNE				
3	Date of Bill	PARTY NAME	BILL NO	EXPENSES DETAILS	NARRATION	
4	1	JAY ELECTRONICS	ELE/2016/001	LED TV	Being Amount Payable to JAY ELECTRONICS For LED TV as per Bill No ELE/2016/001 dated 1-JUNE-2016	
5	10	MODI STATIONERY STORE	425	STATIONERY EXPENSE	Being Amount Payable to MODI STATIONERY STORE For STATIONERY EXPENSE as per Bill No 425 dated 10-JUNE-2016	
6	12	V V TRANSPORT	06/1566	TRANSPORT EXPENSE	Being Amount Payable to V V TRANSPORT For TRANSPORT EXPENSE as per Bill No 06/1566 dated 12-JUNE-2016	
7						

Formula is like this –

CONCATENATE("Being Amount Payable to ",B4," For ",D4," as per Bill No ",C4," dated ",A4,"-","\$B\$2,"-","\$A\$1)