

# Document tagging in Accounting Tally and Zoho







# Tally and Zoho

## Tally.ERP9

- On Premise
- Documents can be attached using Tally customised module
- Documents can be attached at Master Level or Transaction Level
- Multiple document can be attached to single master or single transaction

## Zoho Books

- On Cloud
- Documents attachment available as default feature
- Documents can be attached only at Transaction Level
- You can upload maximum 5 files of 5 MB each

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# Tally.ERP9

Let's explore Document Management



## Tally.ERP9 Document attachment at Master Level

- Attach KYC Docs
- Attach contracts / agreements

The screenshot shows the 'Ledger Creation' window for 'Vendor A'. The 'attached Document' field is set to 'Yes'. The 'Mailing Details' section shows 'India' as the country and 'Maharashtra' as the state. The 'Tax Registration Details' section shows 'Regular' as the registration type. The 'Opening Balance' is set to '(on 1-Apr-2017)'. The status bar at the bottom indicates 'Tally MAINT -> Gateway of Tally -> Accounts Info -> Ledgers -> Ledger Creation'.

The screenshot shows the 'Myreportdoc' window for 'Vendor A'. The 'attached Document' field is set to 'Yes'. The 'Store Document Path' is 'C:\Users\Anand Paurana\OneDrive\ASAP\Aadhar.pdf'. The status bar at the bottom indicates 'Tally MAINT -> Gateway of Tally -> Accounts Info -> Ledgers -> Ledger Creation -> Myreportdoc'.



## Tally.ERP9 Document attachment at Master Level

- ⦿ Attach Multiple Documents
- ⦿ Documents can be attached for more than one master
- ⦿ Security control can be built to
  - ⦿ Allow / disallow user to attach / view or alter the attached documents



## Tally.ERP9 Document attachment at Transaction Level

- ⦿ Attach Multiple Documents
- ⦿ Easier for Auditor and Auditee
- ⦿ Security control can be built to
  - ⦿ Allow / disallow user to attach / view or alter the attached documents



## Tally.ERP9 Document attachment at Transaction Level

- ⦿ Attach Supporting documents
- ⦿ Attach tax working in Excel / PDF file
- ⦿ Attach PO with Purchases
- ⦿ Attach Expenses approval note
- ⦿ Attach email of management / consultant
- ⦿ Attach.....any thing





# Tally.ERP9 Document attachment at Transaction Level

**Accounting Voucher Creation** Demo CTC

Payment No. 1 31-Jul-2017 Monday

Particulars	Debit	Credit
Dr Printing Charges Cur Bal: 10,000.00 Dr	10,000.00	
Cr Crs A Cur Bal: 30,000.00 Cr New Ref: 1		10,000.00 Cr

attached Document: **Yes**

Narration: 10,000.00 10,000.00

**Myreportdoc** Demo CTC

Journal Reference No. 1 31-Jul-2017 Monday

Particulars	Debit	Credit
Dr Printing Charges Cur Bal: 10,000.00 Dr	10,000.00	
Cr Crs A Cur Bal: 30,000.00 Cr Appt Ref: 1		10,000.00

attached Document: Yes

Narration: 10,000.00 10,000.00



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# Zoho Books

Let's explore Document Management



## Zoho Books **Document attachment at Transaction Level**

- ⦿ Attach Supporting documents
- ⦿ Attach from Desktop / Cloud / already uploaded documents in Zoho Docs
- ⦿ Attach.....any thing
- ⦿ Maximum 5 Files, 5 MB each



# Zoho Books Document attachment at Transaction

## Level

The screenshot shows the Zoho Books interface for creating a new invoice. The left sidebar contains navigation options: Dashboard, Contacts, Items, Banking, Sales (with a dropdown), Estimates, Sales Orders, Delivery Challans, Invoices (highlighted), Payments Received, Recurring Invoices, Credit Notes, Purchases, Time Tracking, GST Filing, and Accountant. The main area displays a table with one line item: 'Type or click to select an item.' with a quantity of 1.00, a price of 0.00, a 'Select a Tax' dropdown, and a total of 0.00. Below the table are fields for 'Sub Total' (0.00), 'Adjustment' (0.00), and 'Total ( ₹ )' (0.00). The 'Attach File(s)' section is active, showing an 'Upload File' button and a dropdown menu with three options: 'Attach from Desktop' (highlighted), 'Attach from Cloud', and 'Attach from Documents'. The 'Customer Notes' field contains 'Thanks for your business.' and the 'Terms & Conditions' field is empty. The bottom of the screen shows the Windows taskbar with the search bar and various application icons.

*Let's See this in **Action***



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# Thanks!

***Any questions ?***

You can reach me at

📧 [anand@asapadvisors.co.in](mailto:anand@asapadvisors.co.in)