



## **L-Docs for Tally.ERP 9**

## Table of Contents

Introduction .....	3
Benefits: .....	3
How it works??.....	3
Installation .....	3
Configure Add-on.....	4
L-Docs Configuration.....	6
Configuring Files Location Folder.....	6
Default Configuration: .....	7
Master Configuration.....	7
1. Groups.....	7
2. Ledgers .....	8
Voucher Configuration.....	10
Reports to view Masters and Vouchers with Documents .....	12
Vouchers with Documents.....	12
Ledgers with Documents .....	12
Un-install.....	13
Method 1 .....	13
Method 2 .....	13

## 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.

## How it works??

**L-Docs** – 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.

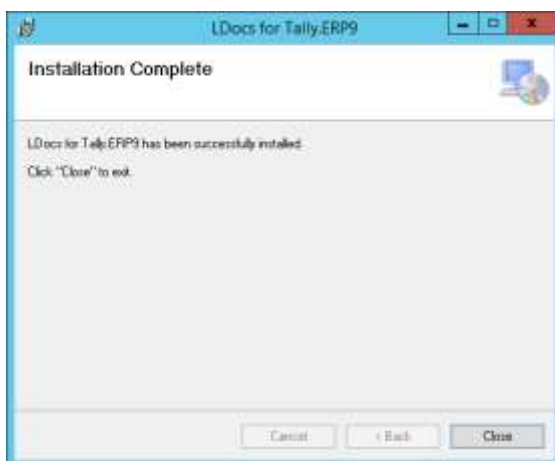
## Installation

L-Docs installation procedure is as given:

1. **Download** the **L-Docs Installer** from our [website](#).
2. You will receive **1401.msi file**.
3. If Tally is running, **close** the **application** before installing **L-Docs add-on**.
4. Run **1401. msi** file.



5. Click **Next** to complete installation.
6. Following message will be displayed on **successful installation**.



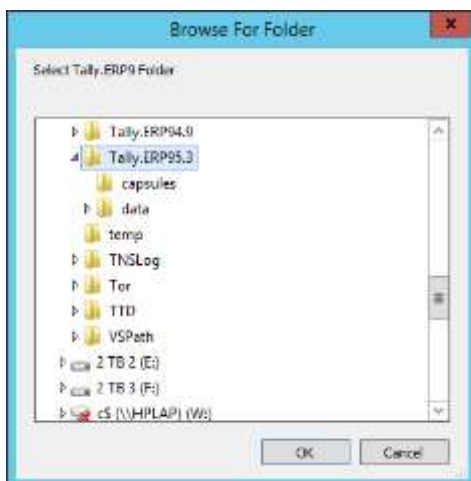
7. Click **Close** to continue.
8. Installer has created a shortcut in program menu and desktop for **LDocs App Manager**.

## Configure Add-on

1. Run **LDocs App Manager**



2. Click on **Select Tally.ERP9 Folder** button
3. Select Tally.ERP9 folder



4. Repeat step if you have different versions of Tally.ERP9
5. Enter Tally.ERP9 serial number, If you have purchased LDocs license it will be activated.
6. Click **Install Add-on** button to configure Tally.ERP9
7. Tally.ERP9 is ready with LDocs



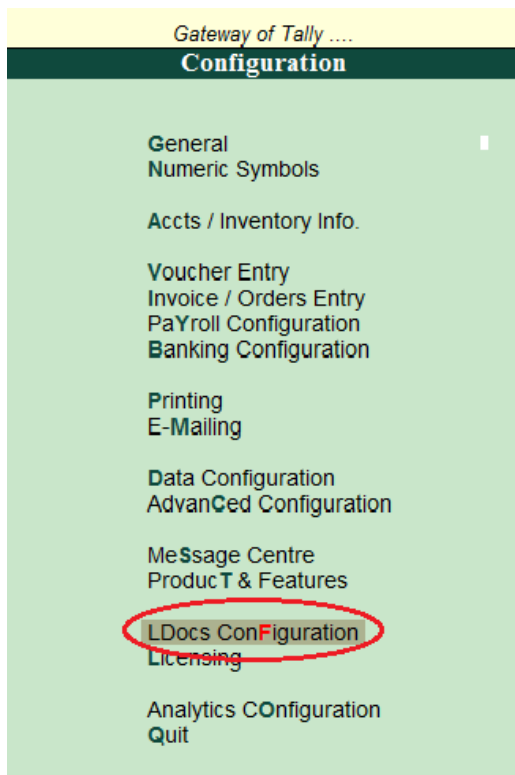
In **Tally.ERP 9 multi User environment**, you have to **repeat** the **installation** and **license activation** procedure detailed earlier in **all** the **Client** machines.

## L-Docs Configuration

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

To configure the Location folder,

1. **Load the company.** Use Admin login and password if you have security enabled for 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).



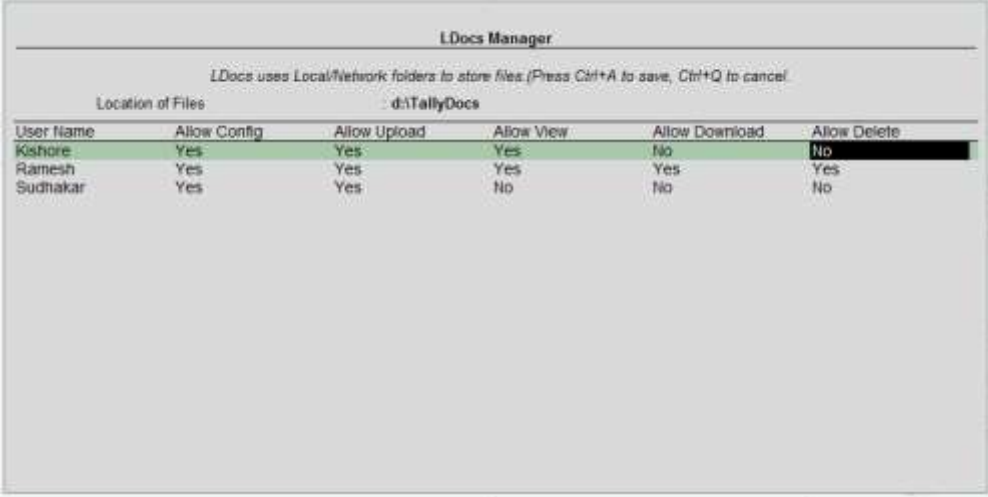
The destination folder must have appropriate **RIGHTS** for the users.

Permissions:

- **Write** - is required for the users who will be uploading the documents
- **Read** - is required for the users who will be viewing the documents

To enter the Location of files, in **LDocs 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.



The screenshot shows the 'LDocs Manager' window with the following table:

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.

	<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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### Default Configuration:

LDocs comes with pre-configured settings. You can customize the file types as required by using configurations as specified in the following sections.

## Master Configuration

### 1. Groups

To upload documents at the **Ledger** level, you need to configure the appropriate **Groups**.

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

In **Group Alteration** screen,

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

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

Group Alteration	
Name	: <b>Bank Accounts</b>
(alias)	:
Under	: <b>Current Assets</b>
Group behaves like a Sub-Ledger	? No
Nett Debit/Credit Balances for Reporting	? No
Used for Calculation (eg. Taxes, Discounts) (for Sales Invoice Entry)	? No
Method to Allocate when used in Purchase Invoice	? <sup>J</sup> Not Applicable
Alter document type for ledgers under this group	? No

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	<b>Document 4</b>
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.

## 2. Ledgers

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

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



Ledger Alteration	
Name	: Cash
(alias)	:
Under	: Cash-in-Hand (Current Assets)
Attach Documents	? No Save Ledger to update document type

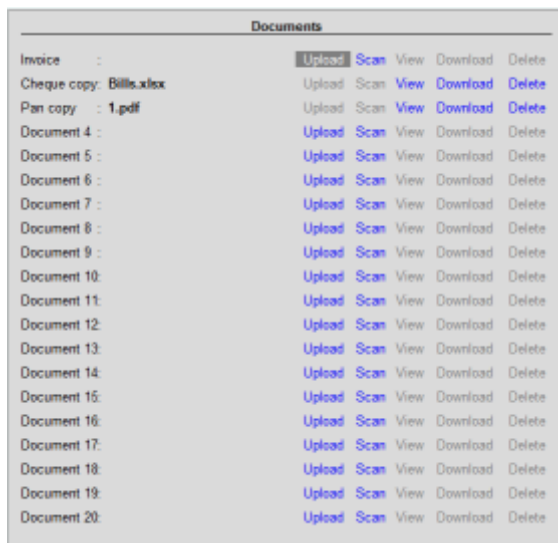
In Documents screen, the Documents Type defined in the **Group** will be displayed. To upload the document select the option **Upload**.

Documents					
Document 1 :	Upload	Scan	View	Download	Delete
Document 2 :	Upload	Scan	View	Download	Delete
Document 3 :	Upload	Scan	View	Download	Delete
Document 4 :	Upload	Scan	View	Download	Delete
Document 5 :	Upload	Scan	View	Download	Delete
Document 6 :	Upload	Scan	View	Download	Delete
Document 7 :	Upload	Scan	View	Download	Delete
Document 8 :	Upload	Scan	View	Download	Delete
Document 9 :	Upload	Scan	View	Download	Delete
Document 10 :	Upload	Scan	View	Download	Delete
Document 11 :	Upload	Scan	View	Download	Delete
Document 12 :	Upload	Scan	View	Download	Delete
Document 13 :	Upload	Scan	View	Download	Delete
Document 14 :	Upload	Scan	View	Download	Delete
Document 15 :	Upload	Scan	View	Download	Delete
Document 16 :	Upload	Scan	View	Download	Delete
Document 17 :	Upload	Scan	View	Download	Delete
Document 18 :	Upload	Scan	View	Download	Delete
Document 19 :	Upload	Scan	View	Download	Delete
Document 20 :	Upload	Scan	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**.

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

**Voucher Type Alteration**

Name: **Contra**  
(alias)

---

General

Type of Voucher: **Contra**  
Abbr: **Ctra**

---

Method of Voucher Numbering: ? **Automatic**

Use Advance Configuration: ? **No**

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Use EFFECTIVE DATES for Vouchers: ? **No**

Make 'Optional' as default: ? **No**

Use Common Narration: ? **Yes**

Narrations for each entry: ? **No**

---

Alter attached document types: ? **Yes** Save Ledger to update document type

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

**Define document types(like C-Form,Pan card etc)**

Document Type	Invoice copy
Document Type	DC
Document Type	Order
Document Type	Address proof
Document Type	Document 5
Document Type	Document 6
Document Type	<b>Document 7</b>
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

While recording the voucher, you will see the option – **Add 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 - **Attach Documents** and then press **Enter** to view Documents screen.

Narration:

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Attach Documents: ? **No** Save Voucher to link documents after upload

(36 / 36) Tally Messages

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

Documents				
Invoice	Upload	Scan	View	Delete
Cheque copy	Upload	Scan	View	Delete
Pan copy	Upload	Scan	View	Delete
Document 4	Upload	Scan	View	Delete
Document 5	Upload	Scan	View	Delete
Document 6	Upload	Scan	View	Delete
Document 7	Upload	Scan	View	Delete
Document 8	Upload	Scan	View	Delete
Document 9	Upload	Scan	View	Delete
Document 10	Upload	Scan	View	Delete
Document 11	Upload	Scan	View	Delete
Document 12	Upload	Scan	View	Delete
Document 13	Upload	Scan	View	Delete
Document 14	Upload	Scan	View	Delete
Document 15	Upload	Scan	View	Delete
Document 16	Upload	Scan	View	Delete
Document 17	Upload	Scan	View	Delete
Document 18	Upload	Scan	View	Delete
Document 19	Upload	Scan	View	Delete
Document 20	Upload	Scan	View	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**

H: Support Centre		H: Help		F1: Detailed	
Ctrl + M				F2: Date	
For 1-Apr-2017				F2: Period	
Vch No.	Debit Amount	Credit Amount	F3: Company		
	Inwards Qty	Outwards Qty			
1		1.00	D: Attached Documents		
			F6: No Docs		

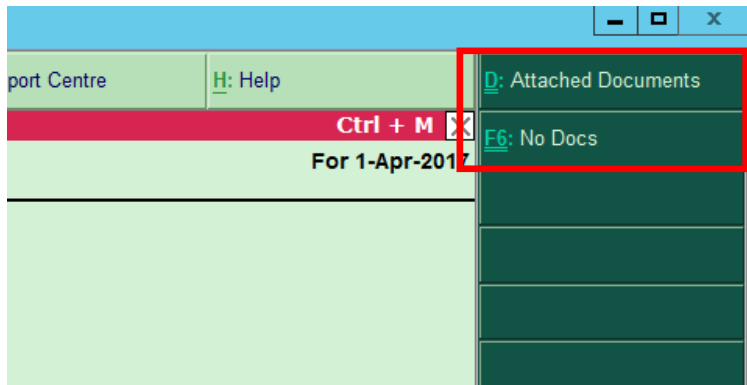
It also gives the flexibility to **View** and **Download** the documents attached to a voucher using **D: Attached Documents (Ctrl + D)**.

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).

## 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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