



POWER OF SIMPLICITY

**Document Management
System**



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Tally, Tally 9, Tally9, Tally.ERP, Tally.ERP 9, Tally.Server 9, Shoper, Shoper 9, Shoper POS, Shoper HO, Shoper 9 POS, Shoper 9 HO, TallyDeveloper, Tally Developer, Tally.Developer 9, Tally.NET, Tally Development Environment, Tally Extender, Tally Integrator, Tally Integrated Network, Tally Service Partner, TallyAcademy & Power of Simplicity are either registered trademarks or trademarks of Tally Solutions Pvt. Ltd. in India and/or other countries. All other trademarks are properties of their respective owners.

Version: User Manual – Document Management System/1.0/May 2011

Document Management System

Introduction

This add-on enables you to allow attach the relevant documents at the master level in Tally.ERP 9. The documents can be viewed at the transaction level as well as at the report level.

Important!

As a best practice it is advisable to take back up of your company data before installing the Add-on

Setup Guide

1. Activate the Add-on

For Tally.ERP 9 Series A version lower than Release 3.2

Go to **Gateway of Tally > F11: Features > Accounting Features**

Set "Yes" to the options "**Enable Document Management System**"

For Tally.ERP 9 Series A Release 3.2 and above

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

Set "Yes" to the options "**Enable Document Management System**"

2. Add-on details with images.

At the masters level facility is provided to give the path of the relevant documents.

Ledger Alteration		Document Links		Total Op. Bal.
Name	Supplier 1			
(alias)				
Under : Sundry Creditors (Current Liabilities)		Mailing Details		
Maintain balances bill-by-bill	? Yes	Name	Supplier 1	
Default Credit Period		Address	Supplier 1 ,In Bangalore Karnataka	
Inventory values are affected	? No	State	Karnataka	
Cost centres are applicable	? No	Pin Code		
Activate Interest Calculation	? No	Contact Person		
		Telephone No.	Supplier 1	
		Fax		
		E-Mail		
		Tax Information		
		PAN / IT No.		
		Sales Tax No.		
		CST No.		
		Capture Documents?		
		Capture Documents	? No	
Opening Balance (on 1-Apr-2010) :				

Document Link Details	
Name	: Supplier 10
Description	Path Name
Photo	C:\Documents and Settings\kiran\Desktop\Standard Modules\Document Links\Document Links\Images\14.jpg
License Details	C:\Documents and Settings\kiran\Desktop\Standard Modules\Document Links\Document Links\Images\1.jpg

Master Report:

Gateway of Tally → Display → List of Accounts

List of Accounts	
List of Ledgers	F3: Company
Branch / Divisions	G: Groups
Capital Account	L: Ledgers
Reserves & Surplus (Retained Earnings)	S: Cost Category
Current Assets	C: Cost Centres
Bank Accounts	B: Budgets & Scenarios
Cash-in-hand	E: Currencies
Cash	
Deposits (Asset)	T: Stock Groups
Loans & Advances (Asset)	K: Stock Categories
Stock-in-hand	E: Tariff Classifications
Sundry Debtors	I: Stock Items
Supplier 10	N: Units
Supplier 11	O: Godowns
Supplier 12	J: Serial Numbers
Supplier 13	V: Voucher Types
Supplier 14	D: Documents
Supplier 15	
Supplier 16	
Supplier 7	
Supplier 8	
Supplier 9	
Current Liabilities	
Duties & Taxes	
Provisions	
Sundry Creditors	
Supplier 1	
Supplier 2	

Press enter on Description name the document details will be displayed.

Name	Supplier 10
Description	
License Display	
C:\Documents and Settings\kiran\Desktop\Standard Modules\Document Links\Document Links\Images\14.Jpg	
PAN Card No	
C:\Documents and Settings\kiran\Desktop\Standard Modules\Document Links\Document Links\Images\1.Jpg	

Option is provided at the voucher level.

Sales No. 1		1-Apr-2010 Thursday				
Ref. :						
Party's A/c Name : Supplier 1						
Current Balance : 7,760.00 Dr						
Sales Ledger : Sales						
Name of Item	Quantity	Rate per	Disc. % Amount			
Item 001	55 nos	100.00 nos	5,500.00			
Sales		12 %	660.00			
Narration:			55 nos <u>6,160.00</u>			
Document Links	? Yes	<table border="1"> <tr><td>Yes / No</td></tr> <tr><td>No</td></tr> <tr><td>Yes</td></tr> </table>	Yes / No	No	Yes	
Yes / No						
No						
Yes						

Document Link Details	
Description	Path Name
Sales Order	C:\Documents and Settings\kiran\Desktop\Standard Modules\Document Links\Document Links\Images\So1.jpg
Delivery Note	C:\Documents and Settings\kiran\Desktop\Standard Modules\Document Links\Document Links\Images\DC.Pdf

Report:

In the reports like Day Book/Ledger Vouchers/sales Summary/Purchase Summary the document details can be displayed by entering on the description.

Day Book		Document Links		Ctrl + M Ed		For 1-Apr-2010	
Date	Particulars	Vch Type	Vch No	Debit Amount Inwards Qty	Credit Amount Outwards Qty		
1-4-2010	Supplier 1	Loc Sales	1	100.00		F2: Date	
1-4-2010	Supplier 1	Sales	1	6,160.00		F2: Period	
1-4-2010	Supplier 1	Sales	2	1,500.00		F3: Company	

- F2: Date
- F2: Period
- F3: Company
- F4: Chg Vch
- F5: Columnar
- F6: Extract
- F7: Show Profit
- D: Documents

Document Link Details	
Description	
Sales Order	<i>C:\Documents and Settings\kiran\Desktop\Standard Modules\Document Links\Document Links\Images\So1.Jpg</i>
Delivery Note	<i>C:\Documents and Settings\kiran\Desktop\Standard Modules\Document Links\Document Links\Images\DC.Pdf</i>

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 3.0 onwards.

How will I get support for this add-on?

For any functional support requirements please do write to us at support@fliksoft.com sales@fliksoft.com or call us at +91-73-49-146513.

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

Please share detailed write-up & screen shots (if any) of your additional requirements over email and we will revert to you within next 24 business 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?

20% of the MRP will be charged in case free support and updates will be required by you.

How to configure the add-ons?

Contact your Tally Partner or Tally Service Partner. Alternatively, visit our website <http://www.tallysolutions.com/website/html/solutions/how-to-configure.php> where you can find documents on how to configure add-ons.