

TallyDocs

Introduction

TallyDocs is a **Document Management System**, designed to track all the records that a company may need to keep for later evidential retrieval. Records could be anything from contracts/agreements, invoices, tax receipts, etc. This system allows you to securely track all the business related documents electronically, so that you and your staff can save, access, and share documents with colleagues, clients or Chartered Accountant over network or by email.

Benefits:

- Upload documents for a **Ledger** or a **Voucher**
- **Reduced** Storage, **No** Documents lost and **Flexible** Retrieval
- **Improved, Faster** and **Flexible** Search
- **Controlled** and **Improved** File Distribution
- **Improved Internal Operation & Security** – Accountants can collaborate to store supporting documents in common location.
- **Improved Regulatory Compliance**
- **Improved Customer Service and Satisfaction** – instant reference to documents in Tally reduces response time and increases accuracy in response.
- **Centralised Repository**. Less time is spent locating the documents as they can be retrieved without leaving the desk.
- **Auditing Made Easy** - No need to send physical copies. All the Supporting documents are found within Tally.

How it works?

TallyDocs – uses Local Folder to store and retrieve the documents. Files are stored in a configured folder. User can upload or scan files directly from Tally.ERP9.

TallyDocs Installation

To install L-Docs perform the following:

1. **Download** the **TallyDocs Installer** from our [website](#).
2. The **Setup.exe** file is downloaded to your computer.
3. If Tally is running, **close** the **application** before installing **TallyDocs add-on**.
4. Run **Setup.exe** file.
5. Click **Next** to complete installation.
6. Setup will patch configure all Tally instances on the machine.
7. Click **Close** to continue.

TallyDocs Configuration

In Gateway of Tally screen, you will find TallyDocs configuration button. **TallyDocs Configuration** is **company specific**. Hence, you need to configure each of the company for which TallyDocs capability must be used.



You can configure any accessible location (even in the shared folder) in the Network (LAN) or local folder.

To enter the Location of files, in **TallyDocs Manager** screen,

- In **Location of Files** field mention the **folder** where the files to be uploaded/saved.
 - **Examples:** C: \Supporting Documents, [\\ServerPC\TallyDocs](#) (for shared folders in the network), D:\Docs etc.
- If **Security Control** is enabled for a company, from this screen you can also set the **rights to users** enabling them to **upload, view, download** and **delete** documents.

LDocs Manager					
<i>LDocs uses Local/Network folders to store files. (Press Ctrl+A to save, Ctrl+Q to cancel.)</i>					
Location of Files	: d:\TallyDocs				
User Name	Allow Config	Allow Upload	Allow View	Allow Download	Allow Delete
Kishore	Yes	Yes	Yes	No	No
Ramesh	Yes	Yes	Yes	Yes	Yes
Sudhakar	Yes	Yes	No	No	No

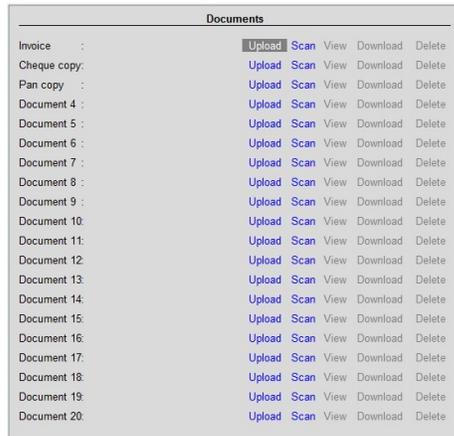
The **shared folder** in the **network** can be used for maintaining the documents by using network shared path.

Using TallyDocs

While recording a voucher, to upload the documents for a Voucher, select/Type **Yes to - Attach Documents** and then press **Enter** to view Documents screen.



In **Documents** screen, the Documents Type defined in the Voucher Type will be displayed. To upload the document select the option **Upload**.



Then press **Enter** to browse and select the file. Selected file will be uploaded to the file location path specified in TallyDocs Configuration screen.

From Tally.ERP 9/TallyPrime, all the uploaded documents can be **viewed/downloaded/deleted** from the Location folder.

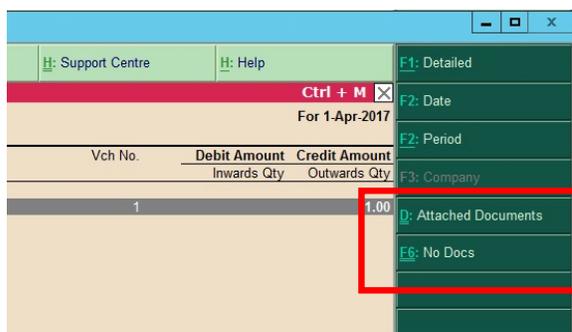
Reports to view Masters and Vouchers with Documents

This add-on provides **Two** reports to view the List of Ledger masters and Vouchers with Documents.

Vouchers with Documents

This report displays all the Vouchers attached with documents.

To view the report, go to **Gateway of Tally > Display > Vouchers with Documents**



It also gives the flexibility to **View** and **Download** the documents attached to a voucher using

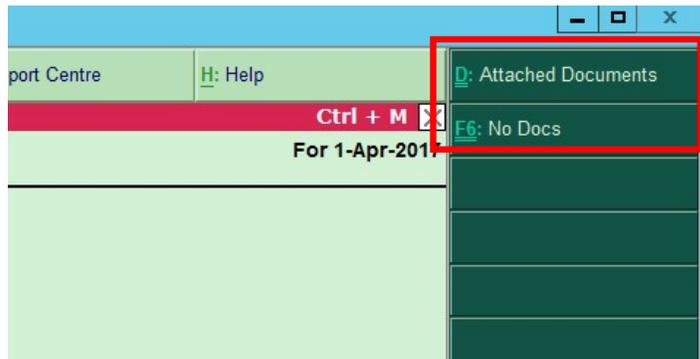
D: Attached Documents (Ctrl + D).

From this report, you can also view the list of vouchers without Document using **F6: No Docs (Ctrl + F6)**.

Ledgers with Documents

This report displays all the Ledgers attached with documents.

To view the report, go to **Gateway of Tally > Display > Ledgers with Documents**



It also gives the flexibility to View and Download the documents attached to a ledger using **D: Attached Documents (Ctrl + D)**.

From this report, you can also view the list of Ledgers without Documents using **F6: No Docs (Ctrl + F6)**.

Advanced Configuration TallyDocs

You can access configuration screen as specified below, or you will be asked to configure on first usage of TallyDocs.

1. Document Types labels

You can label the documents one adds to vouchers or ledgers. You have to do the same at Group level or Voucher type level.

From **Gateway of Tally > Accounts Info. > Groups > Alter**

From **Gateway of Tally > Accounts Info./Inventory Info. > Voucher Types > Alter >** select the applicable voucher to enable the option.

In **Group Alteration/Voucher Alteration** screen,

- Select/Type **Yes** for **Alter document type for Ledgers under this Group**.

Select **Yes** to alter the preconfigured document types.

Then press **ENTER** to view **Define document type** screen. In this screen you can alter the **Document Type**, which will be uploaded for the **ledgers** created under this group.

Define document types(like C-Form,Pan card etc)	
Document Type	: Pan card
Document Type	: Adaar card
Document Type	: GSTIN
Document Type	: Document 4
Document Type	: Document 5
Document Type	: Document 6
Document Type	: Document 7
Document Type	: Document 8
Document Type	: Document 9
Document Type	: Document 10
Document Type	: Document 11
Document Type	: Document 12
Document Type	: Document 13
Document Type	: Document 14
Document Type	: Document 15
Document Type	: Document 16
Document Type	: Document 17
Document Type	: Document 18
Document Type	: Document 19
Document Type	: Document 20

The **Document Types** defined here, will be displayed in **Ledgers** created under this Group. Save the Group Alteration after configuration.

Un-install

For some reason, if you want to un-install the software follow one of the given methods:

Method 1

1. **Open Tally.ERP 9/TallyPrime**
2. Press **F12** from Gate way of Tally to navigate to **Configuration** menu
3. Select **Product & Features** and then press **Enter**.
4. Press **F4: Manage Local TDs** to see the list of TDL files loaded
5. Remove the line containing the file name **TallyDocs.tcp**
6. Press **Ctrl+A**

Method 2

1. Go to Tally.ERP 9/TallyPrime folder
2. Open Tally.ini
3. Go to the line containing **TallyDocs.tcp**
4. Remove the line.

Remove the following files from the Tally.ERP 9 folder (optional)

TallyDocs.tcp

LocalDoc.dll

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