

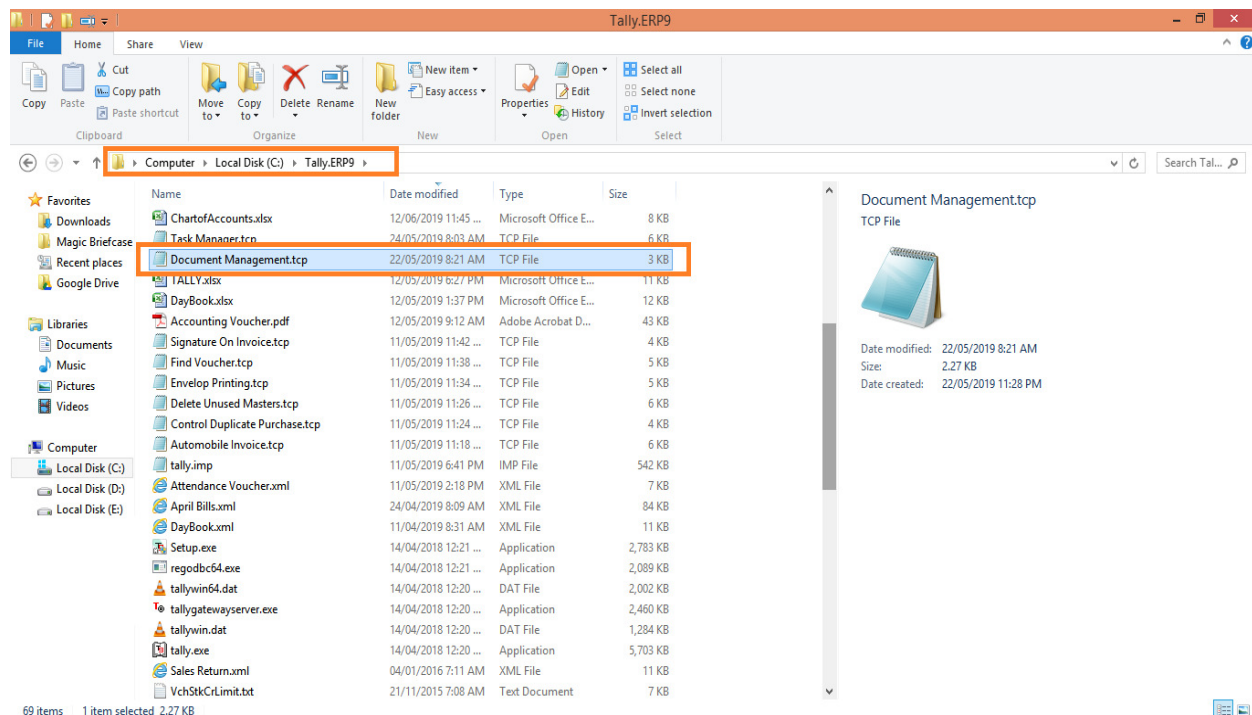
# Document Management in Tally

This manual will help you to how to configure & how to use **Document Management** module in Tally.ERP9.

Supported Tally version: Tally.ERP9 Rel 5.1 & Above

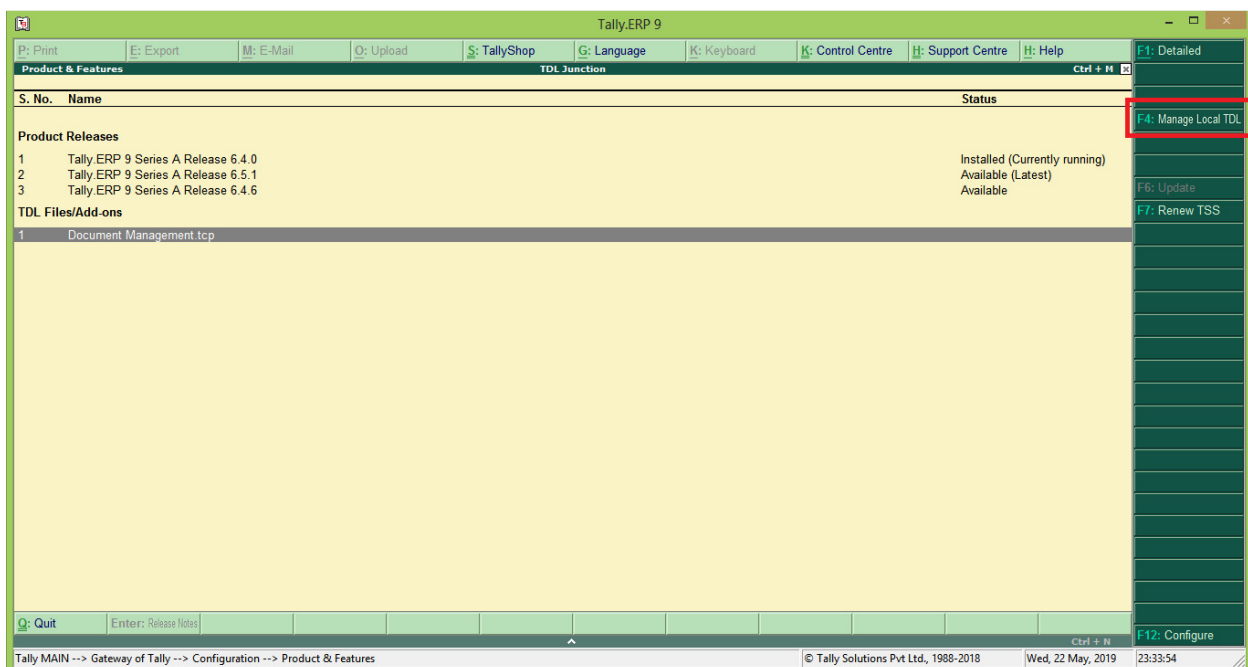
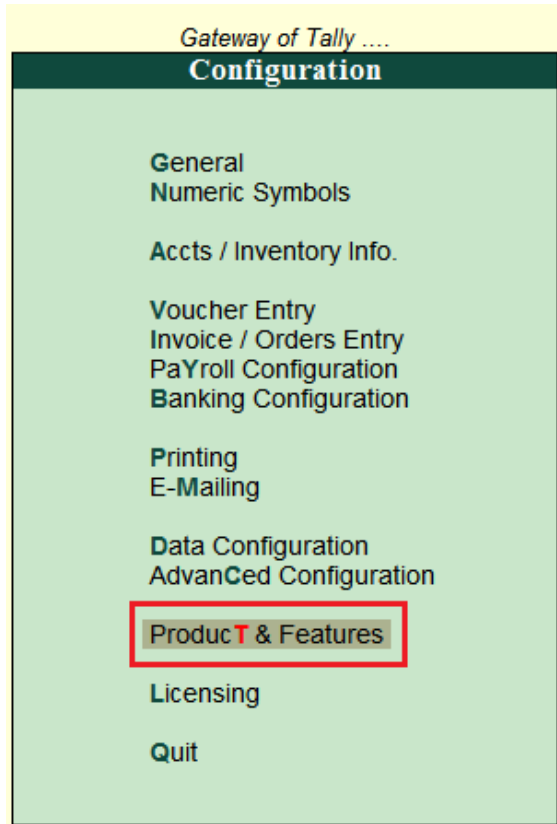
## Step – 1

Copy **Document Management.tcp** file in your Tally.ERP9 folder as shown in below screen shot.



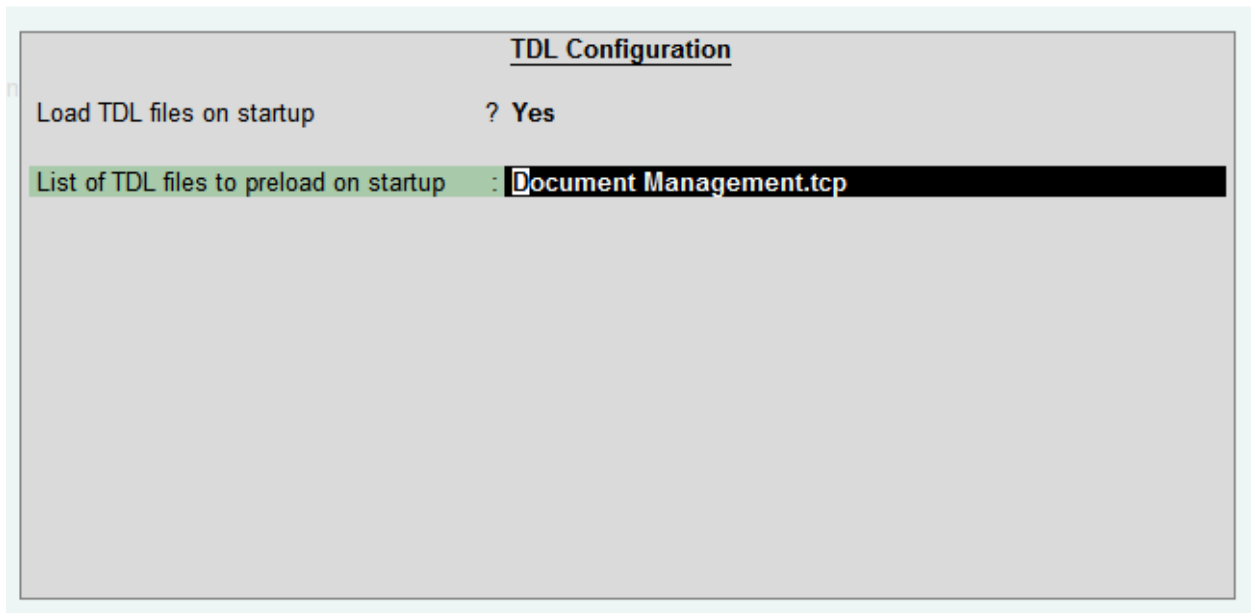
## Step – 2

Open Tally > Press F12 : Configure > Products & Features



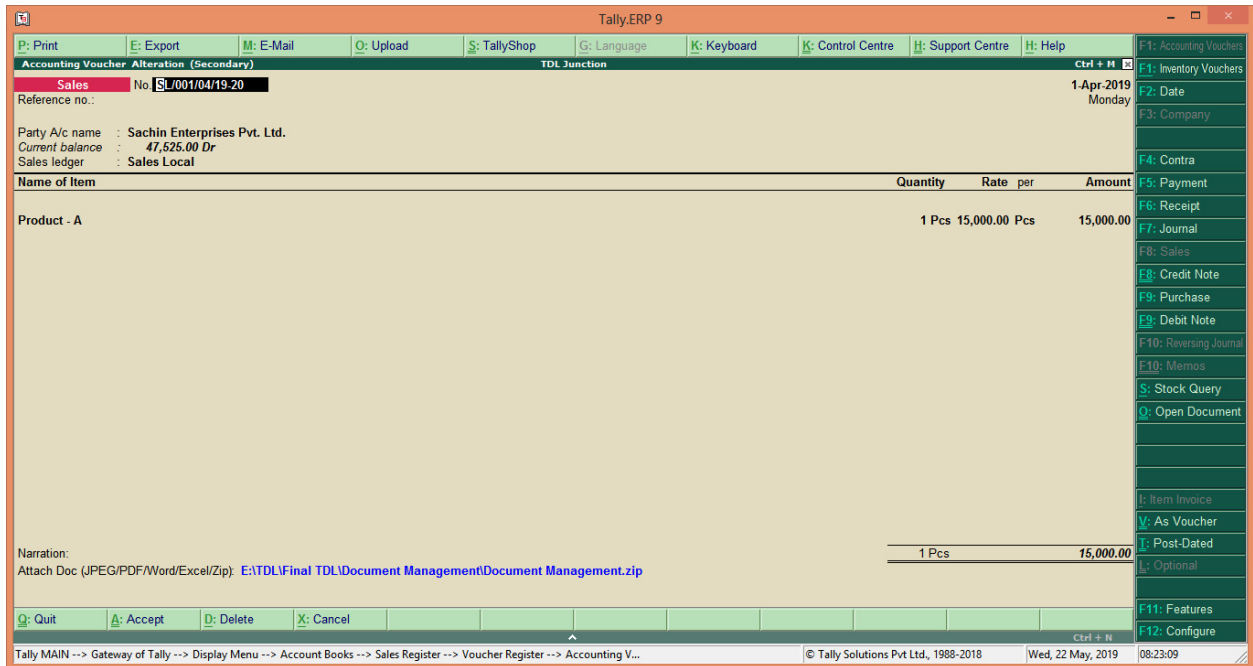
**Press F4 : Manage Local TDL to get below screen**

- Load TDL files on startup = Yes
- List of TDL files to preload on startup = **Document Management.Tcp**



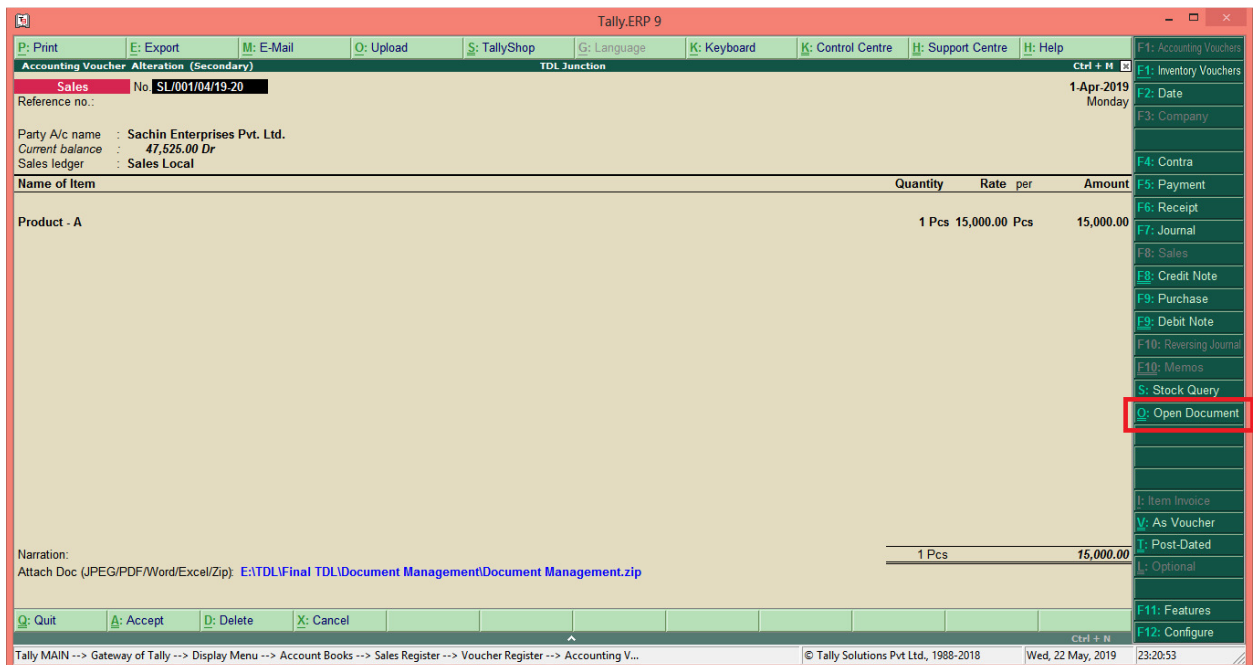
Once the above steps are done....you will be able to see a new line added just below the Narration as “**Attach Document (JPEG/PDF/Word/Excel/Zip)**” as shown in below screen shot;

- It will be displayed in all voucher types
- Only one document can be attached at a time
- For multiple document, we recommend you to keep all the documents in single file and attach main file
- You can even attach Zip documents as well



To paste the document path, use **CTRL+ALT+V**

To open the attached document, open the particular voucher in Tally and click on **Open Document** button or press **CTRL+O**, as shown in below screen shot;



We hope this utility will add values to your business and helps to manage important documents & files pertaining to the vouchers at single source and available quickly when required.

Developed by

**Atharv IT Solutions**

Mumbai

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

[info@tdlstore.in](mailto:info@tdlstore.in)

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<https://tdlstore.in>