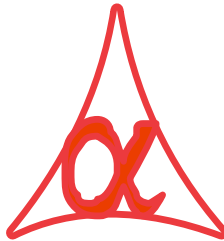




**POWER OF SIMPLICITY**

## Document Management System - 1.1



### **Alpha Automation Pvt. Ltd.**

#### **Head Office**

336-Madhva Plaza, Opp. SBI Bank,

Nr. Lal Bungalow, JAMNAGAR –Gujarat (India)

Phone No. : +91-288-2660530/31/32, +91-9099908115, 9825098442

Email : [tdl@aaplautomation.com](mailto:tdl@aaplautomation.com)

#### **Branch Office**

Rajkot : 807-Dhanrajni Complex, Nr. Hotel Imperial Palace, Dr. Yagnik Road, RAJKOT (Gujarat).

Gandhidham : 92-GMA Building, 2nd Floor, Plot No. -297, Sector-12B. GANDHIDHAM (Gujarat)

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Version: Alpha Automation Pvt. Ltd. / Document Management System /1.1/ Jun-2018.

# Document Management System - 1.1

## Introduction:

This add-on enables you to allow attach the relevant documents at transaction level & Master Level (Ledger & Stock Item) in Tally.ERP 9. The documents can be viewed at the Report Level & Master Level.

## Benefits

- Easy maintenance of Relevant documents in vouchers and masters.
- Attach Documents from the networks and local system too.

### **Important!**

As a best practice it is advisable to back up your company data

## Installation

1. Copy the TCP file in Tally.ERP9 Folder.
2. Gateway of Tally → F12 → Product & Features → F4 (Manage Local TDL) → Select Yes in Load TDL on Start up and give the file name of TCP File. After pressing the Enter Key will show TDL Status which should be Active.

## System requirements:

No additional hardware / software infrastructure is required for executing and operation this applications module

## Setup Guide

For Tally.ERP 9 Series A Release 6.0 and above

Go to **Gateway of Tally > F11: Features > Add-on Features**

Set “Yes” to the options “Enable Document Management System?”

When user set “Yes” to option Enable Document’s common path then new Sub form will open in that user can specify the path .User can set the common path from network also. And set “Yes” to the options “Display Document’s Attachment in Daybook?” New column will be generated in daybook and print “Y” if the voucher has Document.

The image shows two screenshots from the Tally ERP 9 software. The left screenshot is the 'Add-On Features' window for company 'AAPL Automation'. It lists three options, all set to 'Yes': 'Enable Document Management System', 'Enable Document's Common Path', and 'Display Document's Attachment in DayBook'. An arrow points from the 'Enable Document's Common Path' option to the right screenshot. The right screenshot is the 'Document Path' window, showing the 'Location of Document' set to '\\servernew\Work\Common'. At the bottom of the left window, there is a footer with navigation keys: 'F1: Accounts', 'F2: Inventory', 'F3: Statutory', and 'F6: Add-Ons'. A link 'Click on Shop button to buy Add-Ons' is also present.

Company: AAPL Automation	
Add-On Features	
Enable Document Management System	? Yes
Enable Document's Common Path	? Yes
Display Document's Attachment in DayBook	? Yes

Click on Shop button to buy Add-Ons

F1: Accounts F2: Inventory F3: Statutory F6: Add-Ons

Document Path	
Location of Document :	\\servernew\Work\Common

Go to **Gateway of Tally** → **Accounts Info.** → **Voucher Types** → **Alter** → **Any Voucher Type** Set “Yes” to the options “Enable Document Management System?”

**Tally.ERP 9**

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

**Voucher Type Alteration**      **AAPL Automation**      Ctrl + M

Name : **Sales**  
(alias) :

<u>General</u>	<u>Printing</u>	<u>Name of Class</u>
Select type of voucher : <b>Sales</b>	Print voucher after saving ? <b>No</b>	
Abbreviation : Sale	<b>Enable Document Management System ? Yes</b>	
Method of voucher numbering ? <b>Automatic</b>		
Use advanced configuration ? <b>No</b>		
Use effective dates for vouchers ? <b>No</b>	Use for POS invoicing ? <b>No</b>	
Make this voucher type as 'Optional' by default? <b>No</b>	Default title to print : <b>Tax Invoice</b>	
Allow narration in voucher ? <b>Yes</b>	Default bank : <b>ICICI Bank</b>	
Provide narrations for each ledger in voucher? <b>No</b>	Default jurisdiction :	
Enable default accounting allocations ? <b>No</b>	Set/alter declaration ? <b>No</b>	
Set/Alter Default Accounting Entries ? <b>No</b>		

**Accept ?**  
Yes or No

## Detailed User Guide:

1. Navigate through **Gateway of Tally** → **Accounts Info.** → **Ledger** → **Create/Alter** set “Yes” to Option “Document Links?” as shown below.

The screenshot shows the 'Ledger Alteration' window in Tally ERP 9. The window title is 'Tally.ERP 9'. The menu bar includes: P: Print, E: Export, M: E-Mail, O: Upload, S: TallyShop, G: Language, K: Keyboard, K: Control Centre, H: Support Centre, H: Help. The window is titled 'Ledger Alteration' and 'AAPL Automation'. The name is 'Janta Timbers' and the alias is blank. The 'Total Opening Balance' is shown in a yellow box. The 'Under' field is 'Sundry Debtors (Current Assets)'. The 'Maintain balances bill-by-bill' is checked (Yes). The 'Default credit period' is blank. The 'Check for credit days during voucher entry' is unchecked (No). The 'Inventory values are affected' is unchecked (No). The 'Mailing Details' section includes: Name: Janta Timbers, Address: blank, Country: India, State: Kerala, Pincode: blank. The 'Tax Registration Details' section includes: PAN/IT No.: blank, Registration type: Regular, GSTIN/UIN: blank, Set/alter GST details: No. The 'Document Links' field is checked (Yes). The 'Opening Balance (on 1-Apr-2018)' is blank. The bottom status bar shows: Tally MAIN --> Gateway of Tally --> Accounts Info. --> Ledgers --> Ledger Alteration. The copyright notice is: © Tally Solutions Pvt Ltd., 1988-2016 Wed, 27 Jun, 2011 10:44:49.

Ledger Alteration		Total Opening Balance	
Name	: Janta Timbers		
(alias)	:		
Under	: Sundry Debtors (Current Assets)		
Maintain balances bill-by-bill	? Yes		
Default credit period	:		
Check for credit days during voucher entry	? No		
Inventory values are affected	? No		
		<b>Mailing Details</b>	
Name	: Janta Timbers		
Address	:		
Country	: India		
State	: Kerala	Pincode	:
(Select the applicable state to calculate GST during voucher entry.)			
Contact person	:		
Phone no.	:		
Mobile no.	:		
Fax no.	:		
E-mail	:		
CC to (if any)	:		
Website	:		
Provide bank details	? No		
		<b>Tax Registration Details</b>	
PAN/IT No.	:		
Registration type	: Regular		
GSTIN/UIN	:		
Set/alter GST details	? No		
Document Links	? Yes		
Opening Balance		( on 1-Apr-2018 ) :	

- Document Link Detail Entry Screen will open as below. Enter Document Description and File Path Location of Document. If user set common path then user has to enter only file name as shown below.

**Document Link Details**

Sales No. 7  
Reference no. 16-Jun-2018 Saturday

Party A/c name : Global System Pvt. Ltd  
Current balance : 7,820.85 Dr  
Sales ledger : Sales-GST

Name of Item	Quantity	Rate per	Amount
Item-1	No		2,500.00

Document Link Details		
Sr.No.	Description	Path name
1	One Document	Scan1.pdf

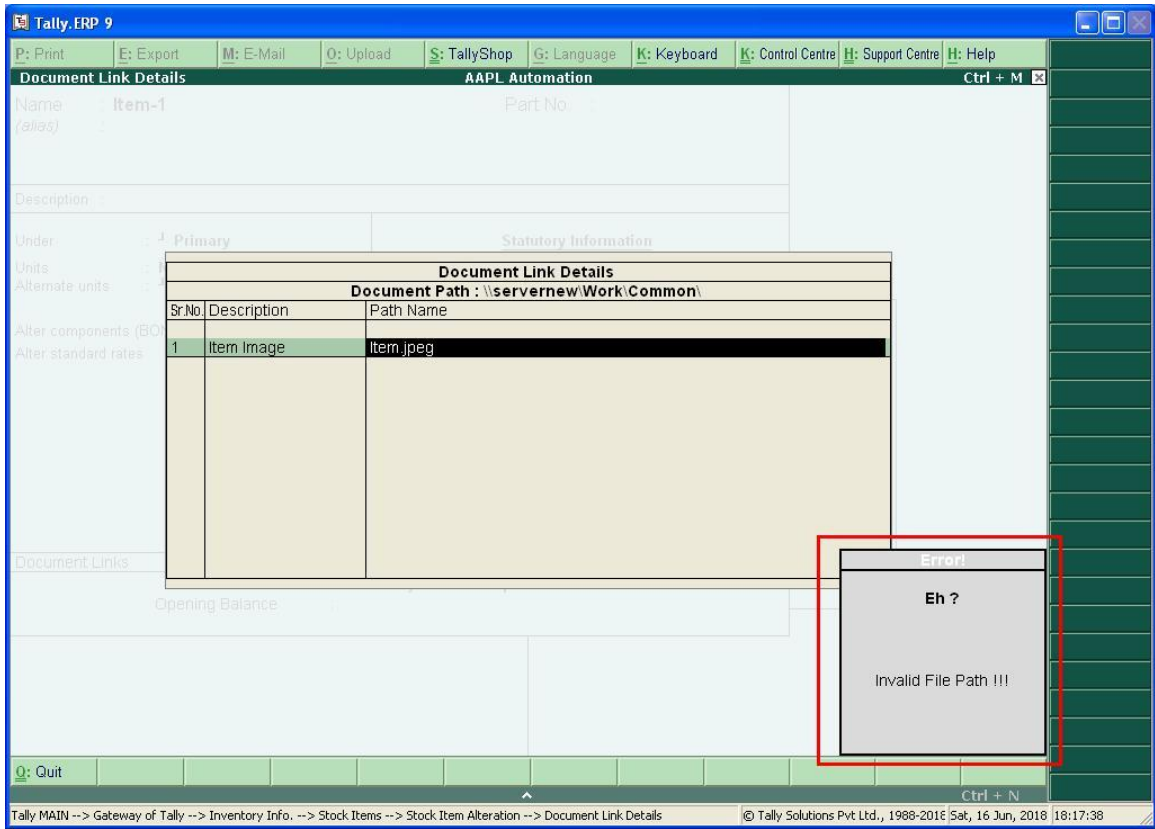
Narration: 10 No 2,950.00

Document Links ? Yes

Quit

Tally MAIN --> Gateway of Tally --> Display Menu --> Account Books --> Sales Register --> Voucher Register --> Accounting V... © Tally Solutions Pvt Ltd., 1988-2018 Sat, 16 Jun, 2018 18:14:04

3. When user has enter wrong file name while attaching the document at that time user get prompt that “invalid file path” as shown below.





4. Navigate through **Gateway Of Tally → Inventory Info. → Stock Item → Create/Alter** Set “Yes” to Option “Document Links?” as Shown below. Document Link Detail Entry Screen will open as Per Ledger Master Enter Document Description and File Path Location of Document. Click On “Documents” Button. Document Link Detail of Ledger will be open as per Ledger Master. Press Enter to View Document.

**Tally.ERP 9**

Stock Item Alteration AAPL Automation Ctrl + M

Name : **Item-1** Part No. :

(alias) :

Description :

Under : **Primary**

Units : **No**

Alternate units : **Not Applicable**

Alter components (BOM) ? **No**

Alter standard rates ? **No**

**Statutory Information**

GST Applicable : **Applicable**

Set/alter GST Details ? **No**

Type of Supply : **Goods**

Set/Alter MRP details ? **No**

Rate of Duty (eg 5) :

**Document Links** ? **No**

	Quantity	Rate per	Value
Opening Balance :			

Q: Quit A: Accept D: Delete

© Tally Solutions Pvt Ltd., 1988-2016 Sat, 16 Jun, 2018 18:16:09

- Navigate through **Gateway of Tally** → **Accounting Vouchers** → **Sales** Set “Yes” to Option “Document Links?” as shown below.

**Tally.ERP 9**

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

**Accounting Voucher Alteration (Secondary)** APL Automation Ctrl + M

**Sales** No. 7 16 Jun 2018 Saturday

Reference no.:

Party A/c name : Global System Pvt. Ltd  
 Current balance : 7,820.85 Dr  
 Sales ledger : Sales-GST

Name of Item	Quantity	Rate per	Amount
Item-1	10 No	250.00 No	2,500.00
IGST			450.00
Narration:			10 No 2,950.00

Document Links ? **Yes**

Q: Quit A: Accept D: Delete X: Cancel Ctrl + N

Tally MAIN --> Gateway of Tally --> Display Menu --> Account Books --> Sales Register --> Voucher Register --> Accounting V... © Tally Solutions Pvt Ltd., 1988-2016 Sat, 16 Jun, 2016 18:13:15

6. Navigate through **Gateway of Tally** → **Display** → **Day Book**. Select any One Voucher and Click on Documents.

The screenshot shows the Tally ERP 9 interface. The main window displays the 'Day Book' for 'AAPL Automation' covering the period from 1-Apr-2018 to 22-Jun-2018. The data is presented in a table with columns for Date, Particulars, Vch Type, Vch No., Debit Amount, and Credit Amount. The transactions listed are:

Date	Particulars	Vch Type	Vch No.	Debit Amount	Credit Amount
21-6-2018	AVT Computers	Sales	1	21,240.00	
21-6-2018	Arvind Kumar & Associates	Purchase	1		17,355.00
21-6-2018	Prabuddha & Co.	Purchase Order	1		17,575.00
22-6-2018	Ayaan General Trading Co.	Sales Order	1	18,165.00	

On the right side of the window, a vertical menu lists various functions. The 'F11: Documents' option is highlighted with a red rectangular box. Other visible options include F1: Detailed, F2: Date, F3: Company, F4: Change Voucher, F5: Columnar, F6: Extract, F7: Show Profit, F8: Related Reports, F9: Inventory Reports, F10: A/c Reports, F12: Configure, F12: Range, and F12: Value.

The status bar at the bottom of the window reads: Tally MAIN --> Gateway of Tally --> Display Menu --> Day Book. © Tally Solutions Pvt Ltd., 1988-2016 Wed, 27 Jun, 2016 11:42:57

7. When user set “Yes” to the option “Display Document’s Attachment in Daybook?” Then new column will be generated in Daybook as shown below.

The screenshot shows the Tally.ERP 9 Day Book interface. The window title is 'Tally.ERP 9'. The menu bar includes options like Print, Export, E-Mail, Upload, TallyShop, Language, Keyboard, Control Centre, Support Centre, and Help. The main area displays a Day Book for 'AAPL Automation' for the date '16-Jun-2018'. The table has columns for Date, Particulars, Document, Vch Type, Vch No., Debit Amount, and Credit Amount. Two entries are visible: one for 'Arvind Kumar & Associates' and another for 'Global System Pvt. Ltd'. The 'Document' column contains 'Y' for the second entry. On the right side, a vertical menu is visible with options F1 through F12. The 'F11: Documents' option is highlighted with a red box. At the bottom, there is a status bar with navigation instructions and copyright information.

Date	Particulars	Document	Vch Type	Vch No.	Debit Amount	Credit Amount
					Inwards Qty	Outwards Qty
16-6-2018	Arvind Kumar & Associates		Receipt Cash	221/18-19		4,248.00
16-6-2018	Global System Pvt. Ltd	Y	Sales	7	2,950.00	

# FAQ

## **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 6.0 onwards.

## **How will I get support for this add-on?**

For any functional support requirements please do write to us on [tdl@aaplautomation.com](mailto:tdl@aaplautomation.com) or call us at +91-288-2660530/31/32 or +91-9099908115/ 9825098442.

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

Please to write to us on [tdl@aaplautomation.com](mailto:tdl@aaplautomation.com) with your additional requirements and we will revert to you in 24 hours.

## **Will new features added be available to us?**

We offer one year availability of all support and new features free of cost. After one year, nominal subscription cost will be applicable to you to continue to get free support and updates.

## **What will happen after one year?**

There is no fixed annual charge to be payable mandatory. However if any changes are required in our Add-On to make compatible with New Release of Tally.ERP9 then the modification Charges will be applied.

## **I am using a multi site. Can I use the same Add-on for all the sites?**

No, one Add-on will work only for 1 site. You need to purchase again if you want to use the same Add-on for more sites.

## **I have upgraded to a new Tally.ERP 9 Release. What will happen?**

Normally, the add-on will work fine without any glitches. If you face problems with the Add-on, you can contact us for support.

**Product and Features Page shows errors with the Add-on, What do I do?**

Check first if the error is because of the Add-on or because of clashes between 2 TDLs (An add-on is also a TDL). In case of clashes, disable one or more TDLs and check which TDL has error. If the Add-on has a problem, you can report it to us.

**My Tally went into educational mode after installing the add-on. What do I do?**

Go into **Gateway of Tally** → **Press F12** → **Select Product and Features** -> **Press F4** and remove the Add-on from the list and Restart Tally.