

WorkFlow

Simplify Your Process

Ver 1.0

Help Manual

Table of Content

Introduction.....	3
Installation.....	4
Mapping Image in Stock Item.....	6
Backup during company Load	8
Navigating the voucher using table approach.....	9
Party Details.....	10
Simplify Your Workflow	11

Introduction

WorkFlow ver 1.0 is free software which provides customize solutions using Tally Application. This software has been built as a generic purpose. If you required any modification or any new features, send a mail to reachus@processpace.org.

With our new innovative technique, Tally Application is customized without configuration of TDL / TCP file.

Tally Application can be customized based on your business process from entries to reports and also able to create a workflow engine to manage the process.

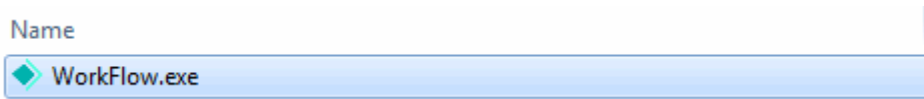
Tally Application can also able to integrate with other applications.

We integrated few samples in this product to demonstrate how the application can be customizable.

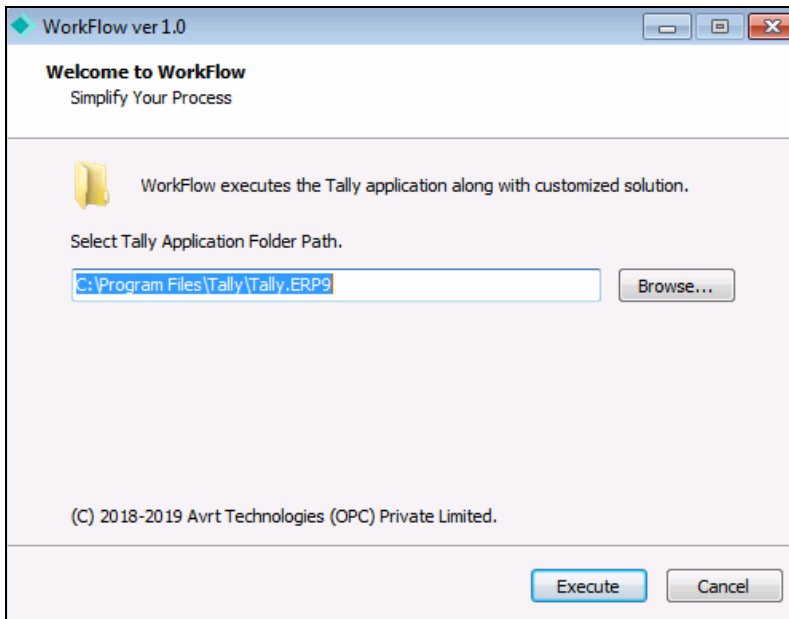
We are able to solve complex business process into simplify workflow process.

Installation

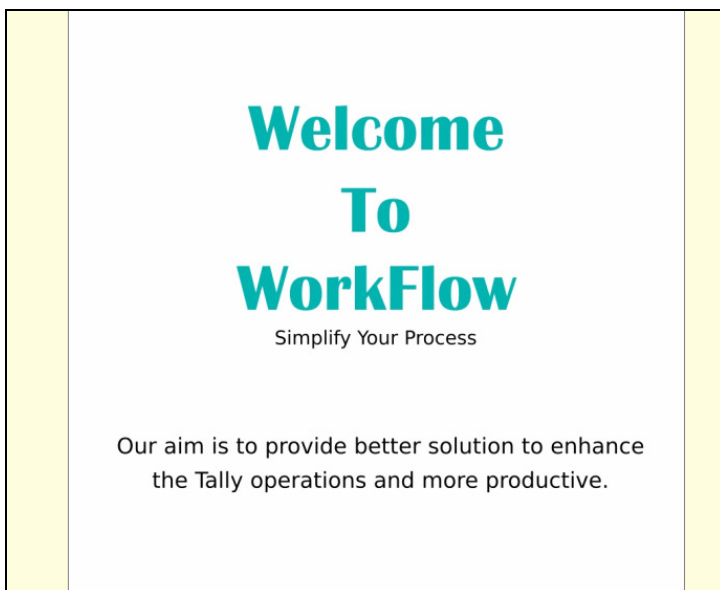
Download the WorkFlow Application from <https://processpace.org/customisation>
Unzip the File.



Double click on WorkFlow.exe application.

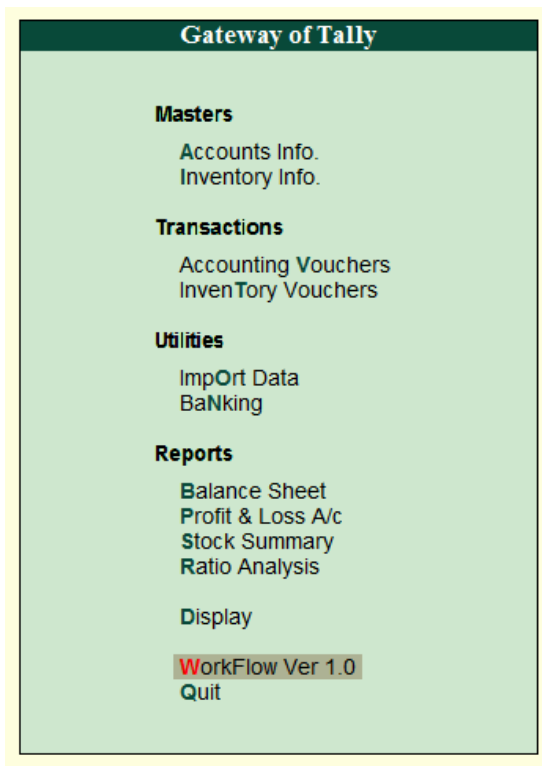


Specify the Tally Application Folder Path without tally.exe and click on Execute. It executes the Tally Application and below screen will show once it's successfully attached to Tally Application.




Press Escape on Welcome Screen.

After Loading of Company, New Menu Item “**WorkFlow Ver 1.0**” will appear in Gateway of Tally Menu.










Mapping Image in Stock Item

Go to Stock Item Creation / Alteration. The below screen will appear with default Image.

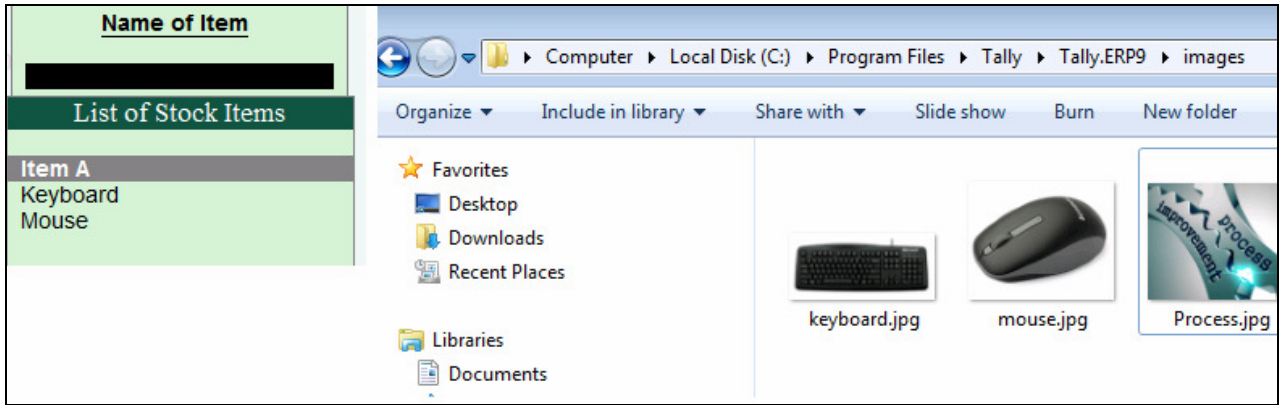
Name : ██████████ (alias) :			
	Under : ▾ Primary	<u>Statutory Information</u>	
	Units : ▾ Not Applicable	GST Applicable : ▾ Applicable	Set/alter GST Details ? No
		Type of Supply : Goods	Rate of Duty (eg 5) :
Opening Balance :		Quantity	Rate per
		Value	

In Tally Application Folder, double click on Images Folder. (This folder gets created automatically during execution of application).


 capsules	13-12-2018 11:32	File folder	
 images	15-12-2018 20:59	File folder	
 Lang	13-12-2018 11:24	File folder	
 regodbc32.exe	13-12-2018 11:24	Application	1,630 KB
 Setup.exe	13-12-2018 11:24	Application	2,756 KB
 tally.exe	13-12-2018 11:24	Application	6,333 KB
 tally.ini	15-12-2018 20:59	Configuration sett...	2 KB


Paste the stock item images into the Images folder.

1. Image should be in jpg format.
2. Image name should be equivalent to Stock Item name.



After pasting the item images in the images folder, go to alteration of that item. It will show the relevant images.

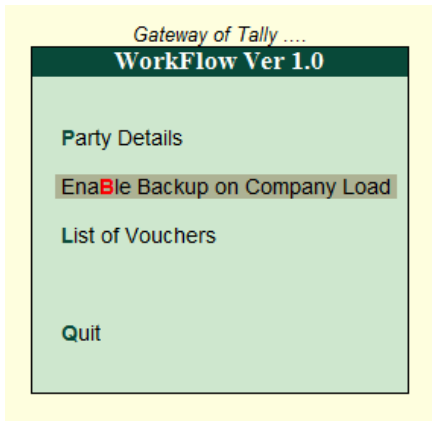
Name : Keyboard			
(alias) :			
	Under	: <input checked="" type="checkbox"/> Primary	<u>Statutory Information</u> GST Applicable : <input checked="" type="checkbox"/> Applicable Set/alter GST Details ? <input type="checkbox"/> No Type of Supply : Goods Rate of Duty (eg 5) :
	Units	: Nos	
Opening Balance		: Quantity	Rate per Value

Name : Mouse			
(alias) :			
	Under	: <input checked="" type="checkbox"/> Primary	<u>Statutory Information</u> GST Applicable : <input checked="" type="checkbox"/> Applicable Set/alter GST Details ? <input type="checkbox"/> No Type of Supply : Goods Rate of Duty (eg 5) :
	Units	: Nos	
Opening Balance		: Quantity	Rate per Value

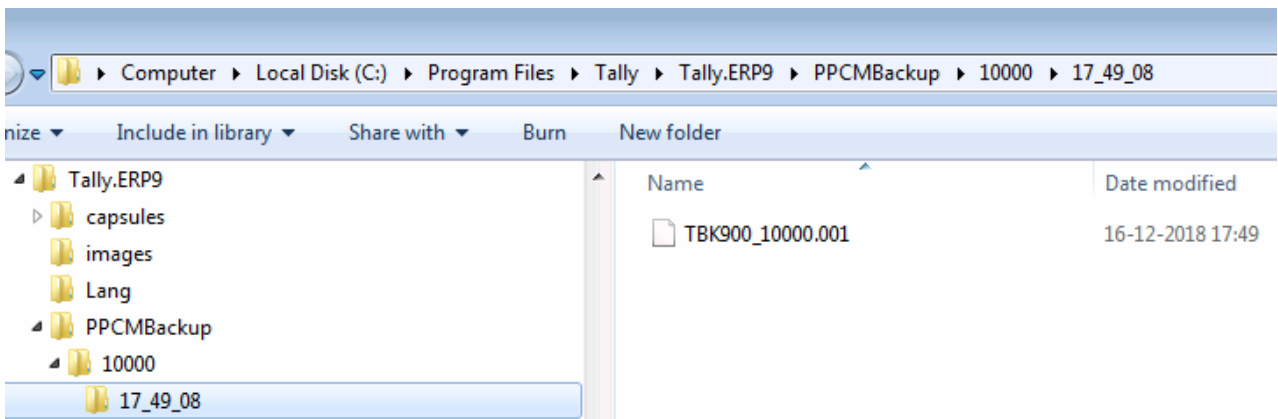
Backup during company Load

Backup of company data is important task in day to day activities. This feature takes company data backup in tbk format during loading of company.

To enable this feature, from Gateway of Tally > WorkFlow Ver 1.0



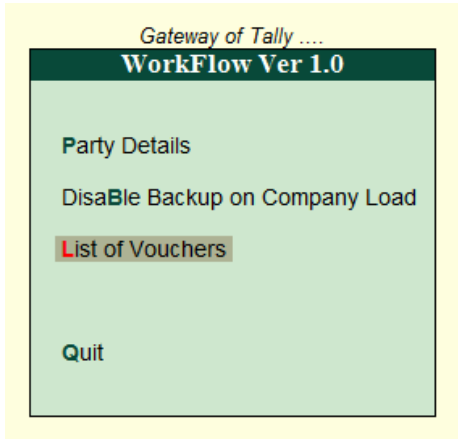
Once you enable backup on company load, it takes the backup while loading of company and saves it with below hierarchy layer.



Navigating the voucher using table approach

Daybook is the place where user can able to see all types of voucher and easy to navigate. Suppose in a day if there is too many vouchers, it is little difficult to find out the certain vouchers.

This feature enables to view the daybook in table format.



Current Date		Select Voucher		
Tuesday, 1 May, 20		[Redacted]		
List of Vouchers (1-May-2018 - 31-May-2018)				
Date	Vch.No.	Vch.Type	LedgerName	Amount
1-May-2018	2	Purchase	Party A	20,000.00

By default it will show the last voucher date month. However user can change the period by pressing Alt+F2.

After period change, check the below screenshot

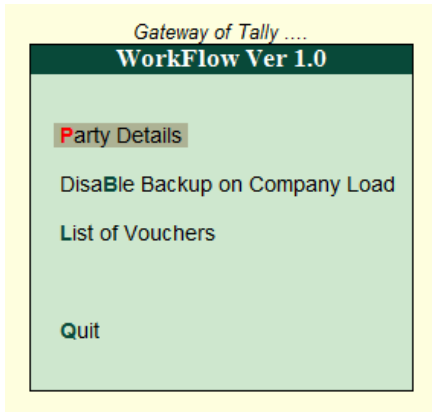
Current Date		Select Voucher		
Tuesday, 1 May, 20		[Redacted]		
List of Vouchers (1-Apr-2018 - 31-May-2018)				
Date	Vch.No.	Vch.Type	LedgerName	Amount
1-Apr-2018	1	Purchase	Party A	10,000.00
1-May-2018	2	Purchase	Party A	20,000.00
2-Apr-2018	1	Sales	Party A	5,500.00

User can able to further drill down to the voucher to view / modify the voucher.

Party Details

Suppliers and Customers are two pillars of the company. Managing and building a relationship with them is very important for the business to grow.

As business grows, business should not miss out even single customer. Reports will always provide the insight details about current trend by gathering the relevant data. This simple report provides information about closing balance, last transacted on, bills cleared and bills pending. This helps in to understand the customer movement on product.



Name	Group	Closing Balance	Last Transacted On	Bills Cleared	Bills Pending	Contact Person	Mobile	E-Mail	Phone
Party A	Sundry Debtors	25,500.00 Dr	1-May-2018	0	2	Mr.Ganeshji	9791578135	ganeshji@gmail.com	044-6123423

Name	Contact Person	Mobile	E-Mail	Phone	Address	State	GST No.	Website
Party A	Mr.Ganeshji	9791578135	ganeshji@gmail.com	044-6123423	A1, A2, A3	Tamil Nadu	33AADCB2230M1Z0	www.ganeshji.org

Simplify Your Workflow

Tally can be customized based on your business workflow process. For example:

1. Approval Process
2. Dashboard
3. Notification and Alerts
4. Integration with third party tools like Excel, word, web server and other application.
5. Simplification in Voucher Entry
6. Trend Reports
7. Recurring Entries
8. Scheduler
9. and much more...