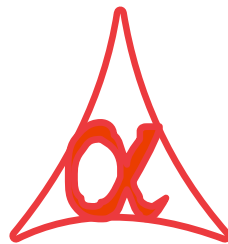




**POWER OF SIMPLICITY**

## **Multi Emailing Sales Invoice – 1.2**



### **Alpha Automation Pvt. Ltd.**

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Version: Alpha Automation Pvt. Ltd. / Multi Emailing Sales Invoice/1.2/ Nov.-2024

## **Multi Emailing Sales Invoice – 1.2**

### **Introduction**

With This Add-on user get Facilities to send emails of sales invoice for selected parties. User can search Invoice based on Party Name also to Send Email Vouchers for that Party only.

### **Benefits**

- Easy to Send Multiple Sales Invoice.

### **What's New?**

- Compatible with Tally Prime

#### **Important!**

Take back up of your company data before activating the Add-on.

Once you try/purchase an Add-on, follow the steps below to configure the Add-on and use it.

### **Installation**

1. Copy the TCP file in TallyPrime Folder.
2. Gateway of Tally → F1 (Help) → TDL & Add-on → F4 (Manage Local TDL) → Select Yes in Load TDL on Startup and give the file name of TCP File. After pressing the Enter Key will show TDL Status which should be as Loaded.

### **System requirements:**

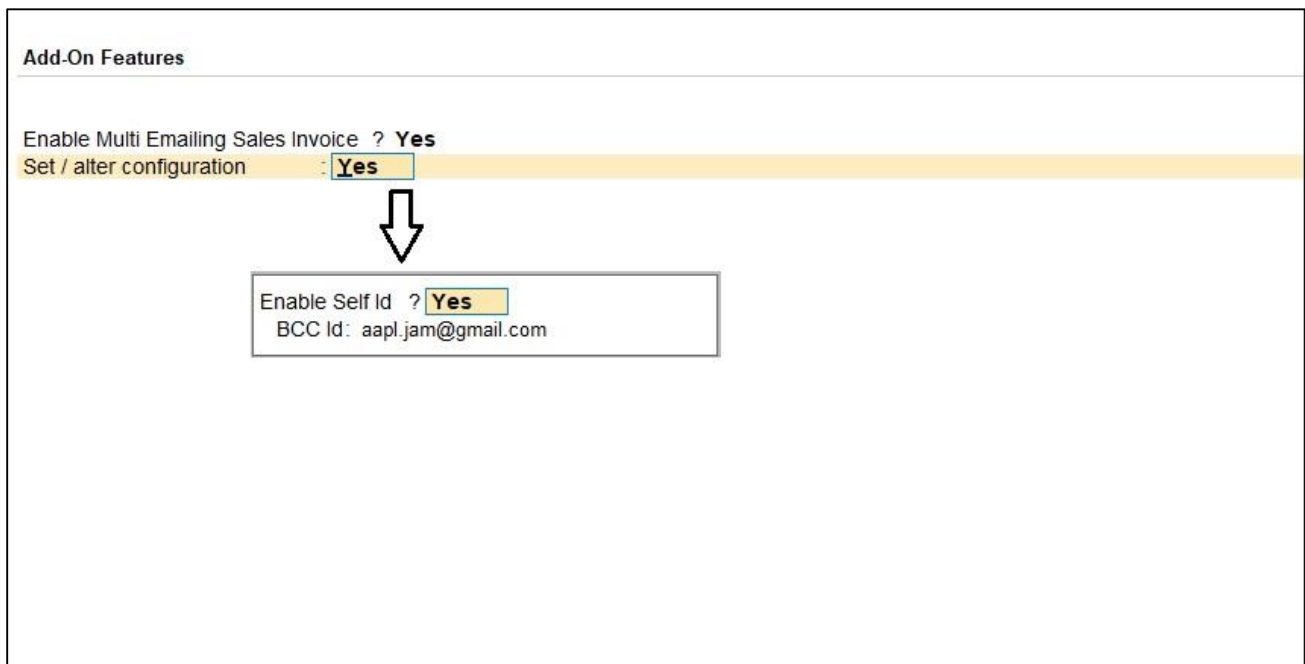
No additional hardware / software infrastructure is required for executing and operation this applications module

## 1. Activate the Add-on.

For TallyPrime Release 1.0

Go to **Gateway of Tally** → **F1: Help** → **TDL & Add-On** → **F6: Add-On Features**.  
Alternatively, you may press **CTRL + ALT + T** from any menu to open TDL Management report and then press **F6: Add-On Features**

Set **“Yes”** to the option **“Enable Multi Emailing Sales Invoice?”**



Add-On Features

Enable Multi Emailing Sales Invoice ? Yes

Set / alter configuration : Yes

Enable Self Id ? Yes

BCC Id: aapl.jam@gmail.com

## Detailed User Guide:

### 1. Go to Gateway of Tally → Display More Reports → Account Books → sales Register

TallyPrime  
GOLD

MANAGE

K: Company

Y: Data

Z: Exchange

G: Go To

O: Import

E: Export

M: Share

P: Print

F1: Help

Voucher RegisterAlpha Infotech

List of All Sales Vouchers1-Sep-20 to 30-Sep-20

Date	Particulars	E - Mail Address	Vch Type	Vch No.	Debit Amount	Credit Amount
22-Sep-20	Arihant Trading	Arihant.25@gmail.com	Sales	22	3,860.00	
22-Sep-20	Ashapura Distributors	Ashapura.56@gmail.com	Sales	23	7,040.00	
22-Sep-20	Bhumit Enterprise	Bhumit286@gmail.com	Sales	24	21,400.00	
23-Sep-20	Kinjal Enterprise	mail@aaplautomation.com	Sales	25	23,600.00	
25-Sep-20	Heena Industries	Heena241@gmail.com	Sales	26	5,075.00	
25-Sep-20	Manali Trade Limited		Sales	27	20,800.00	
25-Sep-20	Nirma Limited	mail@aaplautomation.com	Sales	28	4,000.00	
25-Sep-20	Manali Electronics		Sales	29	10,000.00	
25-Sep-20	Arihant Trading	Arihant.25@gmail.com	Sales	30	7,000.00	
26-Sep-20	Mahavir Brothers		Sales	31	15,920.00	
26-Sep-20	Ashapura Distributors	Ashapura.56@gmail.com	Sales	32	8,000.00	
26-Sep-20	Janki Enterprise		Sales	33	3,300.00	
27-Sep-20	Jay Ambe Tools& Nut Bolt		Sales	34	8,000.00	
27-Sep-20	Jay Ambe Tools& Nut Bolt		Sales	35	13,000.00	
29-Sep-20	Allec Enterprise	Allec.236@gmail.com	Sales	36	13,000.00	

F2: Date

F3: Company

F4: Voucher Type

F5

F6

F7: Show Profit

F8: Columnar

F9

F10

Basis of Values

Change View

Exception Reports

Save View

Apply Filter

Filter Details

F11: Send Email

F12: Party Name

Total:1,63,995.00

Q: QuitEnter: AlterSpace: SelectA: Add VchZ: Duplicate VchI: Insert VchD: DeleteX: Cancel VchR: Remove LineU: Restore Line

F12: Configure

## 2. Press Alt. + R to Filter the Report, Search Party Name from List.

**Search Party Name**

Search Party Name Wise Filter :

**Select Party Name**

- ♦ Not Applicable
- Allec Enterprise**
- Arihant Trading
- Ashapura Distributors
- Bhumit Enterprise
- Heena Industries
- Janki Enterprise
- Jay Ambe Tools& Nut Bolt
- Kinjal Enterprise
- Mahavir Brothers
- Manali Electronics
- Manali Trade Limited
- Nirma Limited

## 3. Party Name Filter on Sales Voucher as Shown below.

TallyPrime MANAGE							F1: Help	
Voucher Register							F2: Date	
List of All Sales Vouchers							F3: Company	
Alpha Infotech							F4: Voucher Type	
1-Sep-20 to 30-Sep-20							F5	
Date	Particulars	E - Mail Address	Vch Type	Vch No.	Debit Amount	Credit Amount	F6	
23-Sep-20	Kinjal Enterprise	mail@aaplautomation.com	Sales	25	23,600.00		F7: Show Profit	
25-Sep-20	Kinjal Enterprise	mail@aaplautomation.com	Sales	30	7,000.00		F8: Columnar	
26-Sep-20	Kinjal Enterprise	mail@aaplautomation.com	Sales	32	7,000.00		F9	
							F10	
							B: Basis of Values	
							H: Change View	
							J: Exception Reports	
							L: Save View	
							E: Apply Filter	
							F: Filter Details	
							F11: Send Email	
							R: Party Name	
							F12: Configure	
Total: 37,600.00							Settings to activate Windows.	

#### 4. Select a Ledger Name by pressing Space Bar and Press “Send Email” (Alt+F11).

TallyPrime MANAGE  
GOLD K: Company Y: Data Z: Exchange G: Go To O: Import E: Export M: Share P: Print F1: Help

Voucher Register Alpha Infotech

List of All Sales Vouchers 1-Sep-20 to 30-Sep-20

Date	Particulars	E - Mail Address	Vch Type	Vch No.	Debit Amount	Credit Amount
23-Sep-20	Kinjal Enterprise	mail@aaplautomation.com	Sales	25	23,600.00	
25-Sep-20	Kinjal Enterprise	mail@aaplautomation.com	Sales	30	7,000.00	
26-Sep-20	Kinjal Enterprise	mail@aaplautomation.com	Sales	32	7,000.00	

Total: 37,600.00

Quit Enter: Alter Space: Select A: Add Vch Z: Duplicate Vch I: Insert Vch D: Delete X: Cancel Vch R: Remove Line U: Restore Line F12: Configure

Activate Windows settings to activate Windows.

F2: Date  
F3: Company  
F4: Voucher Type  
F5  
F6  
F7: Show Profit  
F8: Columnar  
F9  
F10  
B: Basis of Values  
H: Change View  
J: Exception Reports  
L: Save View  
E: Apply Filter  
F: Filter Details  
F11: Send Email  
R: Party Name

#### 5. Email configuration as Shown Below.

**E-Mail Configuration**

Select E-mail Profile : aapl.jam@gmail.com  
 E-mail Server : Gmail  
 Provide server address : smtp.gmail.com:465  
 (Name: Port, default port is 25)  
 Use SSL : Yes  
 (Select 'Yes' if you are using secured SMTP server)  
 Use SSL/TLS on standard port : No  
 (Select 'Yes' if you are using SSL on default/standard SMTP port)  
 E-mail sender name : Alpha Infotech  
 From e-mail ID : aapl.jam@gmail.com  
 Username(for authentication) : aapl.jam@gmail.com  
 (Optional. Password is skipped if username is blank)  
 Password : \*\*\*\*\*  
 Format : PDF (Read-only document)  
 Page Size : A4  
 Page Width, Height (in mms) : 210 , 297  
 Page Orientation : Portrait  
 Show additional details for e-mail ID : Yes

**6. Email is Received of Selected Party as shown below:**





## FAQ

### **Which version/release of TallyPrime does the add-on support?**

This add-on will work only from Tally Prime Release 1.0 onwards.

### **How will I get support for this add-on?**

For any functional support requirements please do write to us on [mail@aaplautomation.com](mailto:mail@aaplautomation.com) or call us at +91-288-2713956/57/58, +91-9023726215/16, 9099908115, 9825036442.

### **If I need some enhancements / changes to be incorporated for the add-on, whom should I contact?**

Please to write to us on [mail@aaplautomation.com](mailto:mail@aaplautomation.com) with your additional requirements and we will revert to you in 24 hours.

### **Will new features added be available to us?**

We offer one year availability of all support and new features free of cost. After one year, nominal subscription cost will be applicable to you to continue to get free support and updates.

### **What will happen after one year?**

There is no fixed annual charge to be payable mandatory. However if any changes are required in our Add-On to make compatible with New Release of TallyPrime then the modification Charges will be applied.

### **I am using a multi-site. Can I use the same Add-on for all the sites?**

No, one Add-on will work only for 1 site. You need to purchase again if you want to use the same Add-on for more sites.

### **TDL Management screen shows errors with the Add-on. What do I do?**

Check whether the error is because of the Add-on or because of clashes between 2 TDLs (An add-on is also a TDL). In case of clashes, disable one or more TDLs and check which TDL has the error. If the Add-on has a problem, you can report it to us.

**My Tally went into educational mode after installing the add-on. What do I do?**

Go into **Gateway of Tally** → **Press F1 (Help)** → **TDL & Add-on** → **Press F4** and remove the Add-on from the list and Restart Tally.