

Apex modules

Pro-Address book

Rel. 1.2



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1 Background & Objective

Everyone has habit to go with ledgers without entering detailed information into it. Most of the ledgers are party ledgers in which we need detailed type of information like Address, Contact number, Contact person, Email ID, PAN no., GSTIN number etc. which is essential for our records or any emergency. Whenever we send any data to CA's or TRP's to file our returns; He may not proceed further without proper information in the the party masters.

In the GST era, We all need all that basic information to file our GST returns seamlessly. Any mismatch in the information will lead to mismatched returns and we may face delay and penalties.

Unlike the physical address book, this maintains all the basic information about our vendor parties and customers. Maintaining such data within the Tally.ERP9 will help you to E-Mail & print Invoices, Reports, Bank Cheques, Envelopes and labels. It also helps you to maintain a consistant relationship with your suppliers and customers.

To eliminate all the above issues we have come up with a Pro-address book where we have following objectives:

- To prepare systematic information of all the customers within tally itself.
- To eliminate trouble of handling multiple softwares/hardwares to prepare labels and envelopes.
- To prepare ready to file data For GSTR filing.

2 Introduction

A practical limitation that businesses face is the alteration of address and other relevant details at master level. Opening each master for carrying out the change becomes cumbersome at times and you may have felt a need for a better option.

With this Add-on, you can view complete details of a party (Customer or Supplier) at a glance. You can also make changes in the respective fields (like Address, GSTIN, PAN No. etc.) by editing – just like working in WORD/EXCEL files.

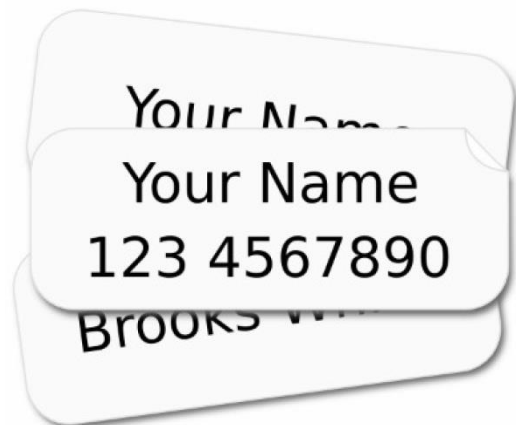
Over the period of time, many changes have been made into this module. We use excel in order to integrate the data to Tally.ERP9.

Why excel?

Updating all the relevant information into the masters through tally is time consuming process. So by taking the advantage of excel's speed, it updates the information updated in the excel sheet directly in the ledger masters in tally.

Label & Envelope Printing

Label and envelope printing is an additional feature submerged into Pro-address book. Printing labels and envelopes through tally eliminates trouble in handling multiple software and paperwork for the same.



3 Feature list

- ✚ View all the information of Parties (Sundry debtors and creditors) in one screen.
- ✚ **Updating information:** Make changes in the respective fields (Like address, GSTIN, Contact person, Contact number, Registration type etc.)
- ✚ **Simple process:** Only three clicks are required to complete the procedure.
- ✚ **Powerful report:** You can also view the report of updated information Group wise and sub-group wise. (For eg. Mumbai clients, Bangalore clients etc.)

- ✓ Compatible with releases 6.0 onwards
- ✓ Active Internet connection for implementation
- ✓ Windows 7 or above.

Important!!!

Ensure to take the data backup before using this module to avoid conflicts

Step wise guide

1. Activating add-on:

Go to Gateway of Tally → F11: Add-on feature → set 'Yes' to Apex revenue details → Select 'AMC Addons' in the list. *(Ensure the expiry date is above system date and active status is appearing 'Yes')*

Sr.No.	Type	Expiry Date	Active Status
1	AMC Addons	31-3-2020	Yes

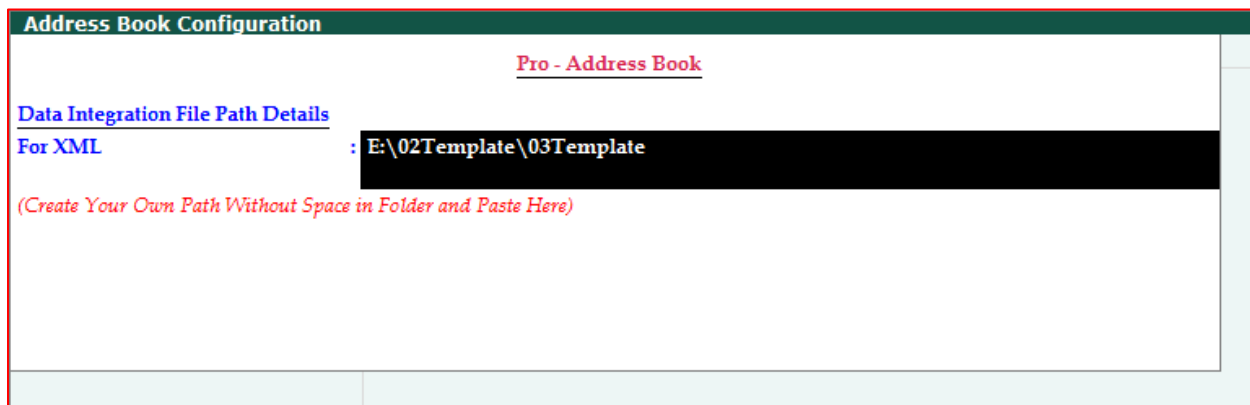
2. Configuring module:

To configure the module, Go to Gateway of Tally → F11 Add on features → Set 'Yes' to enable modules configuration → enter → Enable pro-address book.

Download 'Partydetails.xls' file from the mail copy the path where the file belongs as shown below image. Save the settings.

(Ensure that the path where the PartyDetails.xls file is located does not contain space as shown in the image below)

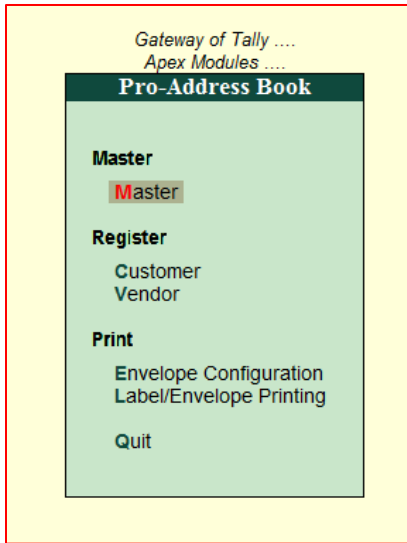
Note: After getting done shut the company and reopen it in order to apply the above settings.



4 Implementation process (Pro-Address book)

4.1 Pro-Address Book

To Use Pro-Address Book, Go to Gateway of Tally → Apex Modules → Pro-Address Book. It will show the following window.



Register

Customer register shows all the information of the parties created under Sundry debtors or Sub-groups created under Sundry debtors.

Vendor register shows all the information of the parties created under Sundry creditors or its sub-groups.

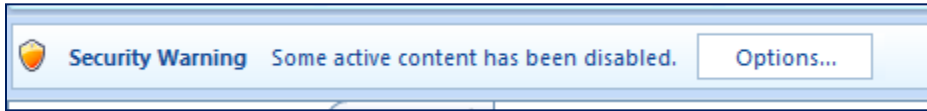
Following screen of register will appear after entering. Pink field in the report indicates empty information in the ledger.

Address Book							
DEMO							
Group : Sundry Debtors Address Book							
Sr.No	Party Name	Contact Person	Tel No.	Mob No	Email ID	GSTIN No	Address
1	AARTI MEDICAL	tejas		9182981838	abc@gmail.com	27A0YPS8359C1Z2	
2	AMTRAX (INDIA) LIFE SCIENCE PVT. LTD.	tejas		9182981838	abc@gmail.com	27AAMCA5824H1Z1	
3	BABA JEEWAN SINGH JI MEMORIAL MEDICAL CENTRE	tejas		9182981838	abc@gmail.com		
4	BOMBAY MEDICAL & GEN STORES	tejas		9182981838	abc@gmail.com	27AAGFB1889A1ZM	
5	CASH COUNTER SALE	tejas		9182981838	abc@gmail.com		
6	CHAMPION GEN STORES	suraj		9182981838	abc@gmail.com	27AABPS9127RIZV	
7	Comsumer 1	suraj		9182981838	abc@gmail.com		
8	Consumer	suraj		9182981838	abc@gmail.com		
9	Debtor	suraj		9182981838	abc@gmail.com	27A1TTT1234A1Z2	
10	DESAI PHARMA.	suraj		9182981838	abc@gmail.com	27AANFD0768E1ZU	
11	DESAI PHARMA DISTRIBUTORS PVT LTD	suraj		9182981838	abc@gmail.com	27AAECD7791E1ZF	
12	DHANAVANTARI MEDICAL STORES	suraj		9182981838	abc@gmail.com	27CEBFP3456C1ZN	

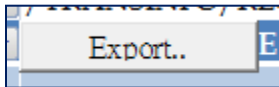
208 more ...

3 step process of updating master's information.

Step 1(In tally): Export the report by pressing F4 key. It will extract the data in the 'PartyDetails.xls'. Enable the content if excel shows security warning.



Step 2(In excel sheet): Update the information in excel file with relevant information click on the export button given in the excel sheet.



Step 3(In Tally): In the customer register, just simply press F5 update button. All the information added in the excel sheet will get updated in the party ledgers also. You can also recheck in the master alteration level.

Note: Same procedure is applicable for vendor register also.

4.2 Envelope printing

In envelop printing; we can print the party details on blank or pre-printed envelopes.

Step 1 (Configuration):

To configure the settings for envelope printing, go to Gateway of Tally→ Apex modules→ Pro-Address Book→ Envelope configuration. Following screen will appear.

(Measurements have to be accurate in order to print proper details on envelope.)

Envelope Configuration	
Space Left (in inch)	: 1.50
Space Top (in inch)	: 1
Height of Envelope (In inches)	: 5
Space Left for Party Details (in inch)	: 2
Print Logo	: No
Logo Path	:
Envelope Type	: Pre-Printed
Print "To" In Lable Printing	: No

1. Measurement configurations: Configure the measurements as per the envelope. This is one time process for specific envelope format, like shown in the above image.
2. Logo print: You can also print the logo on your envelope. Just set 'Yes' To 'Print Logo' and Paste logo path in the below field.
3. Envelope Type: Envelope can be in two types. Plain paper and Pre-Printed. Configure as per required and save the configuration.

Printing Label and Envelope

To print envelopes from Tally, go to Gateway of tally → Apex Modules → Pro-Address Book → Label/Envelope printing configuration. Following screen will appear.

Label Printing Configuration						
Based On : Invoice		Selected No. of Label				
Date From : 1-7-2017	To : 31-1-2018	1	2			
No. of Label to Print : 4		3	4			
Starting Position : 1		5	6			
Ending Position : 4		7	8			
		9	10			
		11	12			
Sr. No.	Ledger Name	Location	Address	Contact Person	Contact No	Mob No
1	DILIP PANI PURI	J Primary		suraj		9182981838
2	CHAMPION GEN STORES	J Primary		suraj		9182981838
3	NATURAL DAIRY	J Primary				
4	SANTOSH HOTEL	J Primary				

Fields in the screen:

- Based on: Envelope/Label can be printed based on Invoice/Payment voucher information. Select as required.
- Date from: Enter the date from which you want to print Envelopes or Labels.
- No. Of label to Print: This field will auto generate values as you select parties in the below fields.
- Starting Position: This is mainly for label printing to Avoid wastage of stationary. For e.g. if you've already used labels form 1 to 4 you can resume next time starting from 5. (In envelope printing this will be by default as 1).
- Ending position: This field will also auto generate the values as you select parties for which you want to print Envelopes/Labels. (For e.g you have only 4 labels to print then ending position will be 4)

After this, Select parties for which you want to print Label/Envelopes.

5 Sample Outputs

To print **Envelopes**, Simply press **ctrl + E**

Sample preview (Envelope):



To print **Labels**, Simply press **ctrl + L** In same screen.

Sample preview (Label):





POWER OF SIMPLICITY



6 Release Notes

V. 1.1

Enhancements: Added mailing name column in the report as well as in the excel sheet.

Process: Go to Apex modules → address book → customer/vendor → press F2 for column configuration. Following window will open. Set 'Yes' to mailing name.

Column Config	
Pan No.	: No
Registration Type	: No
Location	: No
Country	: No
State	: No
Pin Code	: No
Group Name	: No
Mailing Name	: Yes

Report will be shown as follows:

Address Book								
Apex Demo Data (2017-18)								
APEX DEMO DATA								
Balaji Infotech, Near Wagle Police Station, Wagle, Estate, Thane, Contact : 022 258 7639,+91 97 38 862637, Fax : 28737468, www.apexactsoft.com								
Group : Sundry Debtors								
Address Book								
Sr.No	Party Name	Mailing Name	Contact Person	Tel No.	Mob No	Email ID	GSTIN No	Address
1	Composite Dealer	Composite Dealer	Tanaji	123455	9298127381	abc@gmail.com	27AALFT360L1ZP	kassdjdhgaj
2	Consumer 1	Consumer 1	tejas	123455		abc@gmail.com		
3	Consumer	Consumer	tejas	123455		abc@gmail.com		
4	Debtor	Debtor	tejas	123455	7057630128	abc@gmail.com	27ATTTT1234A1Z2	
5	DHF Retailers Dr	DHF Retailers	tejas	123455		abc@gmail.com	24ACFFS196L1ZL	Kajhskdjgkajgsd, Laisgdkaujvcbkbal, Kuvakjcvk
6	Excaliber Industries Dr	Excaliber Industries	tejas	123455		abc@gmail.com	27AEEEE1234A1Z1	
7	Export Consumer	Export Consumer	tejas	123455		abc@gmail.com		
8	Export Party	Export Party	tejas	123455		abc@gmail.com		
9	Gururupa Traders	Gururupa Traders	tejas	123455		abc@gmail.com	27ABBBB1234A1Z2	
10	Harshall Debtor	Harshall Debtor	tejas	123455		abc@gmail.com		
11	Interstate Party	Interstate Party	tejas	123455		abc@gmail.com	24ACFAD1234A1Z1	
12	JHAMA SWEETS	JHAMA SWEETS					27AAMPL4103D1ZE	ANDHERI (E)
13	Job Work Party	Job Work Party	tejas	123455		abc@gmail.com	27AUUUU1234A1Z2	

Further procedure to update address will be the same.

V. 1.2

Enhancements:

- 1. Party Segmentation:** You can now bifurcate your customers and vendors business segment wise. So you can easily identify and list down your customers and vendors like manufacturers, dealers, distributors, retailers etc. This will also update the same at the ledger level.

Process:

Step 1 (Create Segment Master): To start using Segment wise firstly we need to create masters for the segments.

To create masters, Go to Apex Modules menu → Pro-address book → Master → Segment → Create.

Segment Creation

Category : Segment

Segment Code : SEG-004

Segment Name : **IT/Software**

Provide bank details ? No

Enter the segment name. Likewise you can create more segments as required. Also Update in the excel sheet and press update key in the tally.

	A	B	C	D	E	F	G
1	/TRANSINFO/GROUPNAME	/TRANSINFO/PARTYNAME	/TRANSINFO/SEGMENT	/TRANSINFO/CREDITLIMIT	/TRANSINFO/MAILINGNAME	/TRANSINFO/CONTACTPERSON	/TRANSINFO/TELEPHONE
2	GROUPNAME	PARTYNAME	SEGMENT	CREDITLIMIT	MAILINGNAME	CONTACTPERSON	TELEPHONE
3	Mumbai Chya Partya	Abc	IT/Software	1000000	Apex Actsoft Technologies Pvt. Ltd.	Tejas	022258181
4	Sundry Debtors	Abcd	IT/Software	50000	Abcd	suman	876218768
5	Sundry Debtors	Consumer 1	IT/Software		Consumer 1	Tejas	022258181
6	Sundry Debtors	Consumer	IT/Software		Consumer	Tejas	022258181

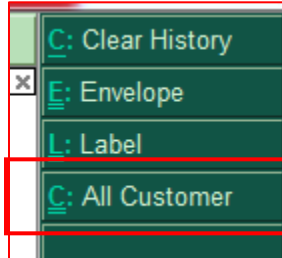
- 2. Credit limit:** You can now update the credit limits of the parties in a bulk altogether from Pro-address book.

Go to Customer/Vendor menu → export the sheet. You will find the column to add credit limits for parties as shown below.

	A	B	C	D	E	F	G
1	/TRANSINFO/GROUPNAME	/TRANSINFO/PARTYNAME	/TRANSINFO/SEGMENT	/TRANSINFO/CREDITLIMIT	/TRANSINFO/MAILINGNAME	/TRANSINFO/CONTACTPERSON	/TRANSINFO/TELEPHONE
2	GROUPNAME	PARTYNAME	SEGMENT	CREDITLIMIT	MAILINGNAME	CONTACTPERSON	TELEPHONE
3	Mumbai Chya Partya	Abc	IT/Software	1000000	Apex Actsoft Technologies Pvt. Ltd.	Tejas	022258181
4	Sundry Debtors	Abcd	IT/Software	50000	Abcd	suman	876218768
5	Sundry Debtors	Consumer 1	IT/Software		Consumer 1	Tejas	022258181
6	Sundry Debtors	Consumer	IT/Software		Consumer	Tejas	022258181

3. Party Auto fill option (For Envelope/label print): Instead of selecting parties one by one just select autofill option.

Go to Label/Envelope printing menu → Select type on which the labels and envelopes to be printed → select from and to date and simply press ctrl + C key to autofill party list.



It will automatically update the list based on the invoices/payment vouchers entered the selected period. So that in case of if they need to print multiple envelopes/labels are no more required to select the parties one by one and it saves the time.

About us

Who are we?

- Started with the passion to help businesses.
- Delivering excellence in the form of products and services for business process management and MIS
- Blessed by the active co-operation of its staff and business associates.
- Having time tested values and ethics at heart
- Proud of its legacy of over a decade
- Enriched with customer success stories

Our vision

“To become the PIONEER in Tally products domain”

- We are constantly thriving for this goal.
- As certified 5 star sales & solutions and Partner developer for tally, we have both capability and opportunity to reach there.

Values

“Honesty, Integrity, Quest for Excellence”

- Tally has provided us the ethical foundation of doing business for noble causes.
- On its basis we are trying always to find better ways of doing things. It helps us realizing our vision.



Apex Act-Soft Technologies Pvt. Ltd.

Thane (Head Office):

8th floor, Balaji Infotech, Plot No. A –
278, Wagle Industrial Area, Road No.
16-A, Thane (West) – 400604.
Maharashtra, India.

Ph.: +91-22-25818181 (100 lines) |

Website: www.apexactsoft.com |

Email: info@apexactsoft.com

Pune (Branch):

1st Floor, Sai Niketan, Above Hotel
Ashoka, Opp. Megamart, Dapodi, Pune
– 411012. Maharashtra, India.

Ph.: +91-20-27143599 | **Website:**

www.apexrom.com | **Email:**

info@apexrom.com