



JVC Academy

(Authorised Tally Integrator, Tally Service Partner, Tally Partner)

(Tally for Schools and Tally Document organizer)



Tally Document Organizer

Version 3.1 Build 15 User Manual

JVC Academy

26/6/2011

POWER OF SERVICE

Regd.Off: B-449, Illrd Floor, Nehru Ground. N.I.T. Faridabad. Haryana -121006.

Tel. No: 0129-2410140, 9873005680, 9811445789

E-Mail: jvcacademy@gmail.com

Website : jvctally.webs.com

Support Tally Customer: 47660077, 47660088, 1800-22-8859



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To Enable Document Scan = yes

Company: **SAMPLE COMPANY - (From 1-Apr-2009)**

Accounting Features

| | | | |
|--|---------------|---|--------------|
| General | | Invoicing | |
| Integrate Accounts and Inventory | ? Yes | Allow Invoicing | ? Yes |
| Income/Expense Statement instead of P & L | ? No | Enter Purchases in Invoice Format | ? Yes |
| Allow Multi-Currency | ? Yes | Use Debit/Credit Notes | ? Yes |
| | | Use Invoice mode for Credit Notes | ? Yes |
| | | Use Invoice mode for Debit Notes | ? Yes |
| Outstandings Management | | Budgets & Scenario Management | |
| Maintain Bill-wise Details (for Non-Trading A/cs also) | ? Yes ? No | Maintain Budgets and Controls | ? No |
| Activate Interest Calculation (use advanced parameters) | ? No ? No | Use Reversing Journals & Optional Vouchers | ? Yes |
| Cost/Profit Centres Management | | Other Features | |
| Maintain Payroll | ? Yes | Enable Cheque Printing | ? Yes |
| Maintain Cost Centres | ? Yes | Set/Alter Cheque Printing Configuration | ? No |
| Use Cost Centre for Job Costing | ? Yes | Allow Zero valued entries | ? Yes |
| More than ONE Payroll / Cost Category | ? Yes | Maintain Multiple Mailing Details for Company & Ledgers | ? Yes |
| Use Pre-defined Cost Centre Allocations during Entry | ? No | Set/Alter Company Mailing Details | ? No |
| Show Opening Balance for Revenue Items in Reports | ? No | Enable Company Logo | ? Yes |
| | | Enable Tally Document Organiser | : Yes |

Set Default Path

Calculation ? No

Use Reversing Journals & Optional Vouchers

Default Path : **C:\Documents and Settings\User\My Documents\My Pictures\Tally Doc**

Cost/Profit Centres Management ? Yes

Enable Cheque Printing

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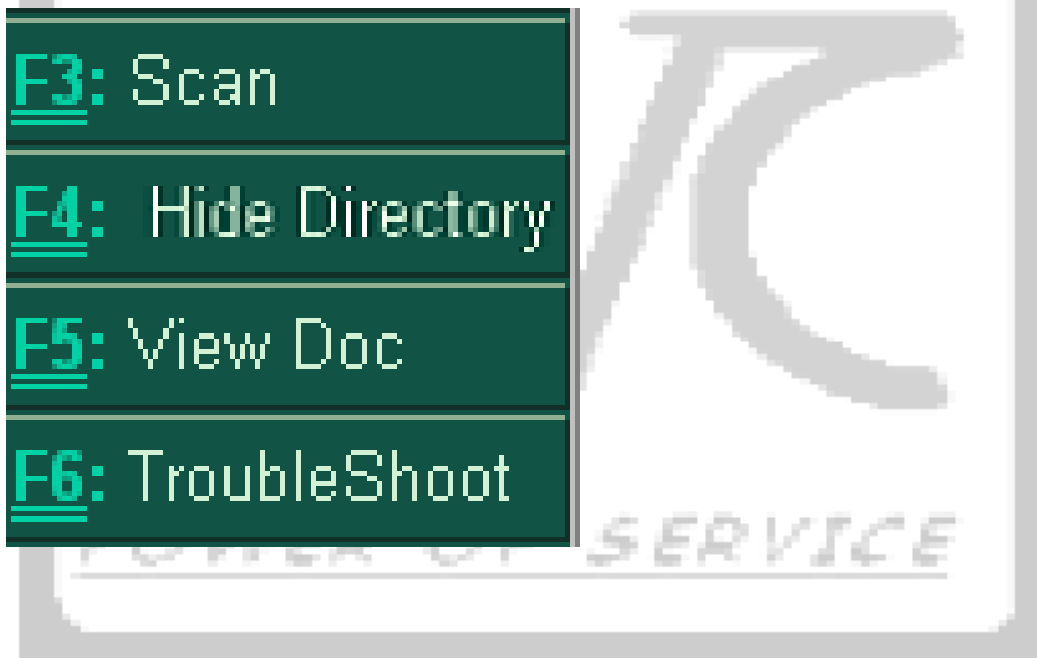
Four New Buttons on Right Screen of Voucher Entry –

Ctrl + F3 = Scan

Ctrl + F4 = View/Hide Directory

Ctrl + F5 = View Doc

Ctrl + F6 = TroubleShoot



Scan :- It start the scanner to scan the document

Show/Hide Directory :- Clicking on this button it will show and hide the directory path in which you can enter the full path of document .

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View Doc : - Click on this button you can see the scanned document .

Tally ERP 9
 P: Print | E: Export | M: E-Mail | O: Upload | S: Shop | G: Language | K: Keyboard | K: Control Centre | H: Support Centre | H: Help

SAMPLE COMPANY - (From 1-Apr-2009)

EX Purchase No. 7
 Supplier Invoice No. 3354 Date: 9 Jul 2010
 Excise Unit: SAMPLE COMPANY

Party's A/c Name: Khanna Engineers
 Nature of Purchase: Manufacturer
 Current Balance: 77,234.50 Cr

Name of Item: Cooler

TAX INVOICE
Khanna Engineers
 Plot No. 1, Badliwal Lalia Chowk,
 Pali Road, FARIDABAD-121 001
 Ph: 2411380, 2462380

Invoice No. 8354 Date: 9/7/10

| Sl. No. | Description | QTY | Rate | Tax | AMOUNT | |
|-------------|---|-----|-------|-----|--------|----|
| | | | | | Rs. | P. |
| 1 | WATER COOLER Model C-800 CAPACITY - 150 LITERS S/N - 010209 PARTS L-10000 | 1 | 34000 | | 34000 | |
| TOTAL | | | | | 34000 | |
| VAT 12% | | | | | 4080 | |
| GST 5% | | | | | 1700 | |
| GRAND TOTAL | | | | | 39780 | |

Customer's Signature: [Signature]

For Khanna Engineers

1. Our responsibility commences on delivery of the goods to Railway or Transport Vehicle.
 2. All disputes are subject to Faridabad Jurisdiction.
 3. 20% Interest will be charged from the due date of payment.
 4. Goods once sold can not be taken back under any circumstances.

Then you can Print , Mail Or Export it .

If the file name will be Voucher type + Voucher Number and Extension is JPG , then this will take automatically user will not require to enter it .

And if it is pdf file then switch option to Yes . then it will take extension as pdf not as JPG

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