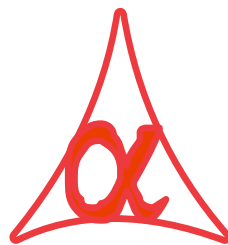




POWER OF SIMPLICITY

Document Management System– 2.0



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Tally, Tally 9, Tally9, Tally.ERP, Tally.ERP 9, Shoper, Shoper 9, Shoper POS, Shoper HO, Shoper 9 POS, Shoper 9 HO, TallyDeveloper, Tally.Server 9, Tally Developer, Tally. Developer 9, Tally.NET, Tally Development Environment, TallyPrime, TallyPrimeDeveloper, TallyPrime Server, Tally Extender, Tally Integrator, Tally Integrated Network, Tally Service Partner, TallyAcademy & Power of Simplicity are either registered trademarks or trademarks of Tally Solutions Pvt. Ltd. in India and/or other countries. All other trademarks are properties of their respective owners.

Version: Alpha Automation Pvt. Ltd. / Document Management System/2.0/ Dec-2025

Document Management System– 1.0

Introduction

This add-on enables you to attach the relevant documents at transaction level & Master Level (Ledger & Stock Item) in Tally Prime. The documents can be viewed at the Report Level & Master Level.

Benefits

- Easy maintenance of Relevant documents in vouchers and masters.
- Attach Documents from the networks and local system too.
- Verification of voucher entries becomes easy when relevant documents are attached in transaction itself.
- All the attached documents will be stored in systematically.

What's New?

- Allow admin to control on document attachment rights.
- Admin/user can attached documents at transaction level & Master Level without opening the transaction/master.
- 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 and onwards

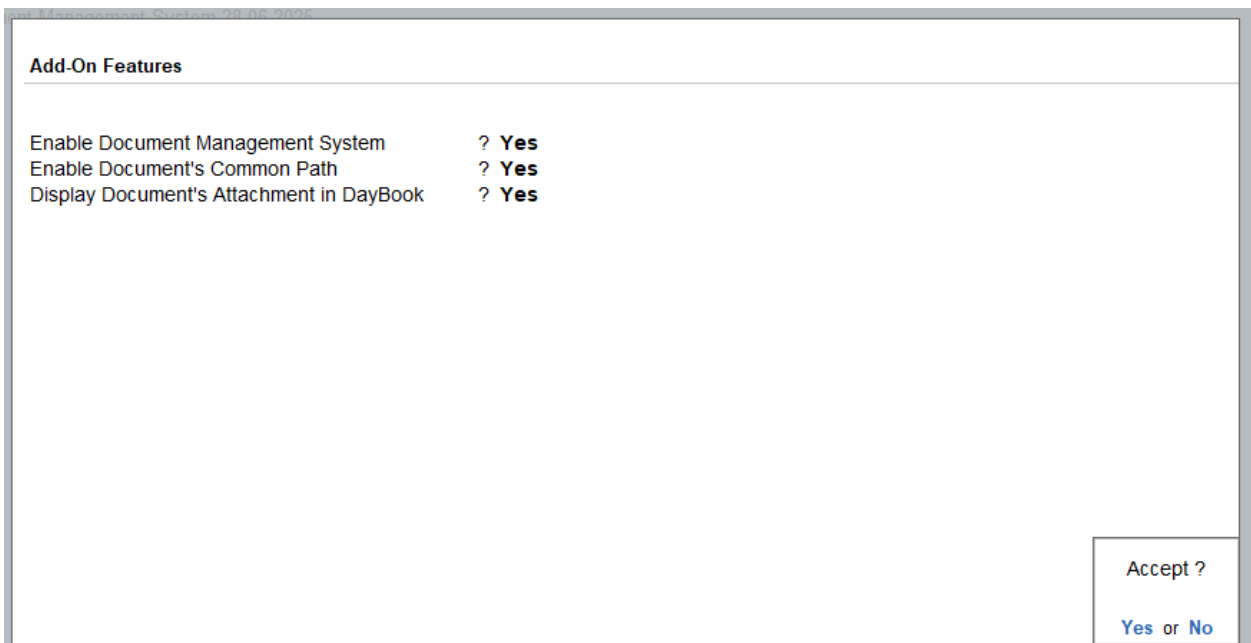
Go to **Gateway of Tally → F1: Help → TDL & Add-On → F6: Add-On Features**. Alternatively, you may press **CTRL + ALT + T** from any menu to open TDL Management report and then press **F6: Add-On Features**

Set “**Yes**” to the option “**Enable Document Management System?**”

Set “**Yes**” to the option “**Enable Document Common Path?**”

Set “**Yes**” to the option “**Enable Document’s Attachment in DayBook?**”

When user set “Yes” to option Enable Document’s common path then new Sub form will open in that user can specify the path .User can set the common path from network also. And set “Yes” to the options “Display Document’s Attachment in Daybook?” New column will be generated in daybook and print “Y” if the voucher has Document.



Add-On Features	
Enable Document Management System	? Yes
Enable Document's Common Path	? Yes
Display Document's Attachment in DayBook	? Yes

Accept ?
[Yes or No](#)

Setting document path for this Add-on

Enable Document Management System	? Yes
Enable Document's Common Path	? Yes
Display Document's Attachment in DayBook	? Yes

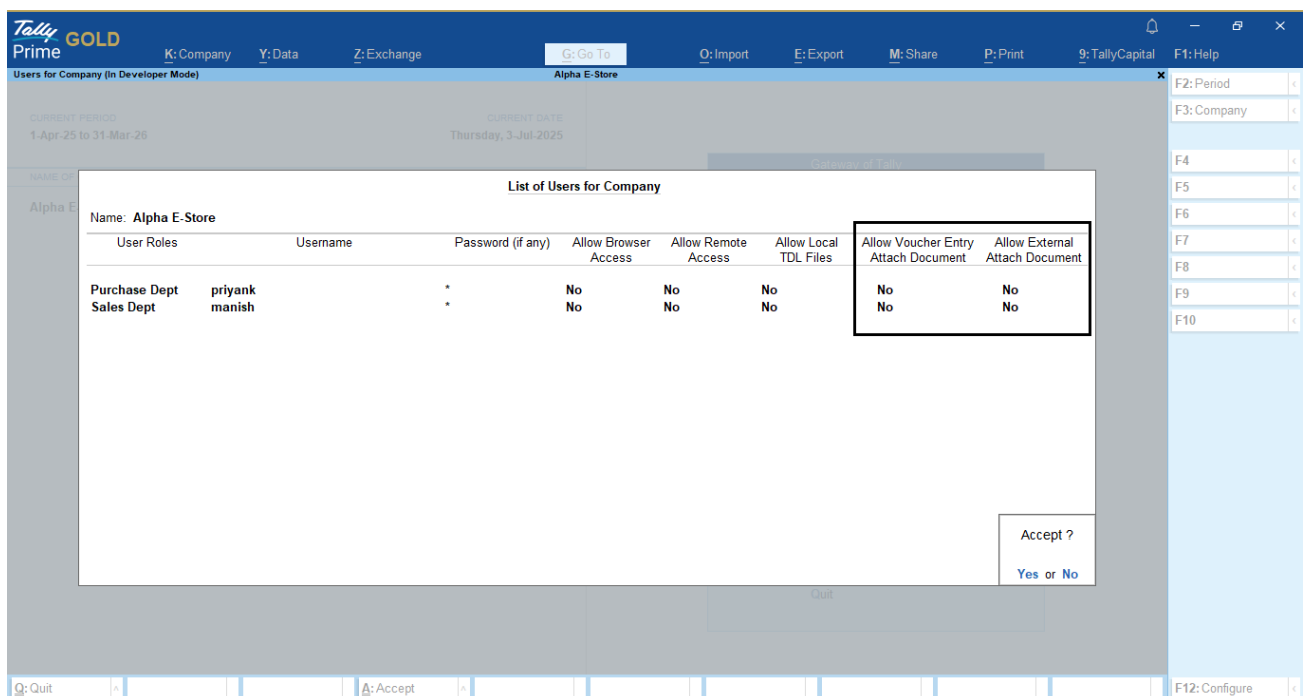
Document Path

Location of Document : **D:\TallyPrime\Document MGMT**

Important Note:

This path is very important as all the document you attached will be copy pasted in this folder.

Security Control For Attaching Documents



Tally Prime GOLD

K: Company Y: Data Z: Exchange G: Go To O: Import E: Export M: Share P: Print 9: TallyCapital F1: Help

Users for Company (In Developer Mode) Alpha E-Store

CURRENT PERIOD: 1-Apr-25 to 31-Mar-26 CURRENT DATE: Thursday, 3-Jul-2025

NAME OF: Alpha E

List of Users for Company

Name: Alpha E-Store

User Roles	Username	Password (if any)	Allow Browser Access	Allow Remote Access	Allow Local TDL Files	Allow Voucher Entry Attach Document	Allow External Attach Document
Purchase Dept Sales Dept	priyank manish	* *	No No	No No	No No	No No	No No

Accept ?
Yes or No

Quit

Q: Quit A: Accept

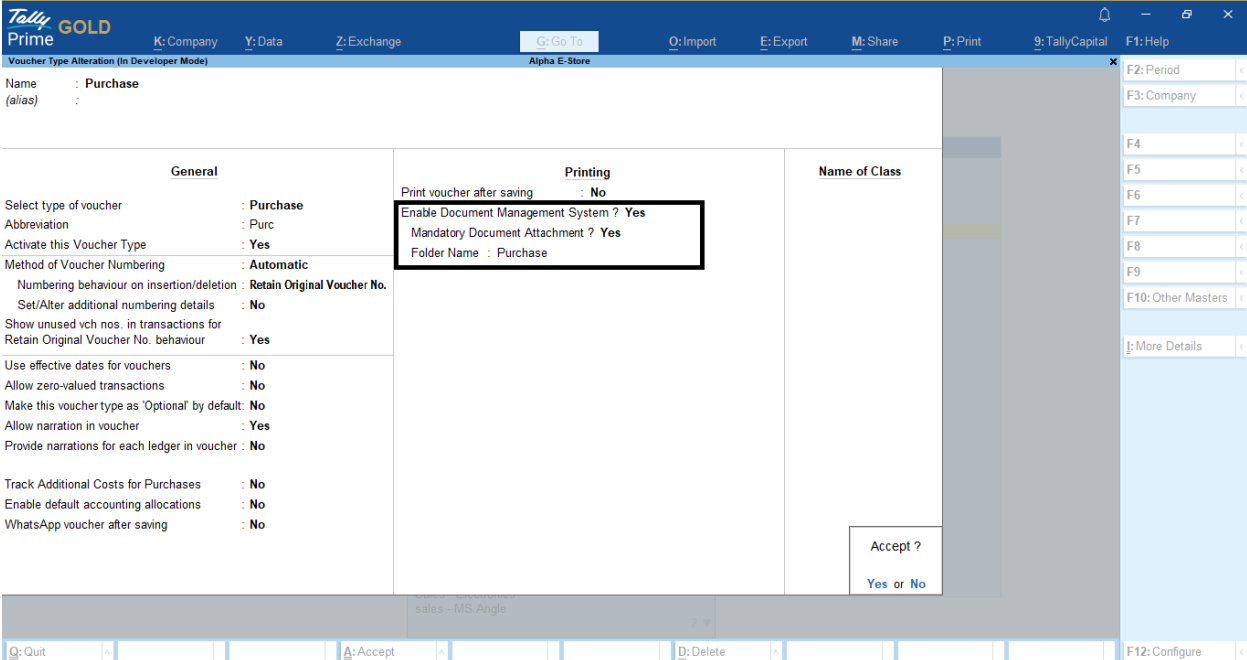
F2: Period F3: Company F4: F5: F6: F7: F8: F9: F10: F12: Configure

Admin can control how documents will be attached by the user.

If user has given only view rights then that user can attached document via “Allow External Attach Document” (Explain in later part of this document)

Enabling the option of Document Management System

Go to Gateway of Tally → Accounting Masters → Voucher Types → Alter → Any Voucher Type Set “Yes” to the options “Enable Document Management System?”



Tally Prime GOLD

K: Company Y: Data Z: Exchange G: Go To O: Import E: Export M: Share P: Print 9: TallyCapital F1: Help

Voucher Type Alteration (In Developer Mode) Alpha E-Store

Name : Purchase
(alias) :

General	Printing	Name of Class
Select type of voucher : Purchase	Print voucher after saving : No	
Abbreviation : Purc	Enable Document Management System ? Yes	
Activate this Voucher Type : Yes	Mandatory Document Attachment ? Yes	
Method of Voucher Numbering : Automatic	Folder Name : Purchase	
Numbering behaviour on insertion/deletion : Retain Original Voucher No.		
Set/Alter additional numbering details : No		
Show unused vch nos. in transactions for Retain Original Voucher No. behaviour : Yes		
Use effective dates for vouchers : No		
Allow zero-valued transactions : No		
Make this voucher type as 'Optional' by default: No		
Allow narration in voucher : Yes		
Provide narrations for each ledger in voucher : No		
Track Additional Costs for Purchases : No		
Enable default accounting allocations : No		
WhatsApp voucher after saving : No		

Accept ?
Yes or No

sales - MS Angle

Q: Quit A: Accept D: Delete F12: Configure

Same as above you can enable the option Document Management System in other Voucher Type also.

Same as in voucher type you can enable the Document Management System in following areas :

1. Ledger Master
2. Stock Item Master
3. Employee Master
4. Cost Centre Master

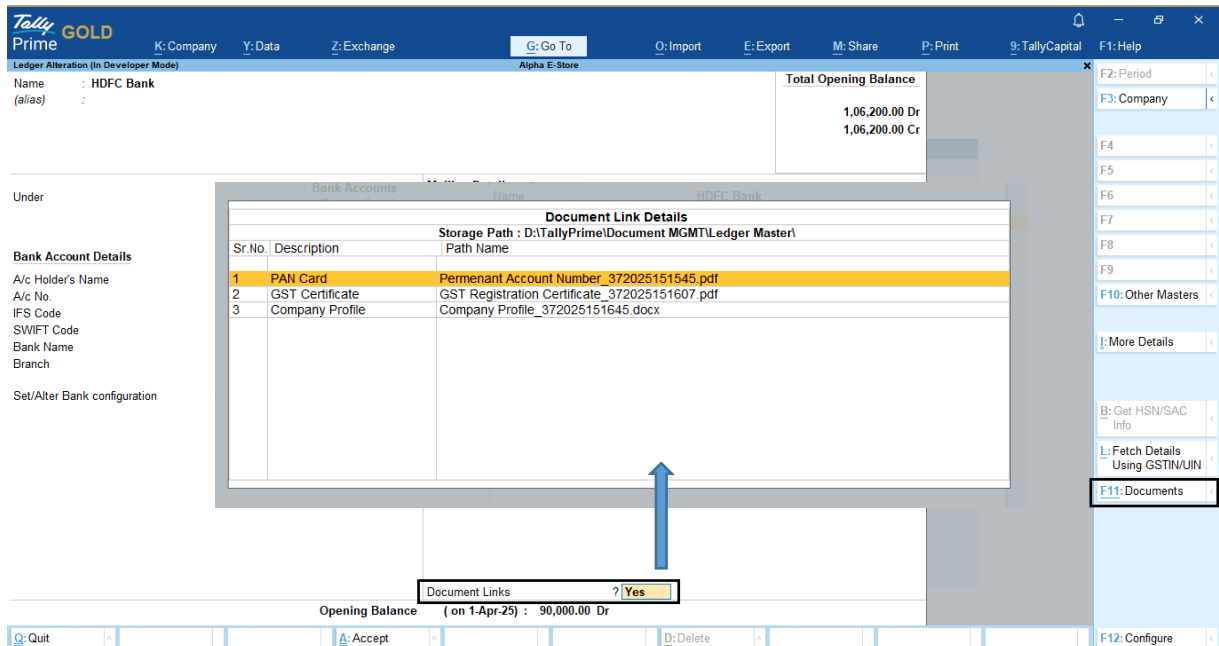
Detailed User Guide:

Option of Document attachments in other Masters:

1. Ledger Master

Navigate through Gateway of Tally → Alter → Accounting Masters → Ledger → Select Ledger

Set “Yes” to Option “Document Links?” as shown below.



The screenshot shows the TallyPrime GOLD interface. The main window is titled "Ledger Alteration (in Developer Mode)" and "Alpha E-Store". The ledger selected is "HDFC Bank" with an alias. The "Total Opening Balance" is 1,06,200.00 Dr and 1,06,200.00 Cr. The "Bank Account Details" section is visible on the left. The "Document Link Details" table is shown in the center, listing three items: PAN Card, GST Certificate, and Company Profile, each with a storage path. The "Document Links" option is highlighted with a blue arrow pointing to the "Yes" button. The "Opening Balance" is 90,000.00 Dr on 1-Apr-25. The bottom bar shows "Quit", "Accept", and "Delete" buttons. The right sidebar contains various menu options, with "F11: Documents" highlighted.

Sr.No.	Description	Storage Path : D:\TallyPrime\Document MGMT\Ledger Master\ Path Name
1	PAN Card	Permenant Account Number_372025151545.pdf
2	GST Certificate	GST Registration Certificate_372025151607.pdf
3	Company Profile	Company Profile_372025151645.docx

Document Links ? **Yes**

Opening Balance (on 1-Apr-25) : 90,000.00 Dr

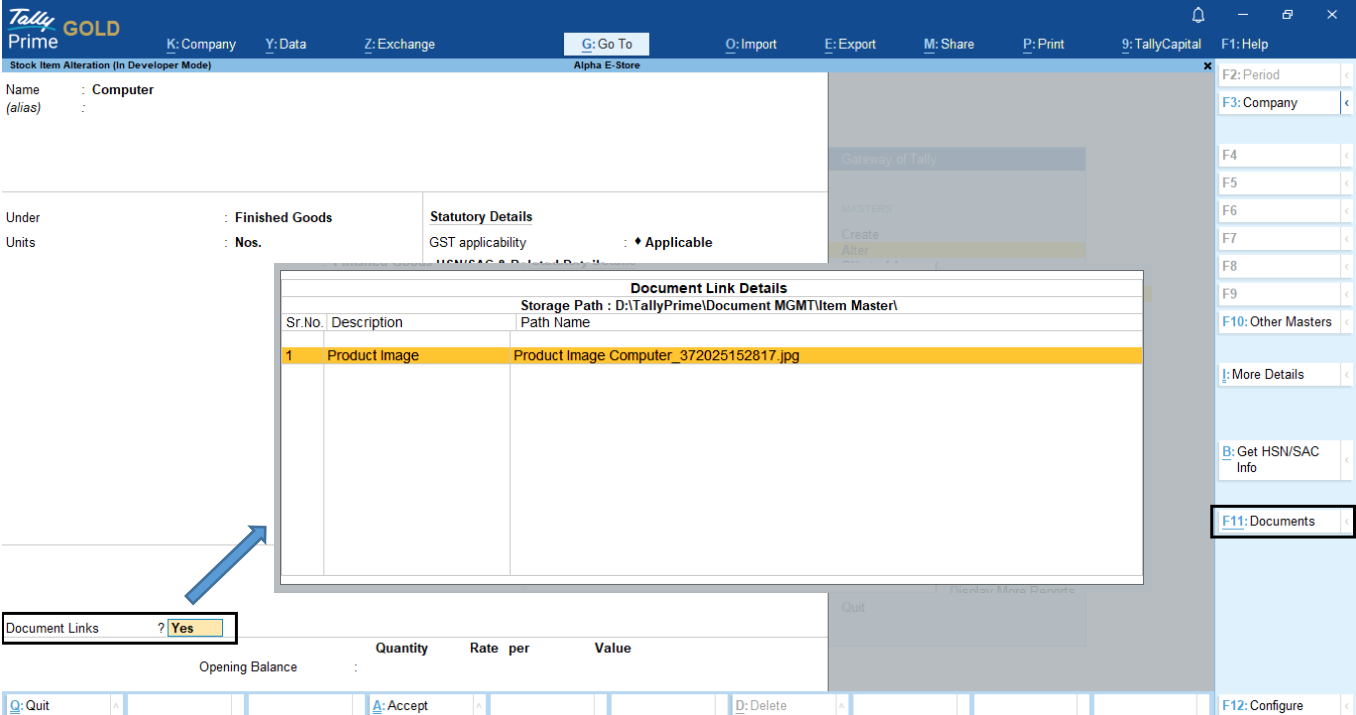
Quit Accept Delete

F12: Configure

2. Stock Item Master

Navigate through Gateway of Tally → Alter → Inventory Masters → Stock Item
→ Select Stock Item

Set “Yes” to Option “Document Links?” as shown below.



The screenshot shows the Tally Prime GOLD interface. The main window is titled "Stock Item Alteration (In Developer Mode)" and "Alpha E-Store". The "Name" field is set to "Computer" and "(alias)". The "Under" field is "Finished Goods" and "Units" is "Nos.". The "Statutory Details" section shows "GST applicability" as "♦ Applicable". A "Document Link Details" window is open, showing a table with one row: "1 Product Image" with a "Storage Path" of "D:\TallyPrime\Document MGMT\Item Master\Product Image Computer_372025152817.jpg". A blue arrow points from the "Document Links" field in the main window to the "Document Link Details" window. The "Document Links" field is set to "Yes". The bottom of the screen shows a table with columns "Quantity", "Rate per", and "Value". The "Opening Balance" is set to 0. The bottom right corner shows the "F11: Documents" option.

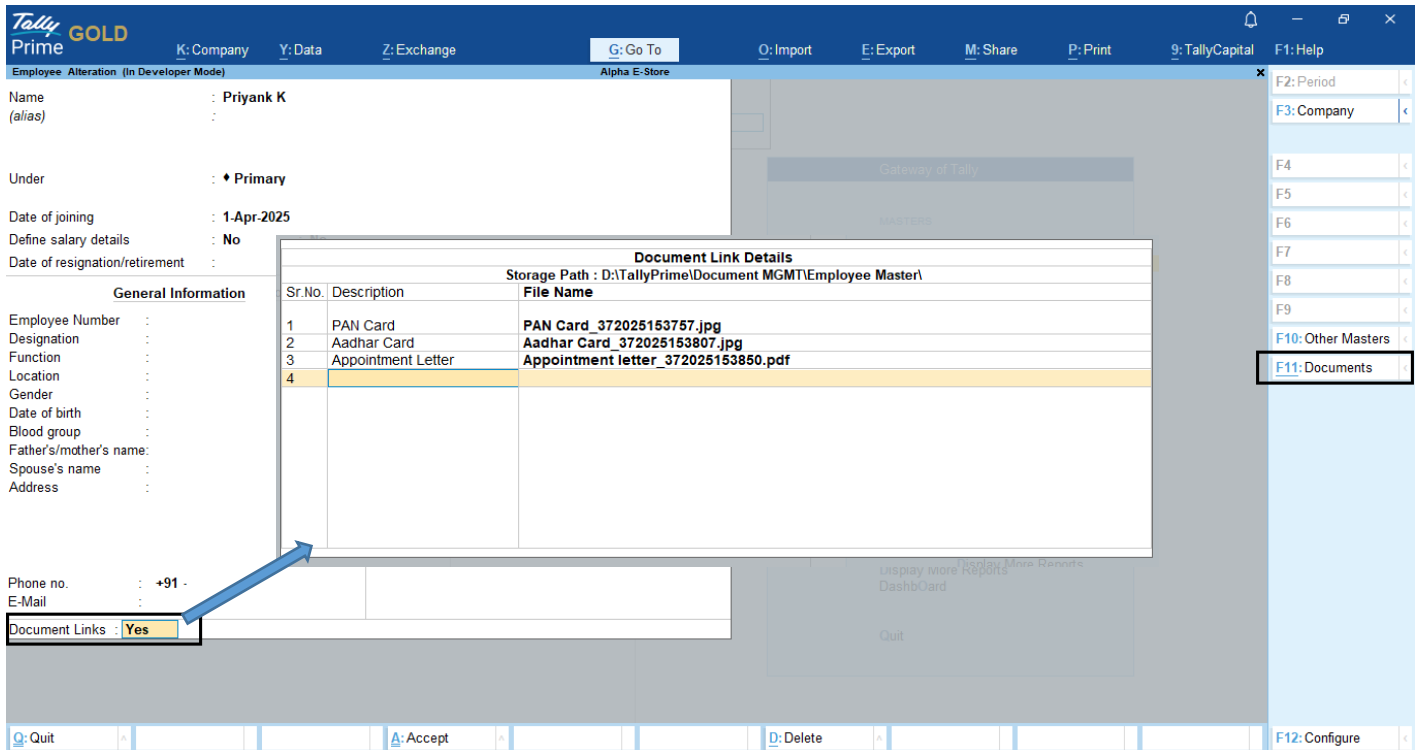
Sr.No.	Description	Storage Path
1	Product Image	D:\TallyPrime\Document MGMT\Item Master\Product Image Computer_372025152817.jpg

After attachment of document Press Alt + F11 – To see attached files

3. Employee Master

Navigate through Gateway of Tally → Alter → Payroll Masters → Stock Item → Select Stock Item

Set “Yes” to Option “Document Links?” as shown below.



The screenshot shows the TallyPrime GOLD interface. The main window is titled "Employee Alteration (In Developer Mode)". The "Name" field is set to "Priyank K". The "Under" field is set to "Primary". The "Date of joining" is "1-Apr-2025". The "Define salary details" is "No". The "Date of resignation/retirement" is empty. The "General Information" section includes fields for Employee Number, Designation, Function, Location, Gender, Date of birth, Blood group, Father's/mother's name, Spouse's name, and Address. The "Document Link Details" table is displayed, showing a list of documents attached to the employee master. The table has columns for Sr.No., Description, and File Name. The storage path is "D:\TallyPrime\Document MGMT\Employee Master\". The table contains three rows of data: 1. PAN Card, 2. Aadhar Card, and 3. Appointment Letter. The "Document Links" option is set to "Yes". The "F11: Documents" option is highlighted in the right-hand pane.

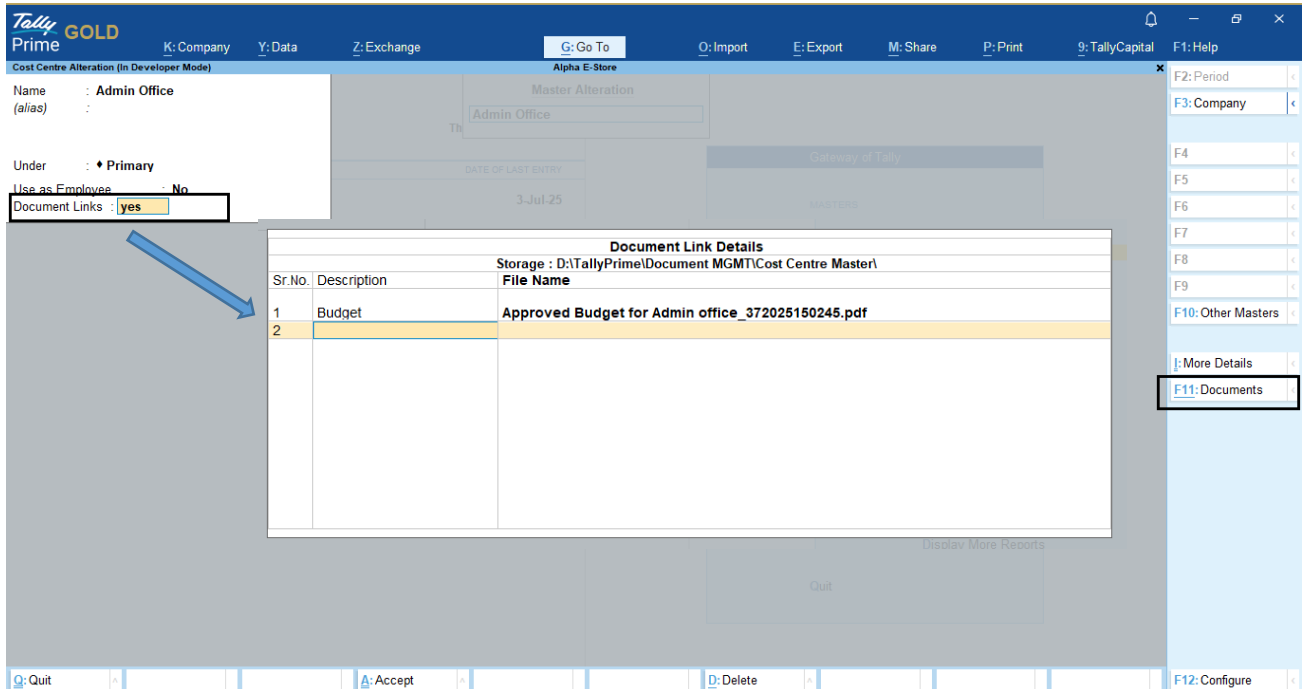
Sr.No.	Description	File Name
1	PAN Card	PAN Card_372025153757.jpg
2	Aadhar Card	Aadhar Card_372025153807.jpg
3	Appointment Letter	Appointment letter_372025153850.pdf

After attachment of document Press Alt + F11 – To see attached files

4. Cost Centre Master

Navigate through Gateway of Tally → Alter → Accounting Masters → Select Cost Centre

Set “Yes” to Option “Document Links?” as shown below.



Cost Centre Alteration (In Developer Mode)

Name : Admin Office
(alias) :

Under : ♦ Primary
Use as Employee : No
Document Links : **yes**

Document Link Details

Sr.No.	Description	Storage : D:\TallyPrime\Document MGMT\Cost Centre Master\	File Name
1	Budget	Approved Budget for Admin office_372025150245.pdf	
2			

Quit

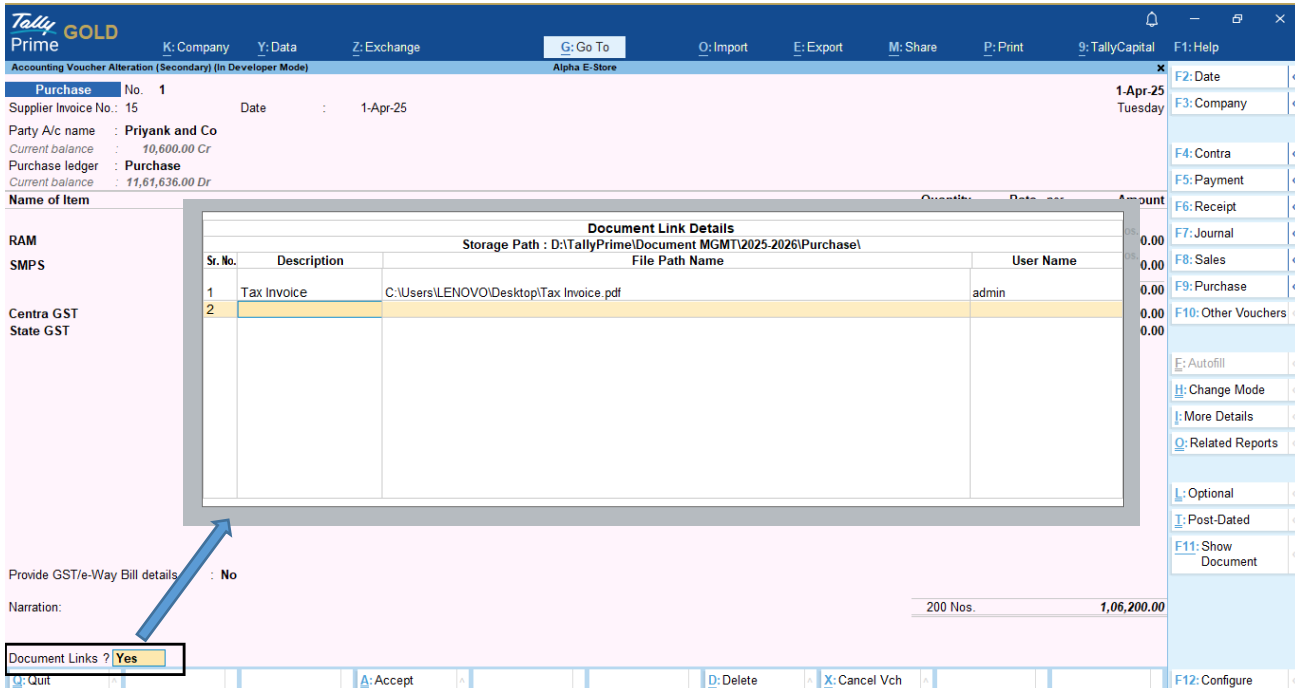
Q: Quit A: Accept D: Delete F12: Configure

Right Sidebar: F2: Period, F3: Company, F4, F5, F6, F7, F8, F9, F10: Other Masters, **F11: Documents**, F12: Configure

After attachment of document Press Alt + F11 – To see attached files

Attachment of document during voucher entry

During Voucher Entry:



Tally Prime GOLD
Accounting Voucher Alteration (Secondary) (In Developer Mode) Alpha E-Store

Purchase No. **1**
Supplier Invoice No.: 15 Date: 1-Apr-25
Party A/c name: Priyank and Co
Current balance: 10,600.00 Cr
Purchase ledger: Purchase
Current balance: 11,61,636.00 Dr

Name of Item

Document Link Details		
Sr. No.	Description	File Path Name
1	Tax Invoice	C:\Users\LENOVO\Desktop\Tax Invoice.pdf
2		

Storage Path: D:\TallyPrime\Document MGMT\2025-2026\Purchase\ User Name: admin

Provide GST/e-Way Bill details: No

Narration: 200 Nos. 1,06,200.00

Document Links ? **Yes**

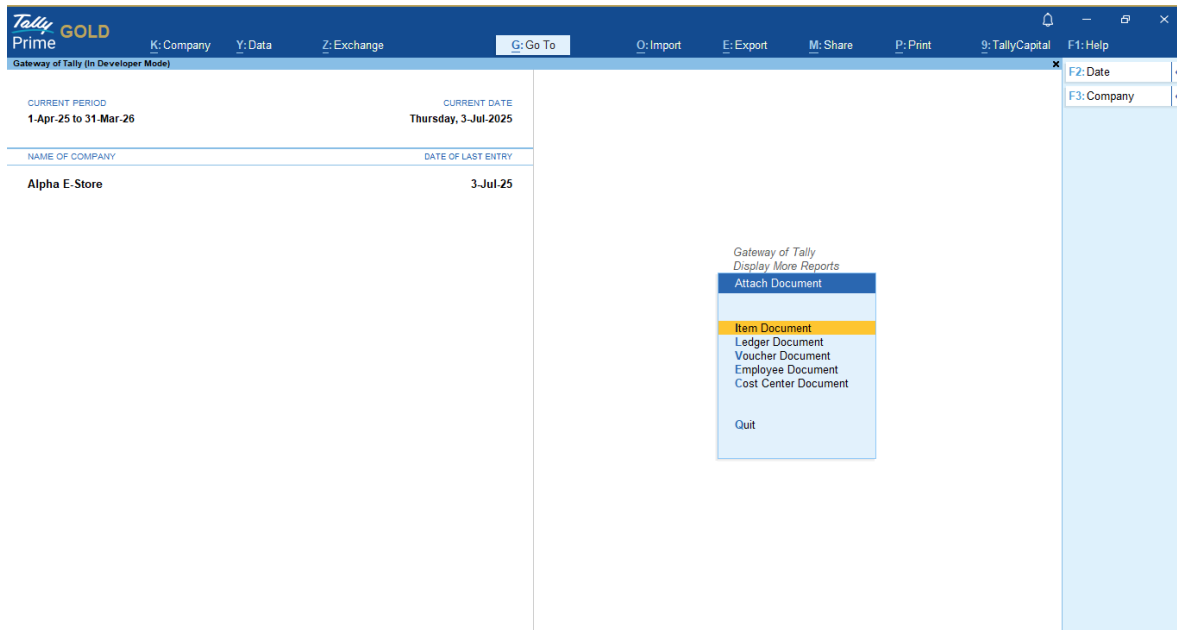
Quit Accept Delete Cancel Vch Configure

F2: Date <
F3: Company <
F4: Contra <
F5: Payment <
F6: Receipt <
F7: Journal <
F8: Sales <
F9: Purchase <
F10: Other Vouchers <
E: Autofill <
H: Change Mode <
I: More Details <
O: Related Reports <
L: Optional <
T: Post-Dated <
F11: Show Document <
F12: Configure <

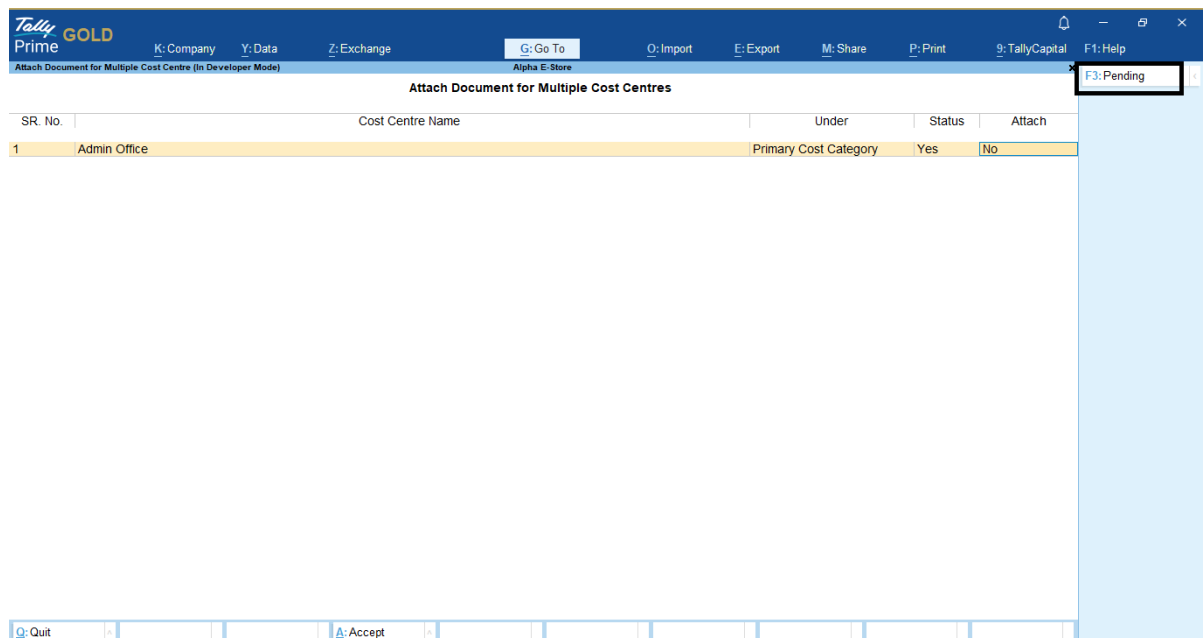
After attachment of document Press Alt + F11 – To see attached files

Other than above you can attach document to Transaction and Master in following way:

Navigate through Gateway of Tally → Display More Reports → Attach Document



Press Enter to attach to document to any transaction and master. Following are some screenshot of above facilities:



Tally Prime GOLD K: Company Y: Data Z: Exchange G: Go To Q: Import E: Export M: Share P: Print 9: TallyCapital F1: Help

Attach Document for Multiple Vouchers (In Developer Mode) Alpha E-Store

Voucher Type : Purchase

Voucher No.	Date	Voucher Type	Pary Name	Amount	Status	Attach Document
1	1-4-2025	Purchase	Priyank and Co	1,06,200.00	Yes	No
2	1-4-2025	Purchase	Priyank and Co	1,06,200.00	No	No
3	1-5-2025	Purchase	Priyank and Co	94,400.00	No	No

Q: Quit A: Accept

F2: Period
F3: Pending

Tally Prime GOLD K: Company Y: Data Z: Exchange G: Go To Q: Import E: Export M: Share P: Print 9: TallyCapital F1: Help

Attach Document for Multiple Ledgers Alpha E-Store

Attach Document for Multiple Ledgers

SR. No.	Stock Item Name	Under	Status	Attach Document
1	HDFC Bank	Bank Accounts	Yes	No

Q: Quit A: Accept

F3: Pending

Tally Prime GOLD
K: Company Y: Data Z: Exchange G: Go To O: Import E: Export M: Share P: Print 9: TallyCapital F1: Help

Attach Document for Multiple Stock Items (In Developer Mode)
 Alpha E-Store
F3: Pending

Attach Document for Multiple Stock Items

SR. No.	Stock Item Name	Under	Status	Attach Document
1	Cabinet	Computer Parts	No	No
2	Computer	Finished Goods	Yes	No
3	Electric Box	Electrical Material	No	No
4	LED Bulb	Electronics	No	No
5	LED Tube Light	Electronics	No	No
6	Mouse	Computer Parts	No	No
7	MS Angle 100*100*12	MS Angle	No	No
8	MS Angle 50*50*6	MS Angle	No	No
9	MS Angle 65*65*8	MS Angle	No	No
10	RAM	Computer Parts	No	No
11	SMPS	Computer Parts	No	No
12	Socket	Electrical Material	No	No
13	Switch	Electrical Material	No	No
14	TSS	Primary	No	No
15	VGA Cable	Computer Parts	No	No

Q: Quit
 A: Accept

Tally Prime GOLD
K: Company Y: Data Z: Exchange G: Go To O: Import E: Export M: Share P: Print 9: TallyCapital F1: Help

Attach Document for Multiple Employees (In Developer Mode)
 Alpha E-Store
F3: Pending

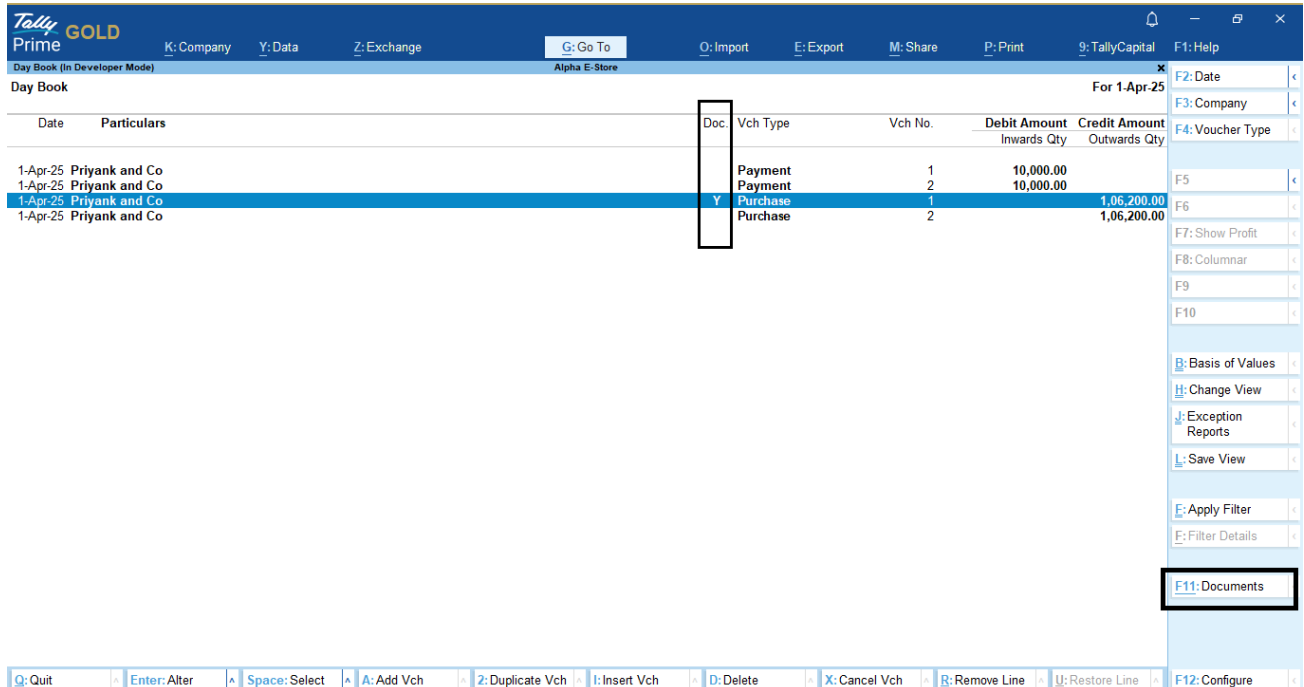
Attach Document for Multiple Employees

SR. No.	Employee Name	Under	Status	Attach Document
1	Priyank K	Primary	Yes	No

Q: Quit
 A: Accept

Following are some ways to see attached documents

Navigate through Gateway of Tally → Day Book.



Tally Prime GOLD

Day Book (In Developer Mode) Alpha E-Store

For 1-Apr-25

Date	Particulars	Doc	Vch Type	Vch No.	Debit Amount Inwards Qty	Credit Amount Outwards Qty
1-Apr-25	Priyank and Co		Payment	1	10,000.00	
1-Apr-25	Priyank and Co		Payment	2	10,000.00	
1-Apr-25	Priyank and Co	Y	Purchase	1		1,06,200.00
1-Apr-25	Priyank and Co		Purchase	2		1,06,200.00

Navigation Sidebar (F1-F12):

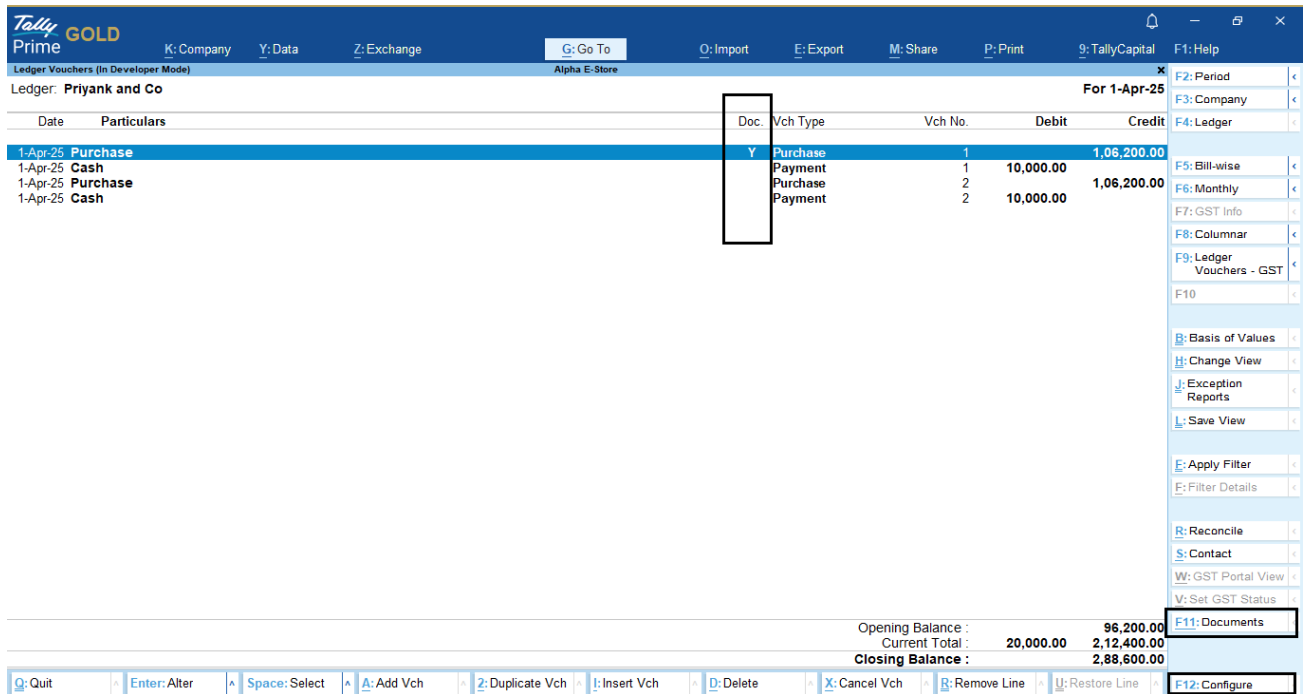
- F2: Date
- F3: Company
- F4: Voucher Type
- F5
- F6
- F7: Show Profit
- F8: Columnar
- F9
- F10
- B: Basis of Values
- H: Change View
- J: Exception Reports
- L: Save View
- E: Apply Filter
- F: Filter Details
- F11: Documents**
- F12: Configure

Bottom Bar:

Q: 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

Select any One Voucher and Click on Documents or press Alt +F11.

Navigate through Gateway of Tally → Account Books → Ledger.



Tally Prime GOLD

K: Company Y: Data Z: Exchange G: Go To O: Import E: Export M: Share P: Print 9: TallyCapital F1: Help

Ledger Vouchers (In Developer Mode) Alpha E-Store

Ledger: **Priyank and Co** For **1-Apr-25**

Date	Particulars	Doc.	Vch Type	Vch No.	Debit	Credit
1-Apr-25	Purchase	Y	Purchase	1		1,06,200.00
1-Apr-25	Cash		Payment	1	10,000.00	
1-Apr-25	Purchase		Purchase	2		1,06,200.00
1-Apr-25	Cash		Payment	2	10,000.00	
					Opening Balance :	96,200.00
					Current Total :	2,12,400.00
					Closing Balance :	2,88,600.00

G: 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

F2: Period F3: Company F4: Ledger F5: Bill-wise F6: Monthly F7: GST Info F8: Columnar F9: Ledger Vouchers - GST F10 F11: Documents F12: Configure

Select any One Voucher and Click on Documents or press Alt +F11.

FAQ

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

This add-on will work only from TallyPrime 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 or call us at +91-288-2713956/57/58, +91-9023726215/16/17/18, 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 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.