

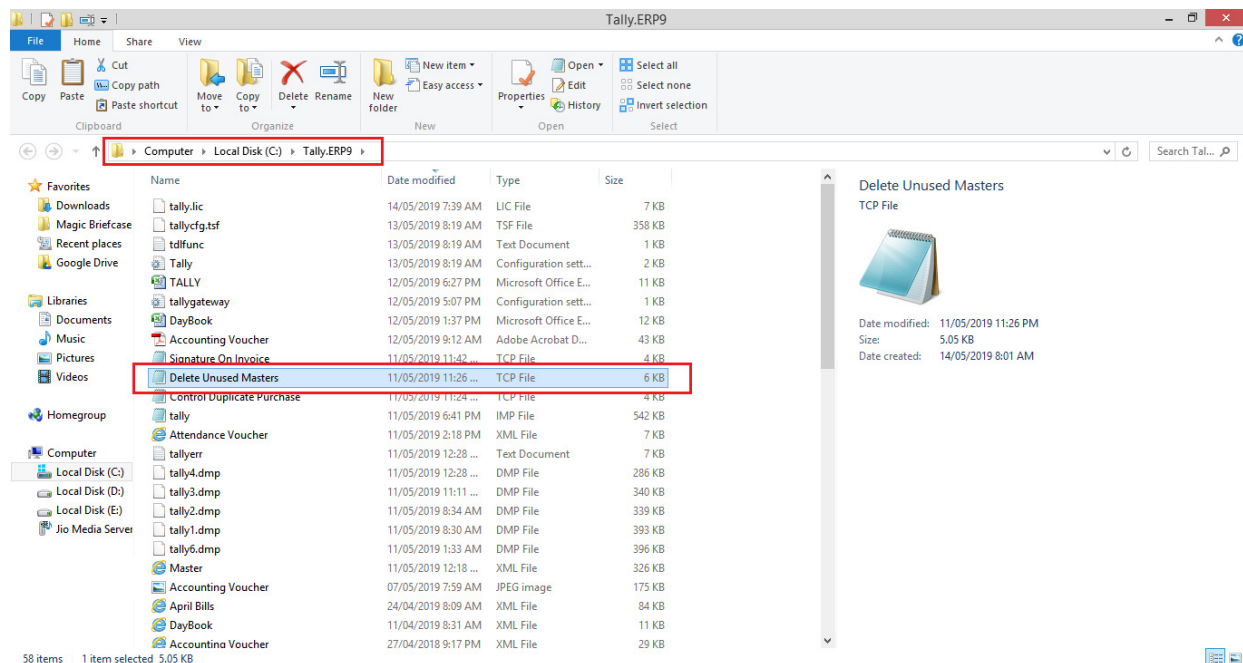
# Unused Master Deletion in Tally

This manual will help you to how to configure & how to use Unused Master Deletion module in Tally.ERP9.

Supported Tally version: Tally.ERP9 Rel 5.1 & Above

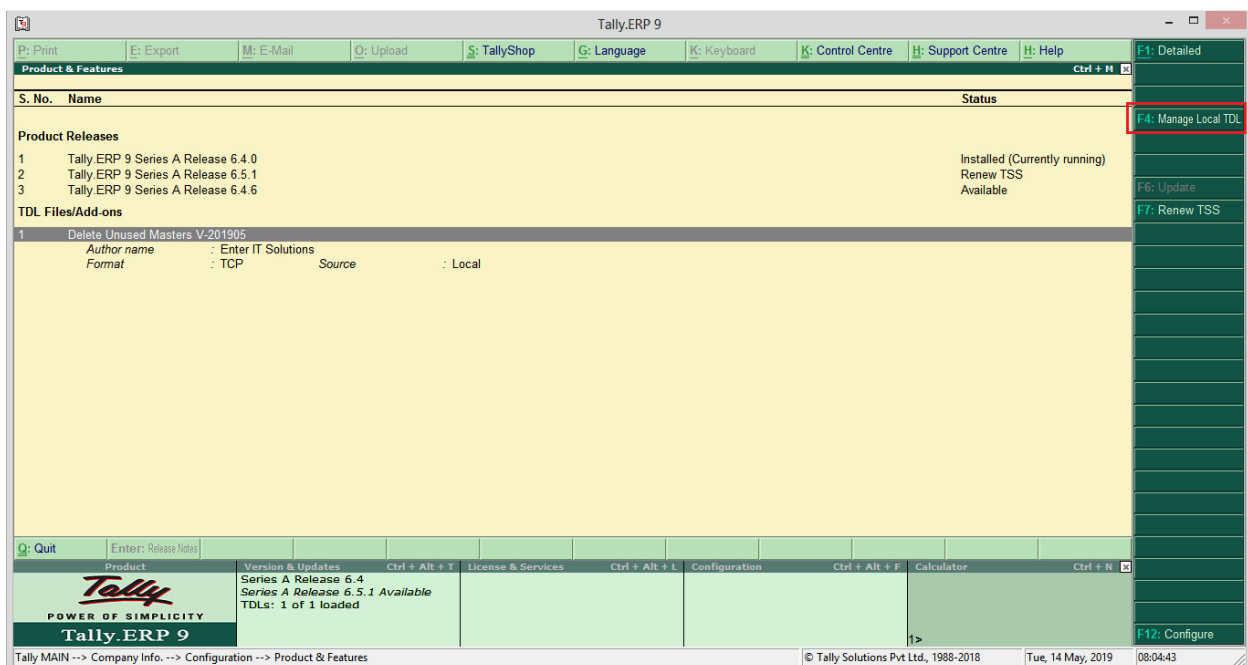
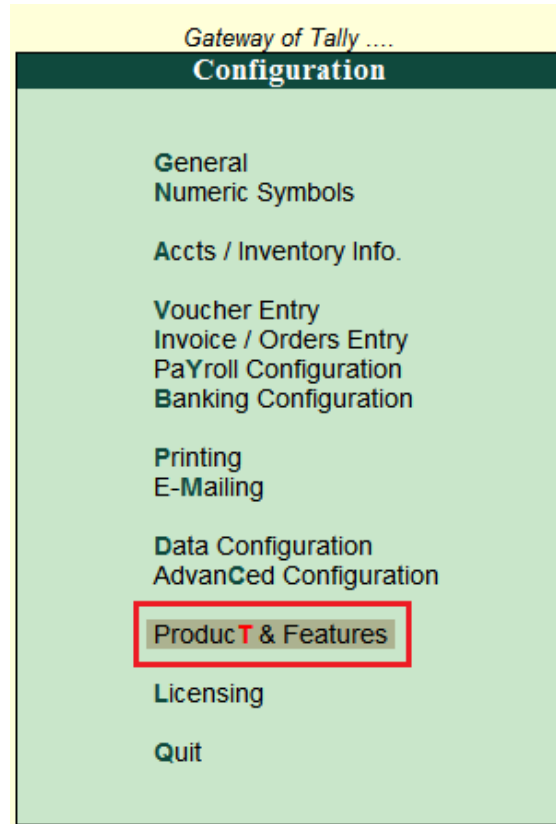
## Step – 1

Copy **Delete Unused Masters.tcp** file in your Tally.ERP9 folder as shown in below screen shot.



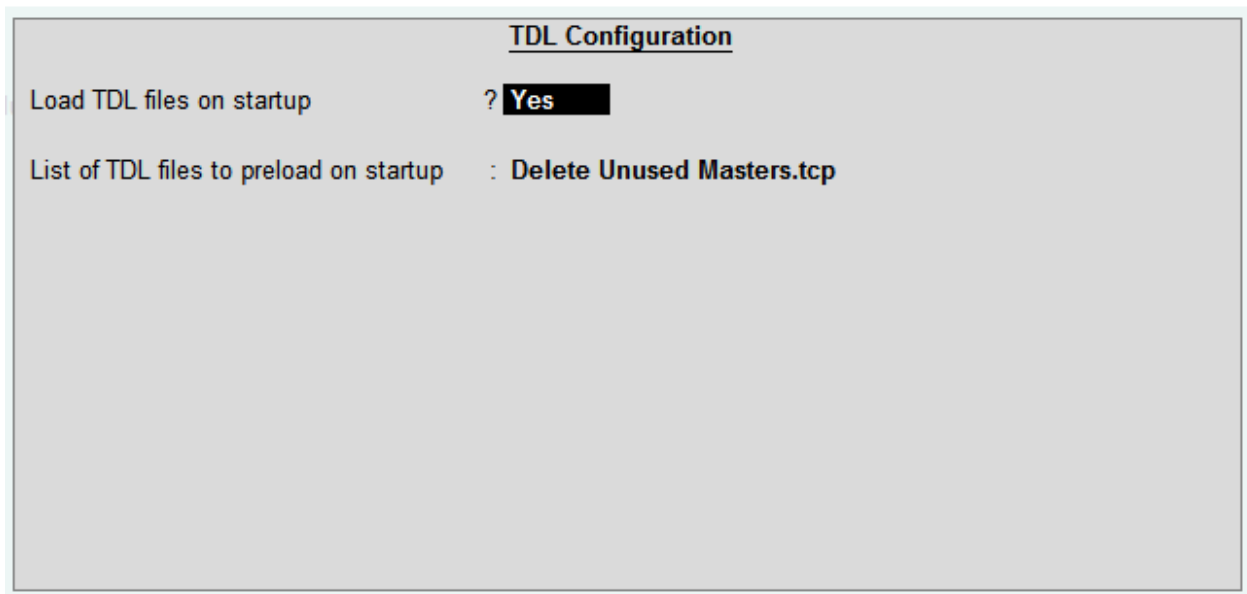
## Step – 2

Open Tally > Press F12 : Configure > Products & Features

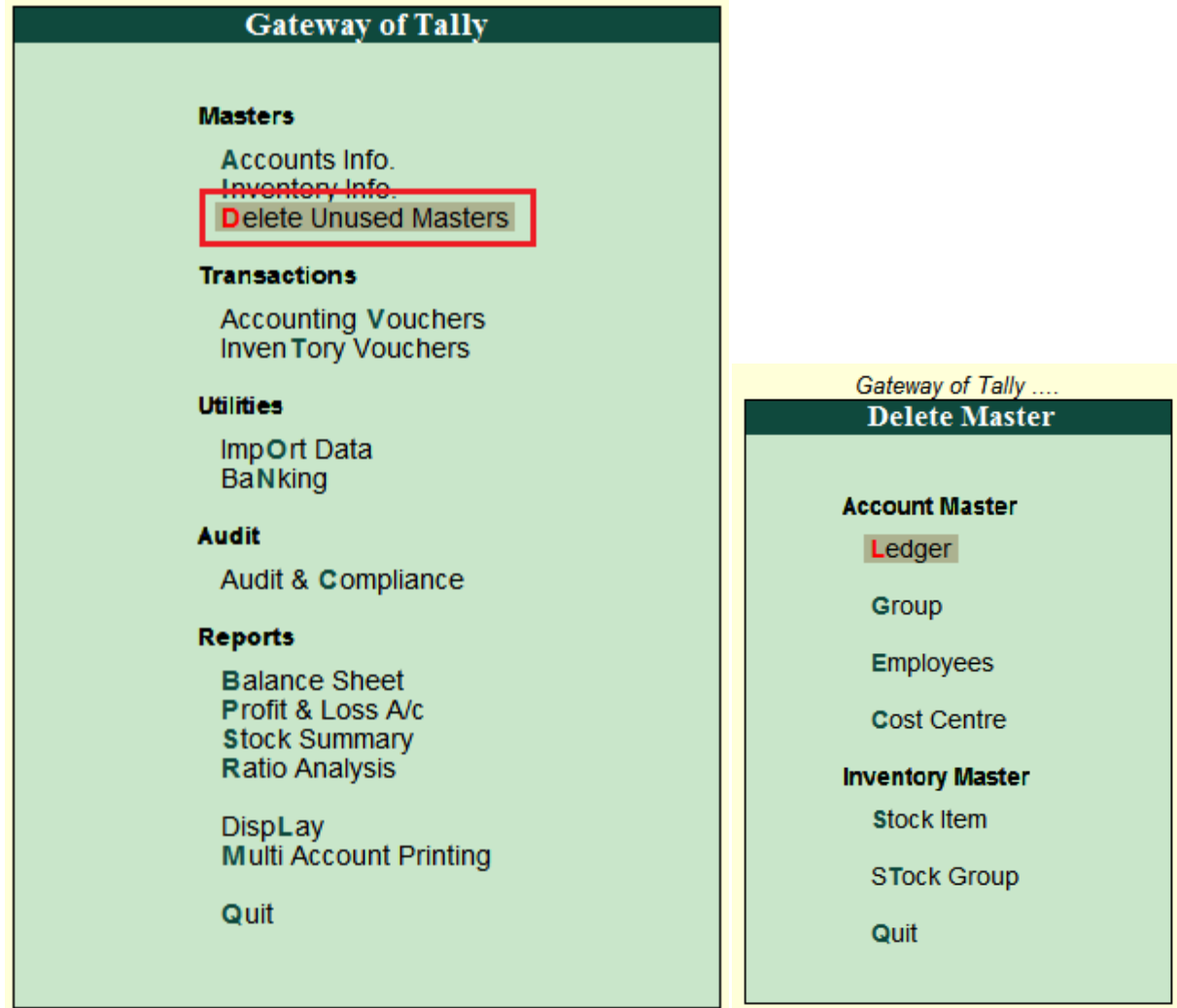


**Press F4 : Manage Local TDL** to get below screen

- Load TDL files on startup = Yes
- List of TDL files to preload on startup = **Delete Unused Masters.Tcp**

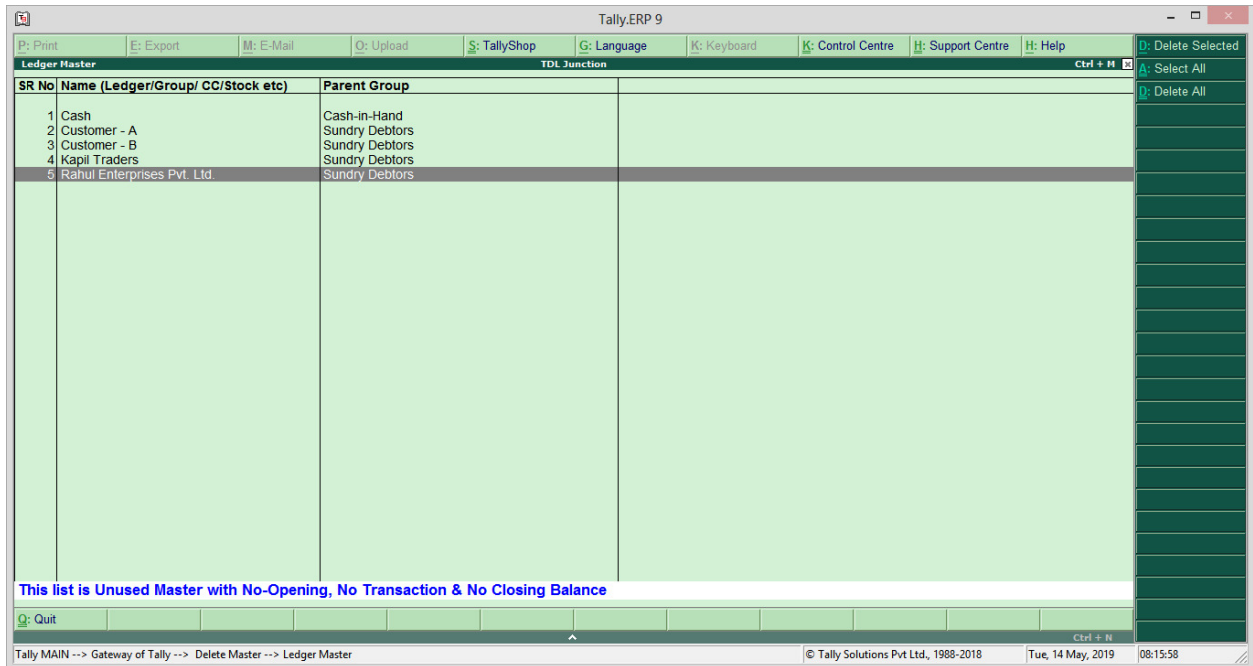


Once the above steps are done....you will be able to see a new menu added in on Gateway of Tally > Masters Section as “**Delete Unused Masters**” as shown below...



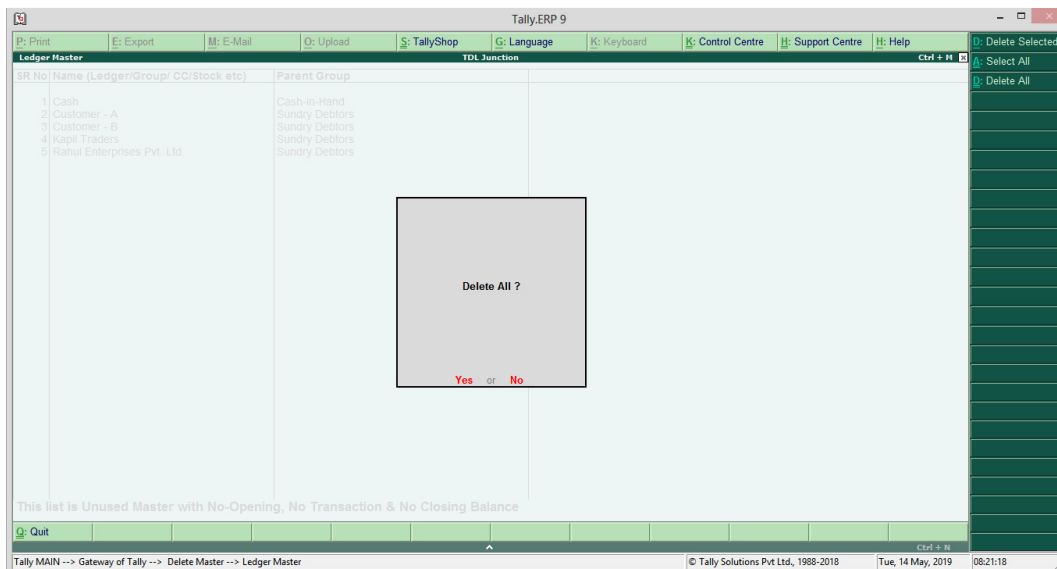
As you can see in above screenshots, unused masters can be deleted for **Ledgers, Groups, Employees, Cost Center, Stock Item, and Stock Group**

Drill down to any of the required option to begin deletion...Let's take an example of Ledgers;



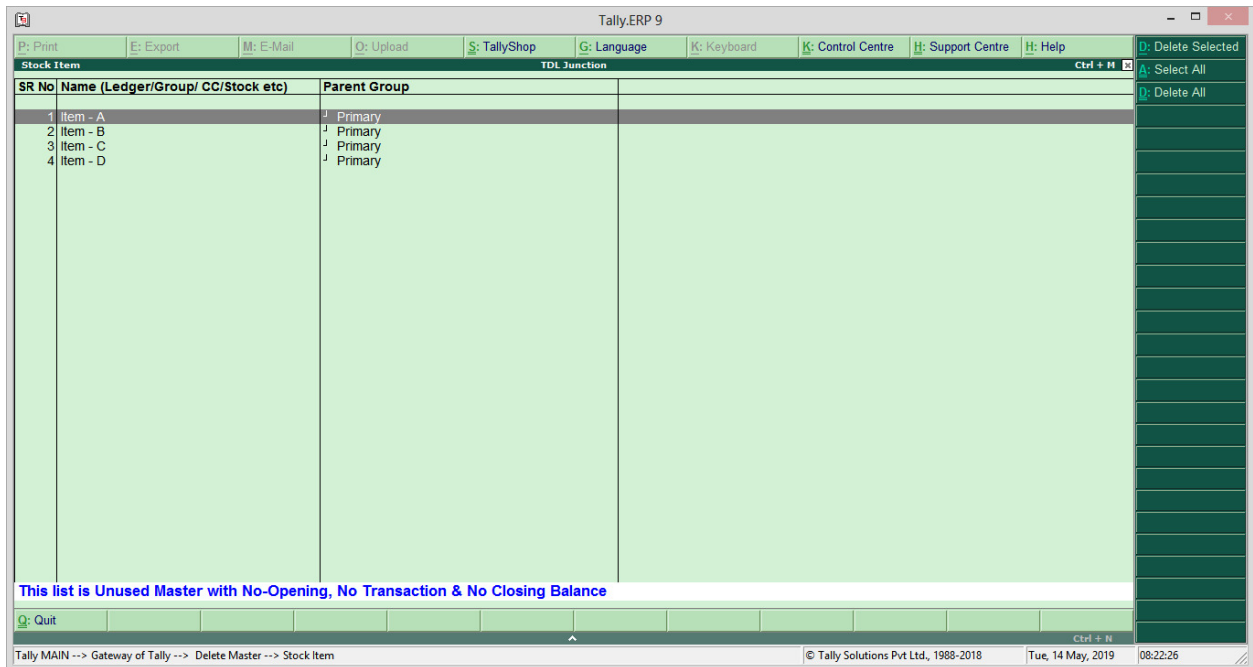
This report contains all unused ledgers having No opening balances, No transactions and No closing balances.

- Press **CTRL+D** to Delete All Ledger
- For the selective ledger deletion use **space bar** to select ledgers require to be deleted and then press **ALT+D**



Similarly, you can delete all unused stock item masters and rest of the master types...

Unused Stock Item deletion;



We hope this utility will add values to your business and helps you to save lot of time in identifying which masters to be deleted and all unused masters' deletion in one stroke.

Developed by

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Mumbai

For any Queries / Feedback / Suggestions please write to us on

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