



# L-Docs for Tally.ERP 9

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## Introduction

**L-Docs** for Tally.ERP 9 is a **DOCUMENT TRACKING 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 a network or by email.

## Benefits:

- Upload documents for a **Ledger** or a **Voucher**.
- **Reduced Storage, No Lost Files 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.

## Document types

Add-on supports to track all types of documents related to masters or vouchers. Following are the few types of documents that can be uploaded. List is not limited; you can upload any kind of documents!

- Invoices with supporting shipping and other documents
  - C-Form
  - Order forms
  - Quotations
  - Invoice received etc.
- Customer/vendor related documents
  - PAN Card
  - ID proof
  - Copy of Bank Cheque
  - Outstanding statements etc.
- Different kinds of evidential documents for cash receipts and payments
- Documents supporting other kinds of business transactions (like returns of purchased or sold items)
- Documents supporting accounting adjustments (like year-end accounting of accrued expenses and income)

## How it works??

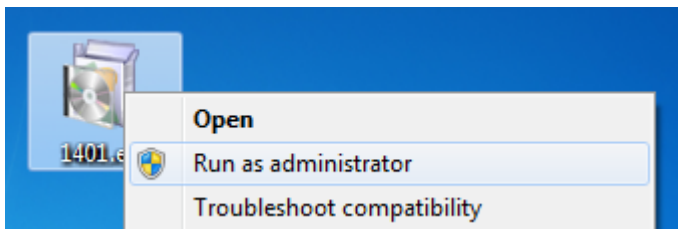
**L-Docs** – uses Local Folder to store and retrieve the documents.

This add-on will access the identified /specified location folder from Tally.ERP 9 and uploads the document. Through Tally.ERP 9, you can view, download or delete the documents from the location folder.

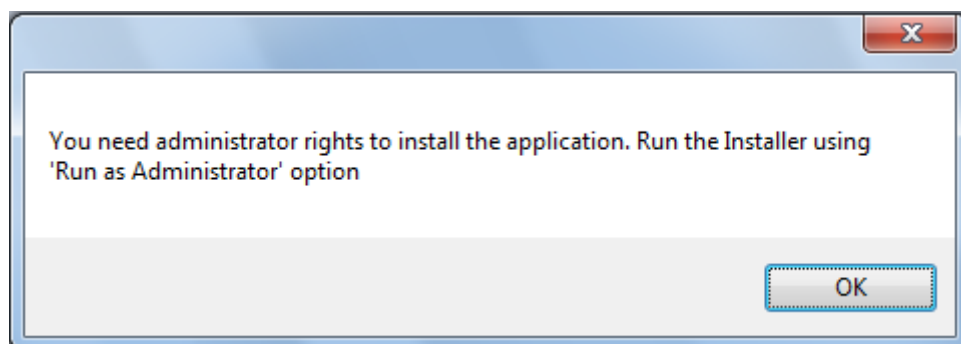
## Installation

L-Docs installation procedure is as given:

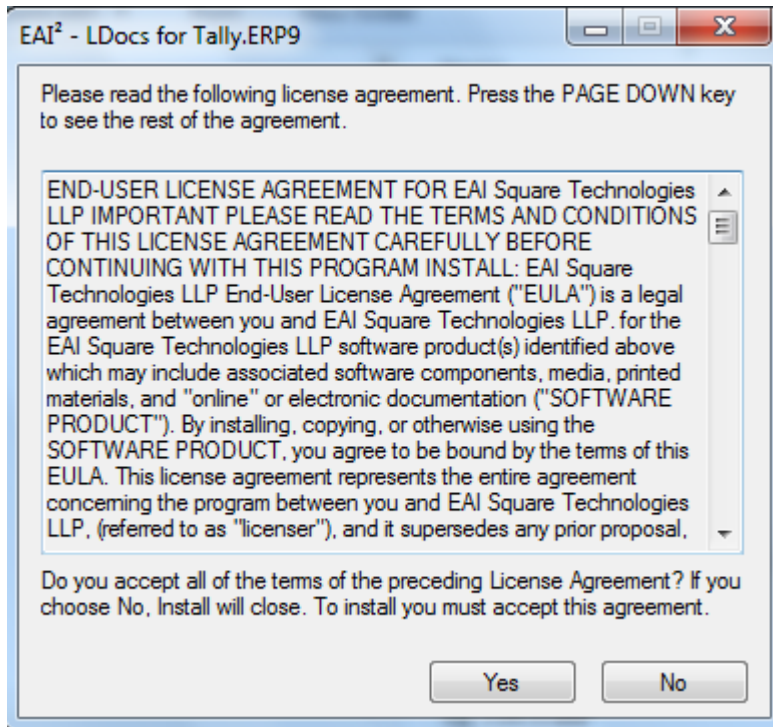
1. **Download** the **L-Docs Installer** from our [website](#).
2. You will receive **1401.zip file**. **Extract** the files, you will find **1401.exe** file.
3. If Tally is running, **close** the **application** before installing **L-Docs add-on**.
4. Right click on the **1401.exe** file and select “**Run as administrator**”.



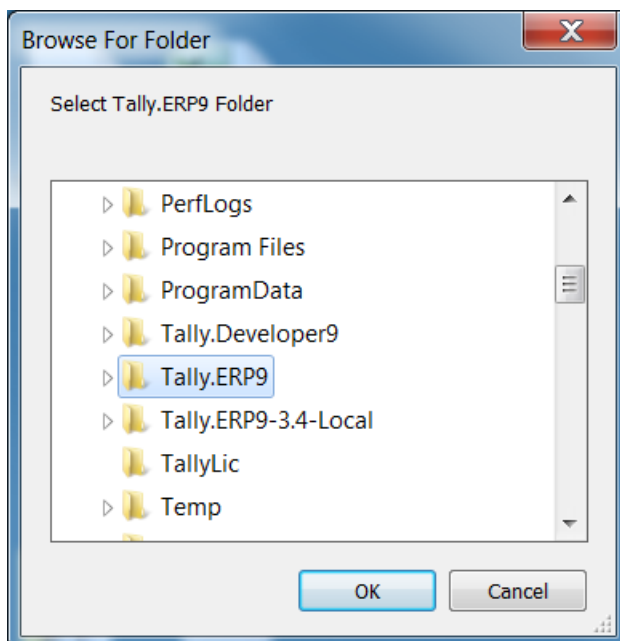
If you **double click** the **installer**, the following message will be displayed indicating, that the installer has to be **Run as Administrator**.



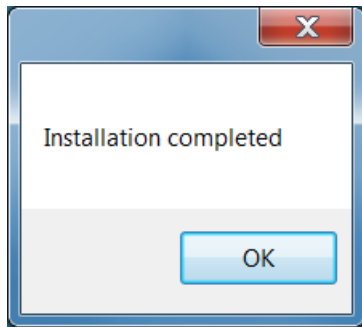
4. Click **Yes** to accept the **License** terms.



5. To install the add-on, **browse** for Tally.ERP 9 folder and **select**.



5. Following message will be displayed on **successful installation**.



7. Click **Ok** to continue.

### Activate license

After purchasing the add-on, you will receive a **purchase confirmation** with a **link** to download the **License** file. Same link will be forwarded to your authorized e-mail ID. **Download** and then **Copy** the **license** file to **Tally.ERP 9 folder where the add-on is already installed**. Restart Tally.ERP 9.



In **Tally.ERP 9 multi User environment**, you have to **repeat** the **installation** and **license activation** procedure detailed earlier in **all** the **Client** machines.

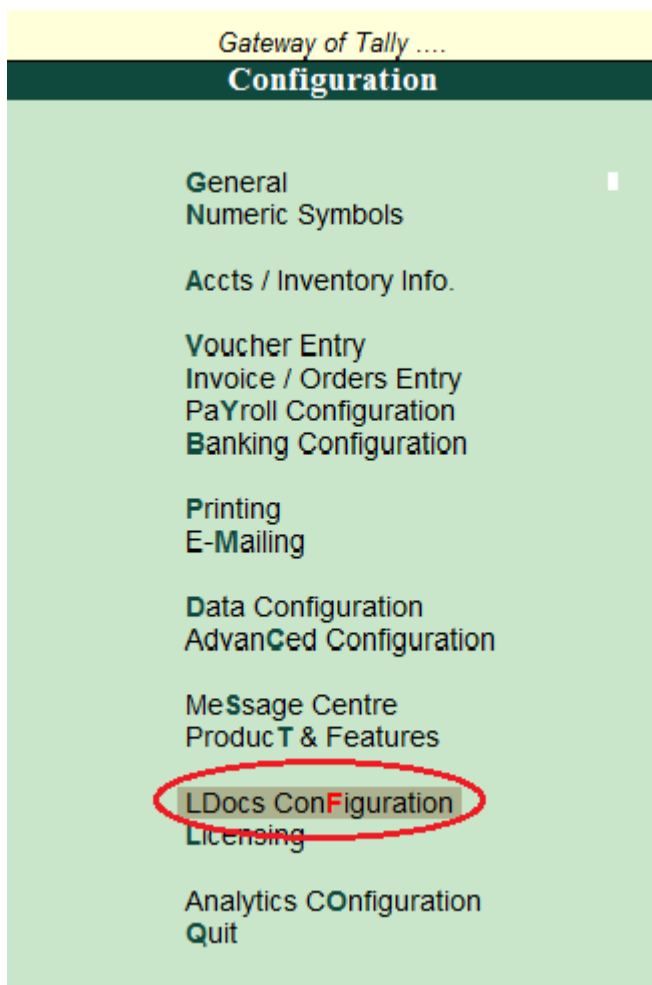
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## L-Docs Configuration

To use the Add-on, firstly you need to configure the **Location Folder** to store the documents.


To configure the Location folder,

1. **Load** the **company**.
2. On the **Gateway of Tally** press **F12** to see **Configuration** menu.
3. From the **Configuration** menu, choose “**LDocs Configuration**”



## Configuring Files Location Folder

Using L-Docs, supporting documents can be stored in any accessible location (even in the shared folder) in the Network (LAN).

	<p>The destination folder must have appropriate <b>RIGHTS</b> for the users.</p> <p>Permissions:</p> <ul style="list-style-type: none"> <li>• <b>Write</b> - is required for the users who will be uploading the documents</li> <li>• <b>Read</b> - is required for the users who will be viewing the documents</li> </ul>
---	--

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

- Set the option **Enable File Copy** to **Yes** to enable the document management system for the company.
- In **Location of Files** field mention the **folder** where the files to be uploaded/saved.
  - **Examples:** C: \Supporting Documents, [\\XXX-PC\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**

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*LDocs uses Local/Network folders to store files.*

Enable File Copy                      ? **Yes**

Location of Files                        : **C:\Supporting Documents\ABC Co**

User Name	Allow Config	Allow Upload	Allow View	Allow Download	Allow Delete
Anil	Yes	Yes	Yes	Yes	Yes
Ramesh	No	Yes	Yes	Yes	No



The **shared folder** in the **network** can be used for maintaining the documents as shown:

**LDocs Manager**


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*LDocs uses Local/Network folders to store files.*

Enable File Copy ? Yes

Location of Files : \\XXX.PC\Documents\ABC Co.

User Name	Allow Config	Allow Upload	Allow View	Allow Download	Allow Delete
Anil	Yes	Yes	Yes	Yes	Yes
Ramesh	No	Yes	Yes	Yes	No

	<p><b>L-Docs Configuration</b> is <b>company specific</b>. Hence, you need to configure each of the company for which L-Docs capability has to be used.</p>
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The **Document Types** defined here, will be displayed in **Ledgers** created under this Group. Save the Group Alteration after configuration.

## 2. Ledgers

To upload documents for a Ledger, select/type **Yes** for **Add Documents** and then press **ENTER** to view **Documents** screen.

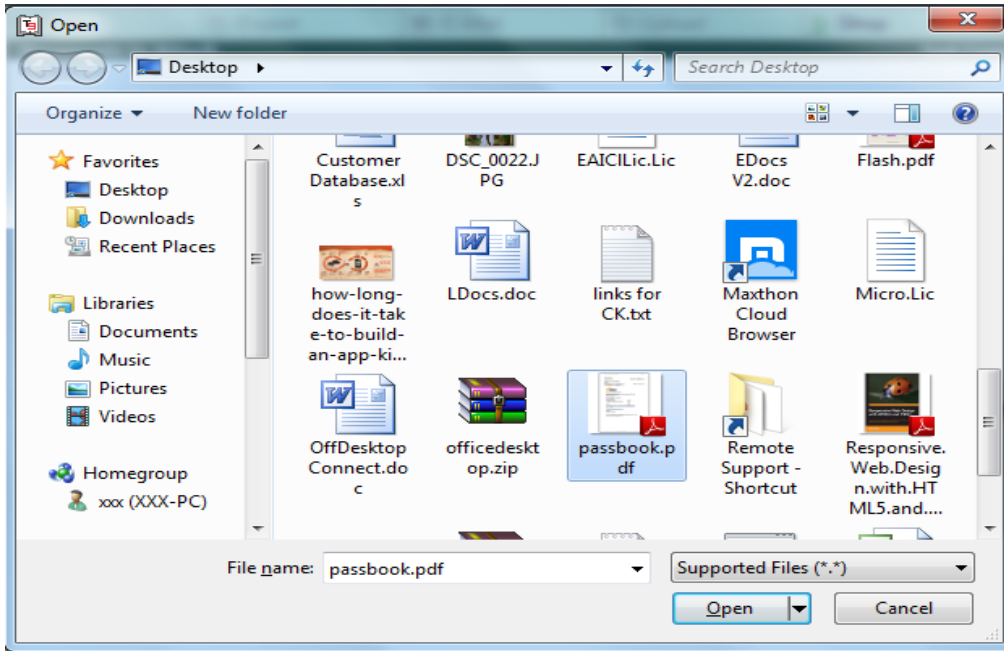
From **Gateway of Tally > Accounts Info. > Ledgers > Create/Alter**

Ledger Alteration		Total Op. Bal.
Name : SBI Bank		1,07,47,07,221.58 Dr
(alias) :		1,07,47,07,221.58 Cr
Under : <b>Bank Accounts</b> <i>(Current Assets)</i>		
Cost centres are applicable	? No	
Effective Date for Reconciliation	? 1.Apr.2007	
Set/Alter Cheque Books	? No	
Set/Alter Banking Configuration	? No	
Add Documents	? <b>Yes</b>	
Mailing Details Name : SBI Bank Address : # 56, 5th Cross Koramangala Bangalore State : Karnataka PIN Code : 560089 A/c No. : 4454609889 Branch Name : Koramangala BSR Code : 0086734 IFS Code :		

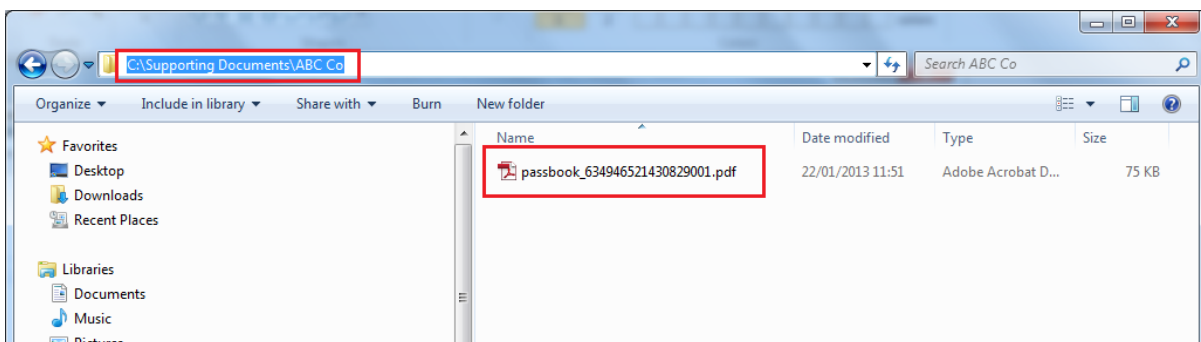
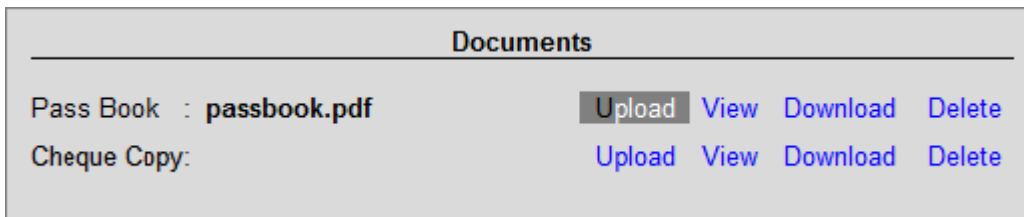
In Documents screen, the Documents Type defined in the **Group** will be displayed. To upload the document select the option **Upload**.

Documents	
Pass Book :	<b>Upload</b> View Download Delete
Cheque Copy:	Upload View Download Delete

Then, press **ENTER** to browse and select the file.



Selected file will be uploaded to the file location path specified in LDocs Configuration screen and the uploaded file name will be displayed next to the Document Type.



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

**Save the Ledger Alteration after configuration.**

## Voucher Configuration

L-Docs add-on allows you to add documents for a voucher during entry.

Example: For Sales voucher, add Party's PAN Card, Dispatch documents, Shipping Documents etc.

**Cheque Copy** can be added for a **Receipt** Voucher.

To add documents, during voucher entry you have to enable the option – **Add Documents to voucher** in Voucher Type Alteration screen.

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

Name : <b>Sales</b>			
(alias) :			
<b>General</b>		<b>Printing</b>	
Type of Voucher	: Sales	Print after saving Voucher	? No
Abbr.	: Sale	Use for POS Invoicing	? No
Method of Voucher Numbering	? Automatic	Default Print Title	:
Use Advance Configuration	? No	<b>Declaration</b> :	
Use EFFECTIVE Dates for Vouchers	? No		
Make 'Optional' as default	? No		
Use Common Narration	? Yes		
Narrations for each entry	? No		
		Add documents to voucher	? Yes

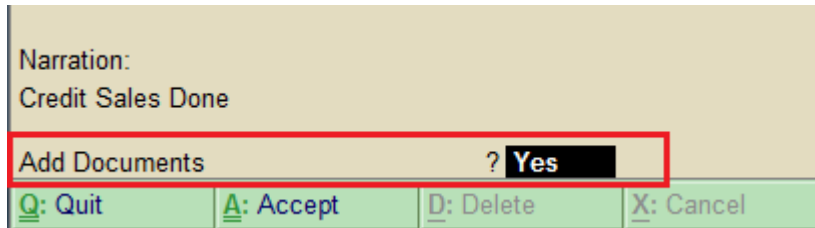
Then press **Enter** to view **Define document type** screen. In this screen you can define the **Document Type** which will be uploaded for **vouchers**. You can define 20 different Document Types for a Voucher Type.

<u>Define document types(like C-Form,Pan card etc)</u>	
Document Type	: C-Form
Document Type	: Customer ID
Document Type	: <b>Dispatch Documents</b>
Document Type	:
Document Type	:

While recording the voucher, you will see the option – **Add Documents**, only if the voucher type is configured for adding Documents.

Once the Voucher is configured, user can record a voucher entry by specifying the required information. While recording the voucher, he can select whether to upload the documents or not.

While recording a voucher, to upload the documents for a Voucher, select/Type **Yes** for - **Add 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**.

Documents				
C-Form :	Upload	View	Download	Delete
Customer ID :	Upload	View	Download	Delete
Dispatch Documents:	Upload	View	Download	Delete

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

From Tally.ERP 9, 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**

Vouchers with Documents		ABC Co.		Ctrl + M	
Vouchers with Documents		1-Apr-2013 to 24-Apr-2013		F2: Date	
Date	Particulars	Vch Type	Vch No.	Debit Amount	Credit Amount
				Inwards Qty	Outwards
5-4-2013	Supplier A	Payment	2	15,000.00	
24-4-2013	Sharath	Sales	4	15,000.00	

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

Ledgers with Documents		ABC Co.		Ctrl + M	
Ledgers with Documents		1-Apr-2013 to 24-Apr-2013		D: Documents	
<i>Bank Account</i>					
Benoy					
Project A Purchases					
Project A Sales					
Sharath					

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

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

## 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
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 TDLs** to see the list of TDL files loaded
5. Remove the line containing the file name **LDocs.tcp**
6. Press **Ctrl+A**

### Method 2

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

Remove the following files from the Tally.ERP 9 folder

**LDocs.tcp**

**LocalDoc.dll**

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