

# SMS Utilities in Tally ERP 9

By

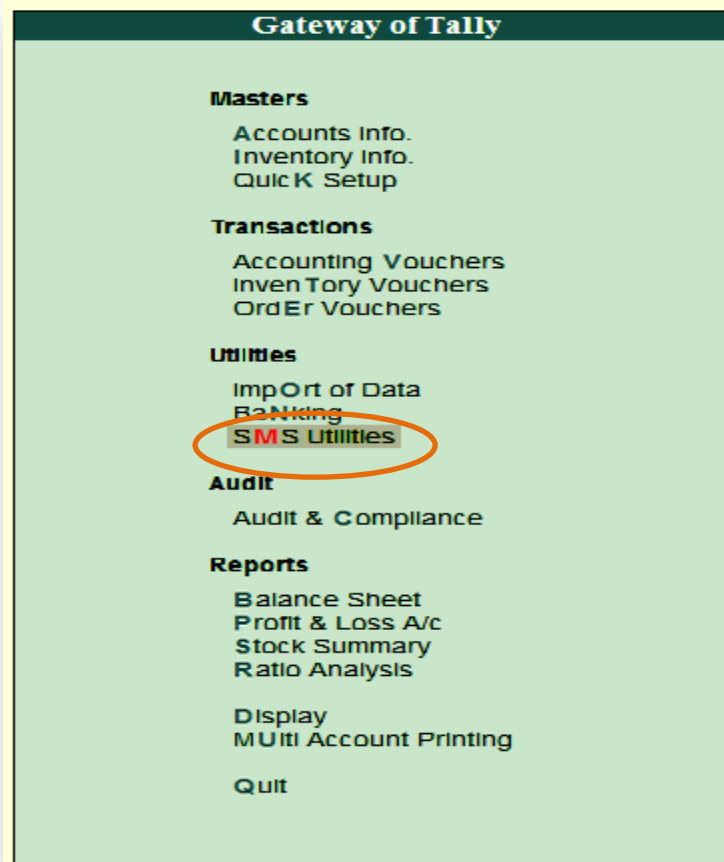
MazeWorks Solutions Pvt. Ltd.

## Features of this Add-on (SMS Utilities) :

- ❖ Send Transactional Messages
- ❖ Send Promotional Messages
- ❖ Send Alert messages, Birthday Wishes and Festival greetings
- ❖ Send reminders on due date and Outstandings
- ❖ Send bulk SMS for all customers

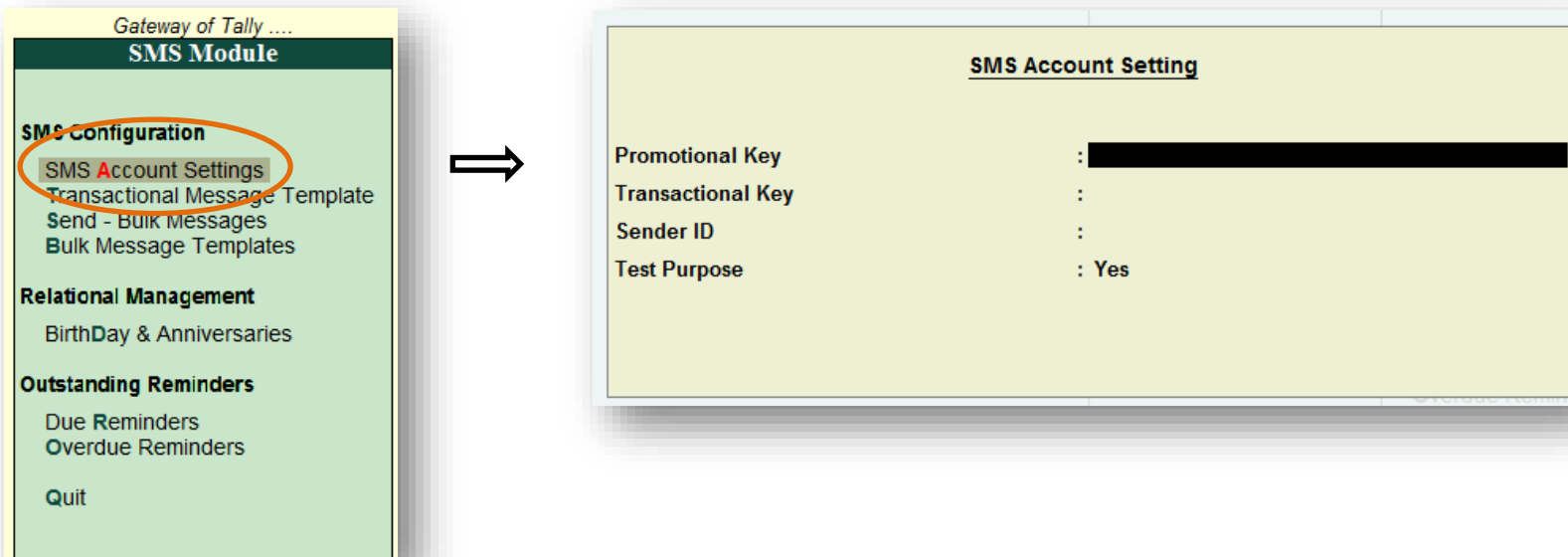
## Enable SMS Utilities in Tally:

- ❖ As soon as the TCP is loaded 'SMS Utilities' menu gets enabled



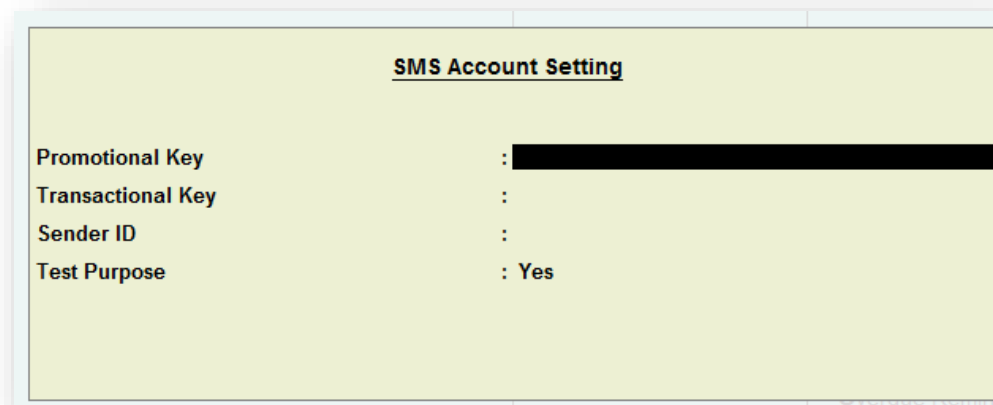
## Register SMS Account:

❖ Gateway of Tally -> SMS Utilities -> SMS Account Settings



## SMS Account Setting:

❖ There are 4 fields:

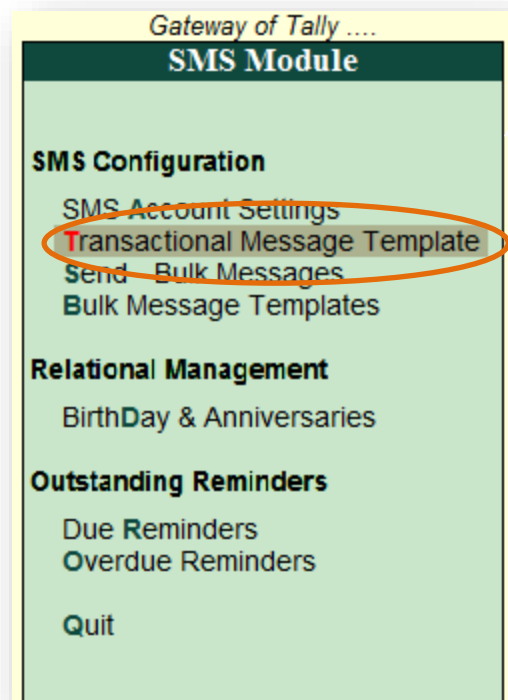


<u>SMS Account Setting</u>	
Promotional Key	: [REDACTED]
Transactional Key	:
Sender ID	:
Test Purpose	: Yes

- ✓ Promotional Key - To send promotional messages like Birthday, Anniversary and Festivals from Excel or Ledger data
- ✓ Transactional Key & Sender Id - To send transactional messages like Transaction and Outstanding details from Transaction type or Ledger data
- ✓ Test Purpose - To preview the SMS we are sending. When this field is set to 'YES' SMS will not be sent to the clients.

## Transactional Message Template:

- ❖ Gateway of Tally -> SMS Utilities -> Transactional Message Template



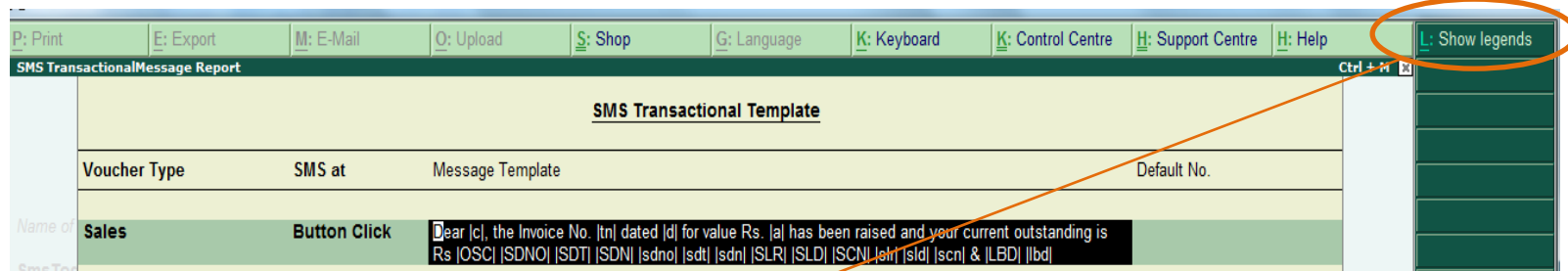
# SMS Utilities in Tally.ERP9

- ❖ Here we can enter the message templates based on voucher type as per the requirement
- ❖ We can give the default mobile number also if necessary along with the Ledger contact
- ❖ Based on **SMS Trigger** selected by the user, messages are sent in alter mode, button click, create mode or create/alter mode

SMS Transactional Template			
Voucher Type	SMS at	Trigger SMS at	Default No.
Delivery Note	Create/Alter	Alter Button Click Create	ed printing services to you on [d] for Rs. [a] against our ref. no. [tn]
Sales	Create/Alter	Create/Alter	the invoice for Rs. [a] and your current outstanding is Rs. [osc]
Purchase	Create/Alter		Dear [c], we have received a payment of Rs. [a] and your current outstanding is Rs. [osc]
Sales Order	Create/Alter		Dear [c], we have received a payment of Rs. [a] and your current outstanding is Rs. [osc]
Receipt	Create/Alter		Dear [c], we have received a payment of Rs. [a] and your current outstanding is Rs. [osc]
Purchase Order	Create/Alter		Dear [c], we have received a payment of Rs. [a] and your current outstanding is Rs. [osc]
Contra	Create/Alter		Dear [c], we have received a payment of Rs. [a] and your current outstanding is Rs. [osc]
Journal	Create/Alter		Dear [c], we have received a payment of Rs. [a] and your current outstanding is Rs. [osc]
Material Out	Create/Alter		Dear [c], we have received a payment of Rs. [a] and your current outstanding is Rs. [osc]
Material In	Create/Alter		Dear [c], we have received a payment of Rs. [a] and your current outstanding is Rs. [osc]
Credit Note	Create/Alter		Dear [c], we have received a payment of Rs. [a] and your current outstanding is Rs. [osc]
Debit Note	Create/Alter		Dear [c], we have received a payment of Rs. [a] and your current outstanding is Rs. [osc]

## Creating Templates using Legends:

- ❖ The button **L:Show Legends** helps the user to create the template in the text box as shown below.



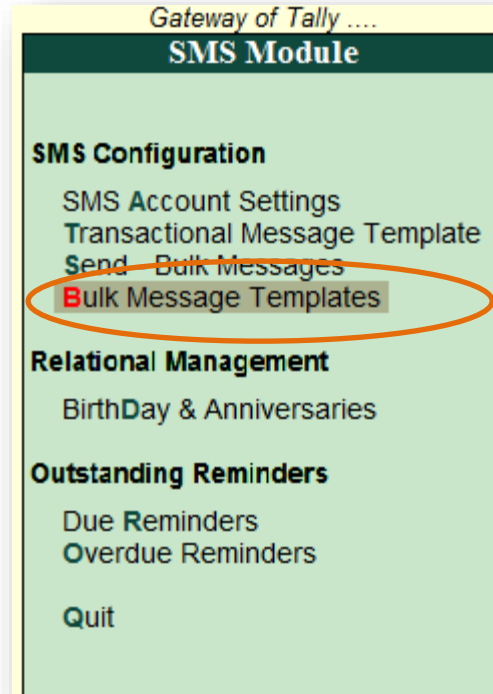
**Legends to be used in message template**  
 Example : Dear [N] Current Transaction Value Is Rs. [A]

Content	Symbol	Content	Symbol
Transaction Date	[d] or [D]	Transaction Reference	[r] or [R]
System Date	[sd] or [SD]	Outstanding As On Transaction Date	[os] or [OS]
Current Date	[cd] or [CD]	Outstanding As On Date	[osc] or [OSC]
Party Name	[n] or [N]	Inventory Details	[ied] or [IED]
Contact Person	[c] or [C]	(Item: <Item Name>, Qty:<Billed Qty>, Rate: <Rate>)	
Company Name	[cn] or [CN]	Inventory Details	[ieda] or [IEDA]
Transaction Number	[tn] or [TN]	(Item: <Item Alias Name>, Qty: <Billed Qty>, Rate: <Rate>)	
Transaction Amount	[a] or [A]	Party Bill Details	[lbd] or [LBD]
Transaction Narration	[nar] or [NAR]	(Bill Name: <Bill Name>, Amount: <Bill Amount>, Due Date: <Due Date>)	
Delivery Address	[da] or [DA]	Bank Details	[bd] or [BD]
Ledger Alias	[la] or [LA]		
Debit Ledger Name	[dln] or [DLN]		
Debit Ledger Name Alias	[dlna] or [DLNA]		
Credit Ledger Name	[cln] or [CLN]		
Credit Ledger Name Alias	[clna] or [CLNA]		



## Bulk Message Templates:

- ❖ Gateway of Tally -> SMS Utilities -> Bulk Message Templates



- ❖ Bulk Message template is used to send SMS for so many clients at a time
- ❖ As soon as we select **YES** under **Enter Promotional Message Template?** a sub form opens
- ❖ In this sub form we enter the text for the promotional message
- ❖ We can view the number of characters typed in the message.

**Bulk Message Template**

Enter Promotional Message Template? :	<b>Yes</b>
Enter Transactional Message Template? :	No
Enter Birthday/Anniversary Message Template? :	No
Enter Outstanding Message Template? :	Yes



**Promotional Message Template**

1. Advance happy birthday	22
2. Happy Diwali	12
3. Happy Christmas	15
4. Happy Wedding Anniversary	25

- ❖ Similarly, we can also select **YES** under **Enter Transactional Message Template?** For entering transactional message templates using legends in sub form.

**Bulk Message Template**

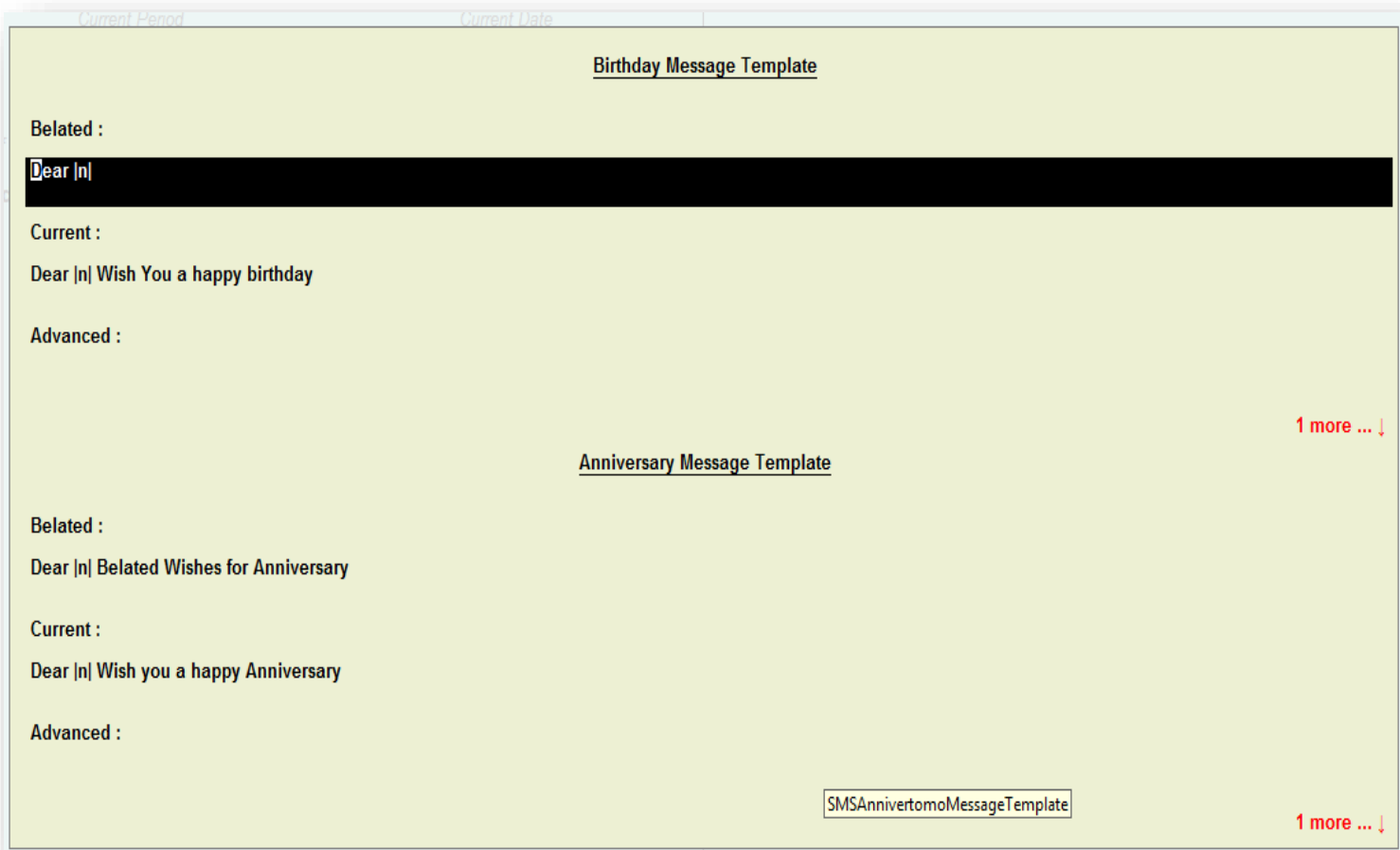
Enter Promotional Message Template? :	<b>Yes</b>
Enter Transactional Message Template? :	<b>Yes</b>
Enter Birthday/Anniversary Message Template? :	<b>No</b>
Enter Outstanding Message Template? :	<b>Yes</b>



**Transactional Message Template**

1. Dear [c], We have delivered printing services to you on [d] for Rs. [a] against our ref. no. [tn]
2. Dear [c], we have raised the invoice for Rs. [a] and your current outstanding is Rs. [osc]

- ❖ The following screen shot shows the Birthday Message Template and Anniversary Message Template form which gets displayed when we select **YES** under **Enter Birthday/Anniversary Message Template?**



The screenshot displays two sections for message templates. The top section is titled "Birthday Message Template" and includes fields for "Belated:", "Current:", and "Advanced:". The "Belated:" field contains "Dear |n|". The "Current:" field contains "Dear |n| Wish You a happy birthday". The "Advanced:" field is empty. A red "1 more ... ↓" link is visible to the right. The bottom section is titled "Anniversary Message Template" and includes fields for "Belated:", "Current:", and "Advanced:". The "Belated:" field contains "Dear |n| Belated Wishes for Anniversary". The "Current:" field contains "Dear |n| Wish you a happy Anniversary". The "Advanced:" field is empty. A red "1 more ... ↓" link is visible to the right. At the bottom right, there is a text box containing "SMSAnnivertomoMessageTemplate" and another red "1 more ... ↓" link.

- ❖ When we select **YES** under **Enter Outstanding Message Template?** the following form appears, where we enter the outstanding message template using the legends.

Bulk Message Template

Outstanding Due OverDue Message Template

Due Message :

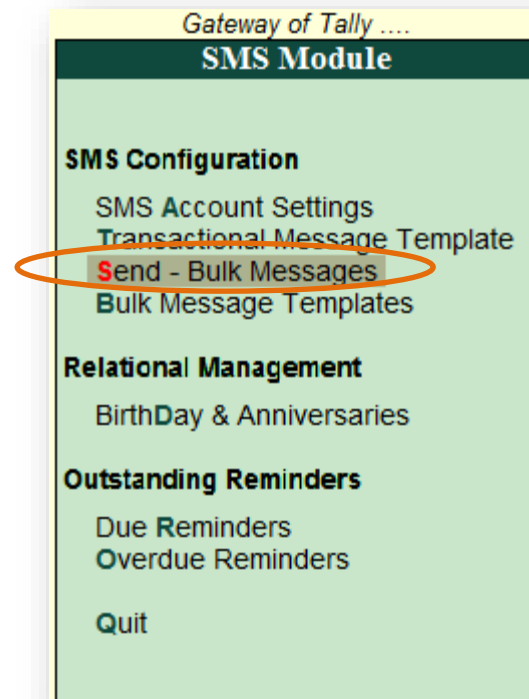
Dear [N], we like to inform your total outstanding as on [SD] is Rs. [OSC]. Request you to make the payment at the earliest.

OverDue Message :

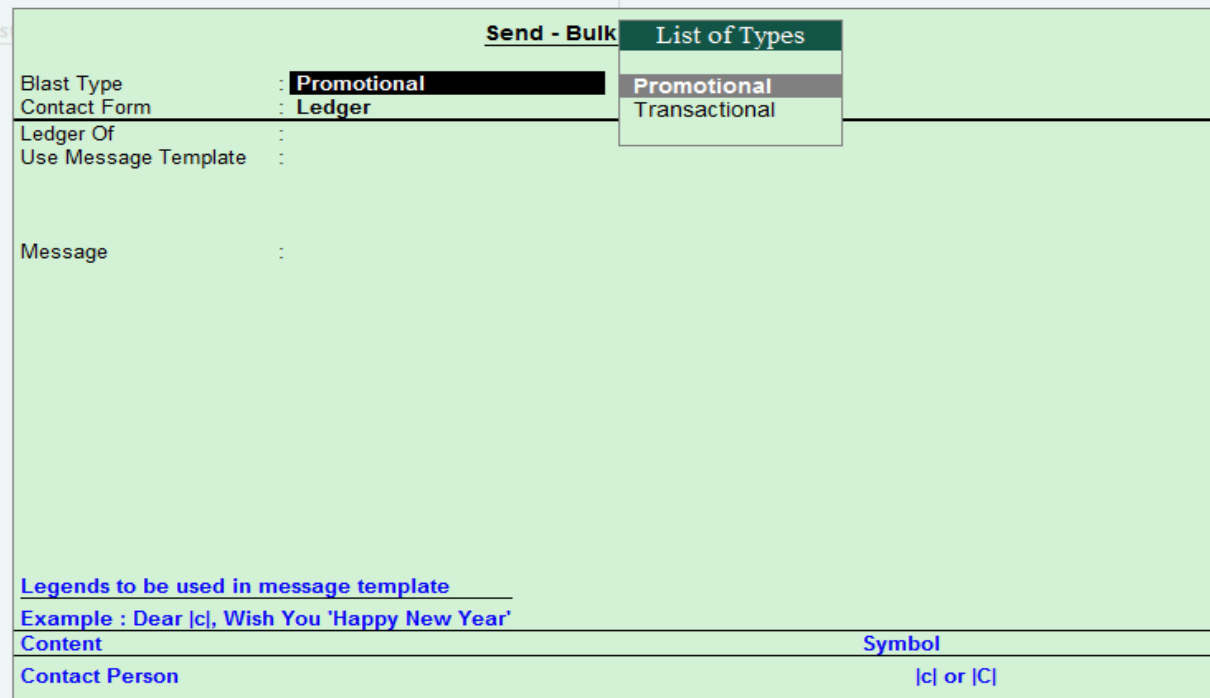
Dear [N], we like to inform your total outstanding as on [SD] is Rs. [A]. Request you to make the payment at the earliest. Test

## External DB Bulk Messages:

- ❖ Gateway of Tally -> SMS Utilities -> Send Bulk Messages



- ❖ Under Blast Type we have Promotional and Transactional type
- ❖ Select any type for sending bulk messages
- ❖ Under Contact Form we have Ledger and Excel
- ❖ Select an option from the list



**Send - Bulk**

**List of Types**

Blast Type : **Promotional**

Contact Form : **Ledger**

Ledger Of :

Use Message Template :

Message :

Legends to be used in message template

Example : Dear [c], Wish You 'Happy New Year'

Content	Symbol
Contact Person	[c] or [C]



# SMS Utilities in Tally.ERP9

**Send - Bulk Messages**

Blast Type	: Promotional	Contacts Form
Contact Form	: Ledger	Excel
Ledger Of	:	Ledger
Use Message Template	:	
Message	:	



Current Date  
Thursday, 3 Sep, 2015

**Send - Bulk Messages**

Blast Type	: Promotional
Contact Form	: Ledger
Ledger Of	: Cash Sales
Use Message Template	:
Message	:

List of Groups & Ledgers	
Name	Type
Primary	
Cash Sales	Ledger
Deepika	Ledger
Party	Ledger
Party1	Ledger
Poorna	Ledger
Sundry Creditors	Group
Sundry Debtors	Group
Supplier	Ledger
Testcreditor	Ledger





# SMS Utilities in Tally.ERP9

**Send - Bulk Messages**

Blast Type	: Promotional	Contacts Form
Contact Form	: Ledger	Excel
Ledger Of	:	Ledger
Use Message Template	:	
Message	:	



Current Date  
Thursday, 3 Sep, 2015

**Send - Bulk Messages**

Blast Type	: Promotional
Contact Form	: Ledger
Ledger Of	: Cash Sales
Use Message Template	:
Message	:

List of Groups & Ledgers	
Name	Type
Primary	
Cash Sales	Ledger
Deepika	Ledger
Party	Ledger
Party1	Ledger
Poorna	Ledger
Sundry Creditors	Group
Sundry Debtors	Group
Supplier	Ledger
Testcreditor	Ledger



- ❖ Select the required Message template from the Message Templates list
- ❖ We can edit the message template here in the Message field also

**Send - Bulk Messages**

Blast Type : Promotional  
Contact Form : Ledger

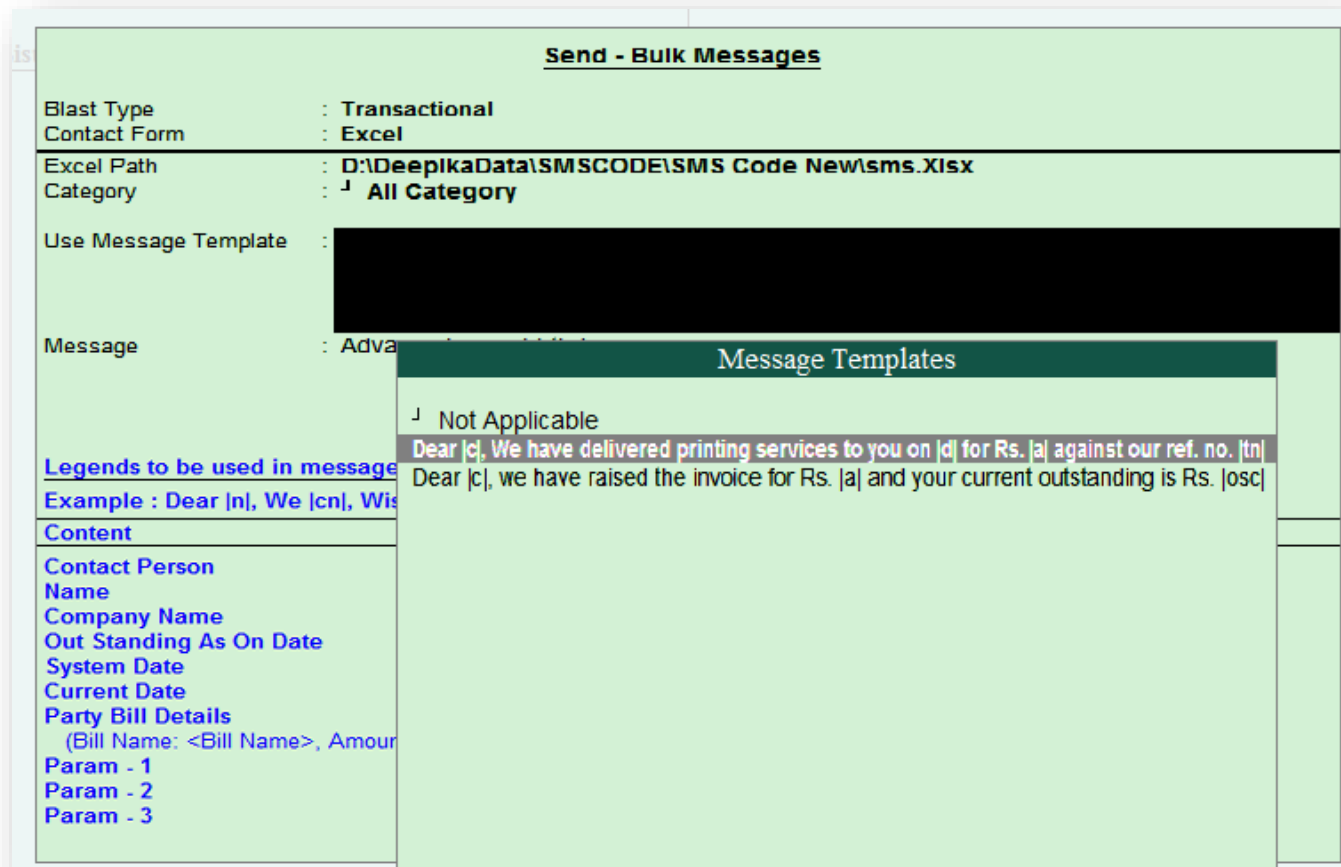
---

Ledger Of : Cash Sales  
Use Message Template : [REDACTED]

Message : [REDACTED]

Message Templates	
┆ Not Applicable	
<b>Advance happy birthday</b>	
Happy Christmas	
Happy Diwali	
Happy Wedding Anniversary	

- ❖ The form looks like this when Blast Type is chosen as **Transactional** and Contact Form is chosen as **Excel**
- ❖ Give the path for the excel sheet under Excel Path



**Send - Bulk Messages**

Blast Type : Transactional  
Contact Form : Excel

Excel Path : D:\DeepikaData\SMSCODE\SMS Code New\sms.Xlsx  
Category : All Category

Use Message Template : [Redacted]

Message : Adva [Redacted]

**Message Templates**

- Not Applicable
- Dear [c], We have delivered printing services to you on [d] for Rs. [a] against our ref. no. [fn]
- Dear [c], we have raised the invoice for Rs. [a] and your current outstanding is Rs. [osc]

**Legends to be used in message**

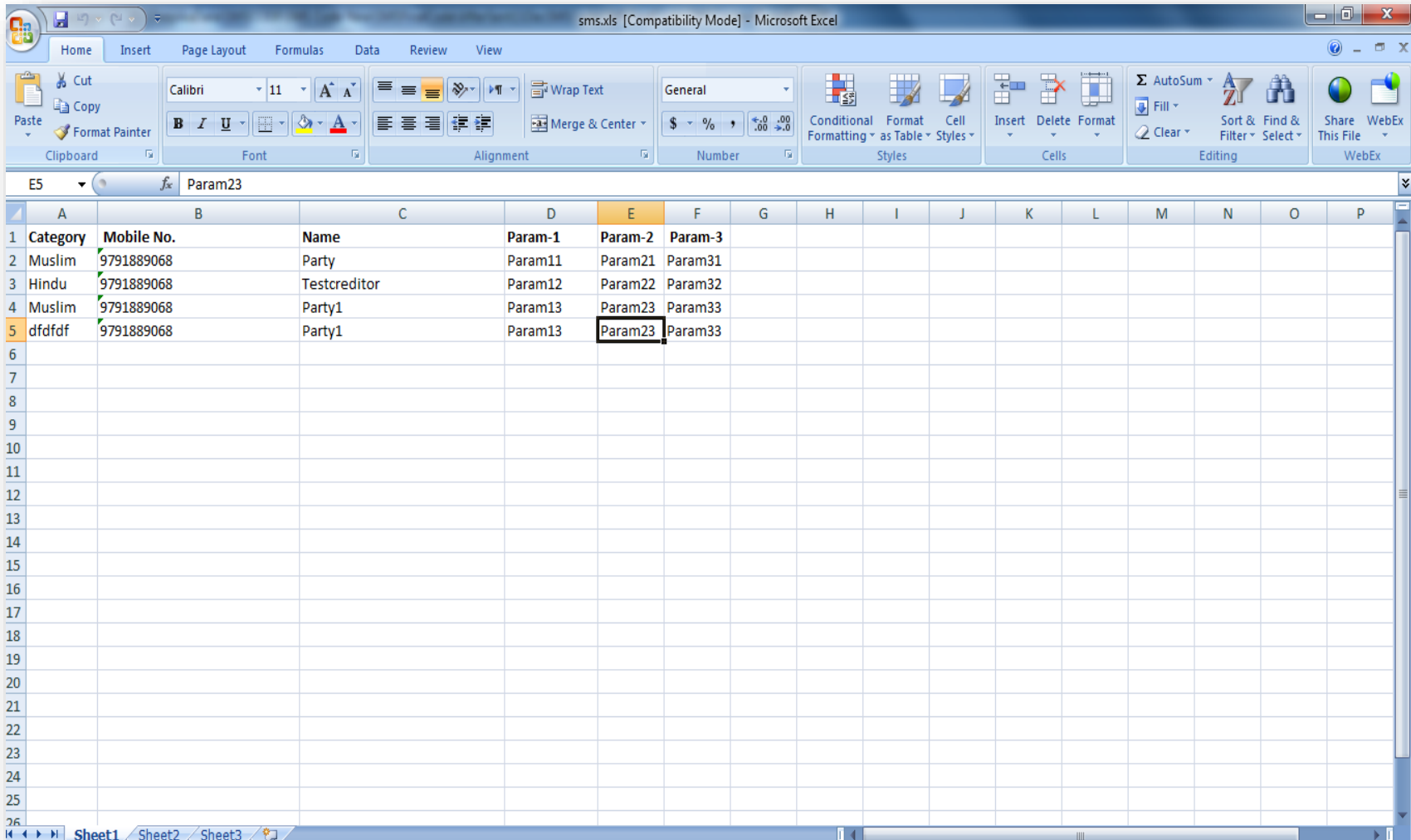
Example : Dear [n], We [cn], Wis

**Content**

- Contact Person
- Name
- Company Name
- Out Standing As On Date
- System Date
- Current Date
- Party Bill Details  
(Bill Name: <Bill Name>, Amour
- Param - 1
- Param - 2
- Param - 3

# SMS Utilities in Tally.ERP9

- ❖ We need to maintain the excel format as shown below for reading the values to send SMS



The screenshot shows a Microsoft Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Category	Mobile No.	Name	Param-1	Param-2	Param-3										
2	Muslim	9791889068	Party	Param11	Param21	Param31										
3	Hindu	9791889068	Testcreditor	Param12	Param22	Param32										
4	Muslim	9791889068	Party1	Param13	Param23	Param33										
5	dfdfdf	9791889068	Party1	Param13	Param23	Param33										
6																
7																
8																
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25																
26																

## Birthday and Anniversaries:

- ❖ Gateway of Tally -> SMS Utilities -> Birthday & Anniversaries



**Birthday & Anniversaries** menu opens the following form. Here we can select the Ledger name from the **List of Ledger** and enter the birthday and anniversary dates of the clients. Mobile number gets mapped automatically from Ledger Master if the ledger contact is given otherwise enter it manually.


# SMS Utilities in Tally.ERP9

P: Print   E: Export   M: E-Mail   O: Upload   S: Shop   G: Language   K: Keyboard   K: Control Centre   H: Support Centre   H: Help   W: Missed Wishes

SMS BirthdayAnniversaryMsgReport Ctrl + M

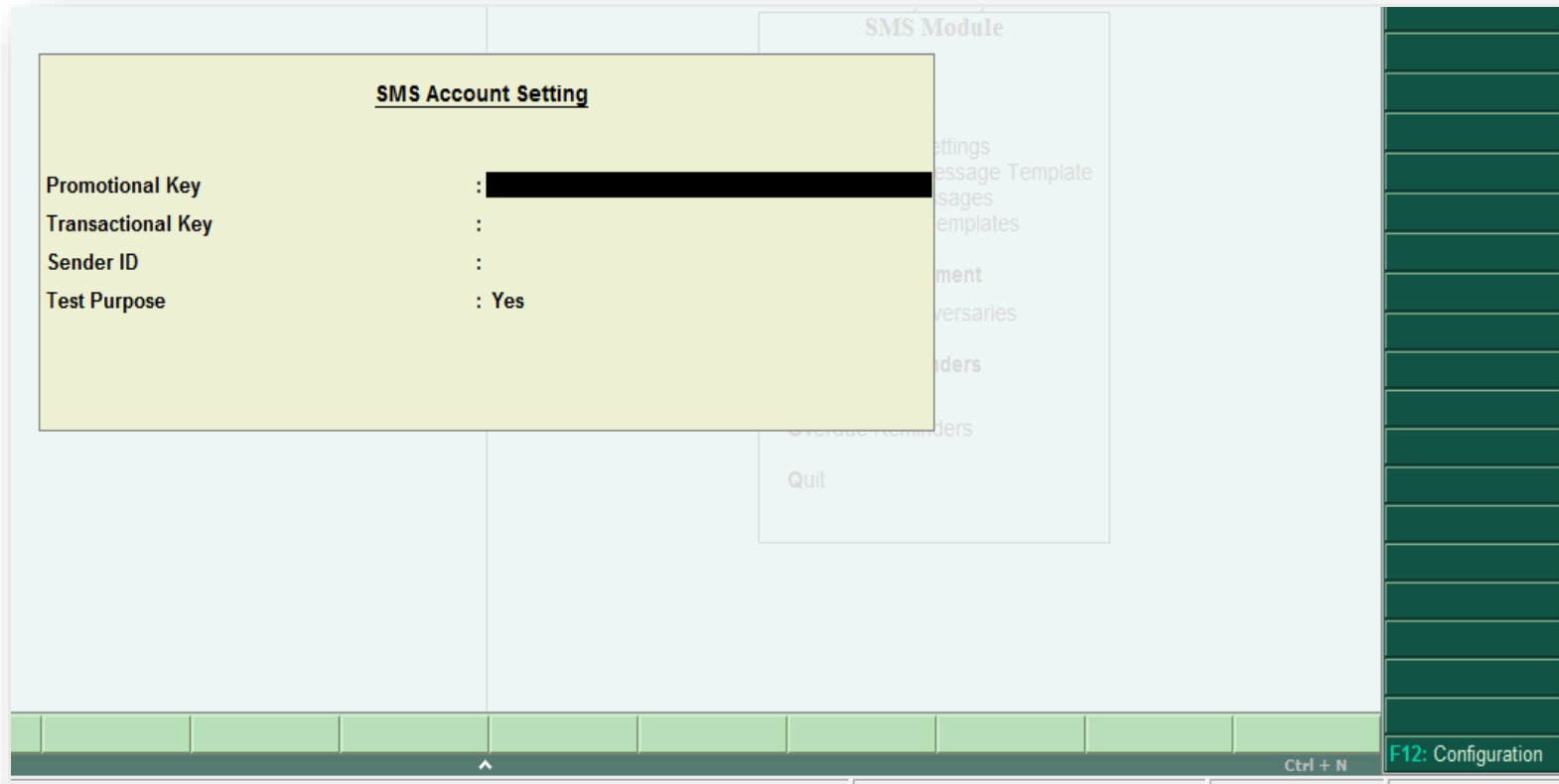
Birthday / Anniversary Details						List of Ledger
Select Ledger Name	Ledger Name	Birthday Date	Anniversary Date	Mobile		
Deepika	Deepika	28-Nov-2015	4-Nov-2015	998764		End of List
Suganya	Suganya	1-Jan-2015	2-Feb-2015	979180		Not Applicable
Party1	Party1	1-Jan-2015	4-Apr-2015	909460		Cash Sales
Party	Party	1-Jan-2016	4-Apr-2015	979180		Deepika Party
Vignesh	Vignesh	4-Apr-2015	5-May-2016	709280		Party1 Poorna Suganya Supplier Testcreditor
	Not Applicable					TEstsunCredit2 Testsundbt1 Testsundbtr2 TestSundCredit1 Vignesh

Name of Company: Deepika  
 SmsToday: Party1



In case if a message has to be sent to a new customer also, we need to select the **Not Applicable** option from the List of Ledger and enter the name manually under the Ledger Name column.

## Scheduled SMS Settings:



Click on the **F12: Configuration** button seen at the bottom right corner of the page

- ❖ When we enable this configuration, SMS is sent automatically to the client based on the scheduling

**SMS Configuration Settings**

Enable Automatic SMS for Outstanding? **Yes**

Send SMS on weekly basis :? **Yes**      Select Day : **Friday**

Send SMS on day basis :? **No**

Enable Automatic SMS for Overdue Outstanding? **Yes**

Send SMS on weekly basis :? **No**

Send SMS on day basis :? **No**

Enable Automatic SMS for delay/Advance Wishes ? **Yes**

No.of Days : **1**      **Advance**

List of Days

Friday

Monday

Saturday

Sunday

Thursday

Tuesday

Wednesday

**SMS Configuration Settings**

Enable Automatic SMS for Outstanding? **Yes**

Send SMS on weekly basis :? **No**

Send SMS on day basis :? **Yes**      Days Count : **2**      Next Due Date : **22-Nov-2015**

Enable Automatic SMS for Overdue Outstanding? **Yes**

Send SMS on weekly basis :? **Yes**      Select Day : **Friday**

Send SMS on day basis :? **No**

Enable Automatic SMS for delay/Advance Wishes ? **Yes**

No.of Days : **1**      **Advance**

Select

Advance

Belated



# SMS Utilities in Tally.ERP9

Birthday / Anniversary Details						List of Ledger
Select Ledger Name	Ledger Name	Birthday Date	Anniversary Date	Mobile		
Cash Sales	Cash Sales	2-Feb-2015	3-Mar-2015	909469	Deepika	
Not Applicable	Suguna	3-Mar-2015	4-Apr-2015	454545	Party	
					Party1	
					Poorna	
					Supplier	
					Testcreditor	

- ❖ When the missed wishes button is clicked, SMS will be sent, based on the configuration which is set under the enable automatic SMS for delay / advance wishes?

### SMS Configuration Settings

Enable Automatic SMS for Outstanding? **Yes**

Send SMS on weekly basis :? **No**

Send SMS on day basis :? **Yes**      Days Count : **2**      Next Due Date : **22-Nov-2015**

Enable Automatic SMS for Overdue Outstanding? **Yes**

Send SMS on weekly basis :? **Yes**      Select Day : **Friday**

Send SMS on day basis :? **No**

Enable Automatic SMS for delay/Advance Wishes ? **Yes**

No.of Days : **1**      **Advance**

#### List of Days

**Friday**

Monday

Saturday

Sunday

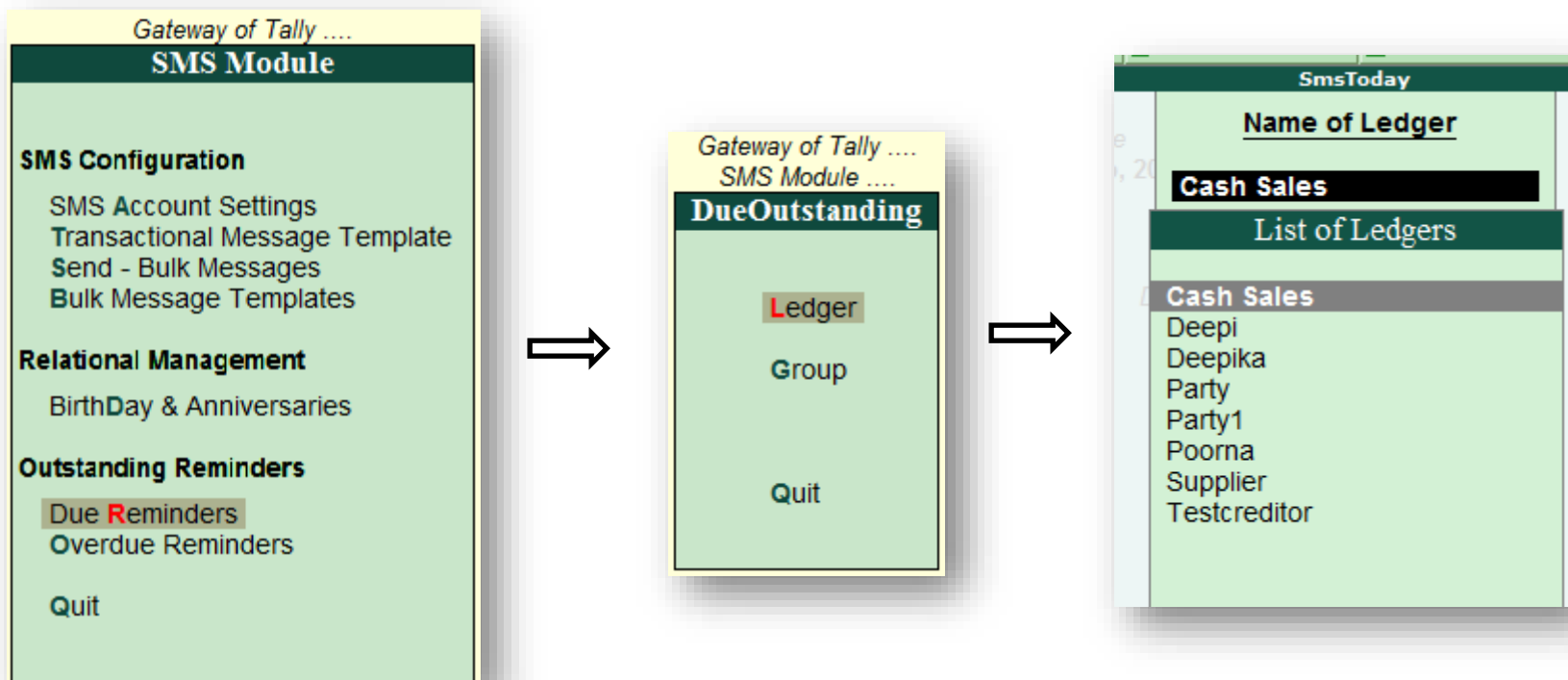
Thursday

Tuesday

Wednesday

## Client Outstanding SMS:

- ❖ Gateway of Tally -> SMS Utilities -> Due Reminders



# SMS Utilities in Tally.ERP9

- ❖ Click on the **send SMS** button indicated by arrow
- ❖ Once its done, client outstanding details will be sent to the selected customers as SMS

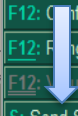
Ledger Outstandings				SmsToday		Ctrl + M	
Ledger : Cash Sales				1-Apr-2015 to 3-Sep-2015			
Date	Ref. No.		Opening Amount	Pending Amount	Due on	Overdue	by days
3-Sep-2015	On Account		1,860.00 Dr	1,860.00 Dr			
31-Mar-2014	Opening Balance	100.00 Dr					
3-Sep-2015	Journal 6	1,540.00 Cr					
3-Sep-2015	Journal 11	100.00 Dr					
3-Sep-2015	Journal 12	100.00 Dr					
3-Sep-2015	Journal 15	100.00 Dr					
3-Sep-2015	Journal 16	1,000.00 Dr					
3-Sep-2015	Journal 17	2,000.00 Dr					
			1,860.00 Dr	1,860.00 Dr			

F2: Period  
 F3: Company  
 F4: Ledger  
 F6: Age wise  
 C: Contact  
 B: Bill Settlement

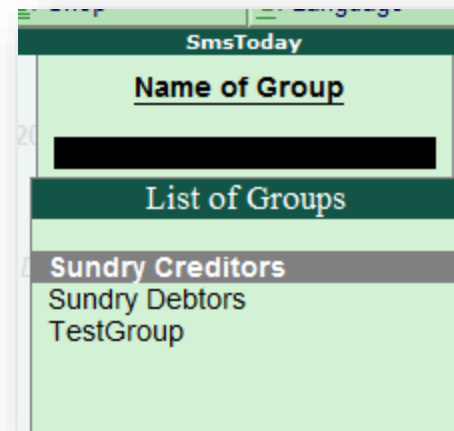
F8: Other Rep  
 F9: Inv Rep  
 F10: Acc Rep  
 F11: Features  
 F12: Configure  
 F12: Range  
 F12: Value  
 S: Send SMS

Q: Quit    R: Remove Line    U: Restore Line    U: Restore All    Space: Select    Space: Select All

(31/31) Tally Messages    Ctrl + N

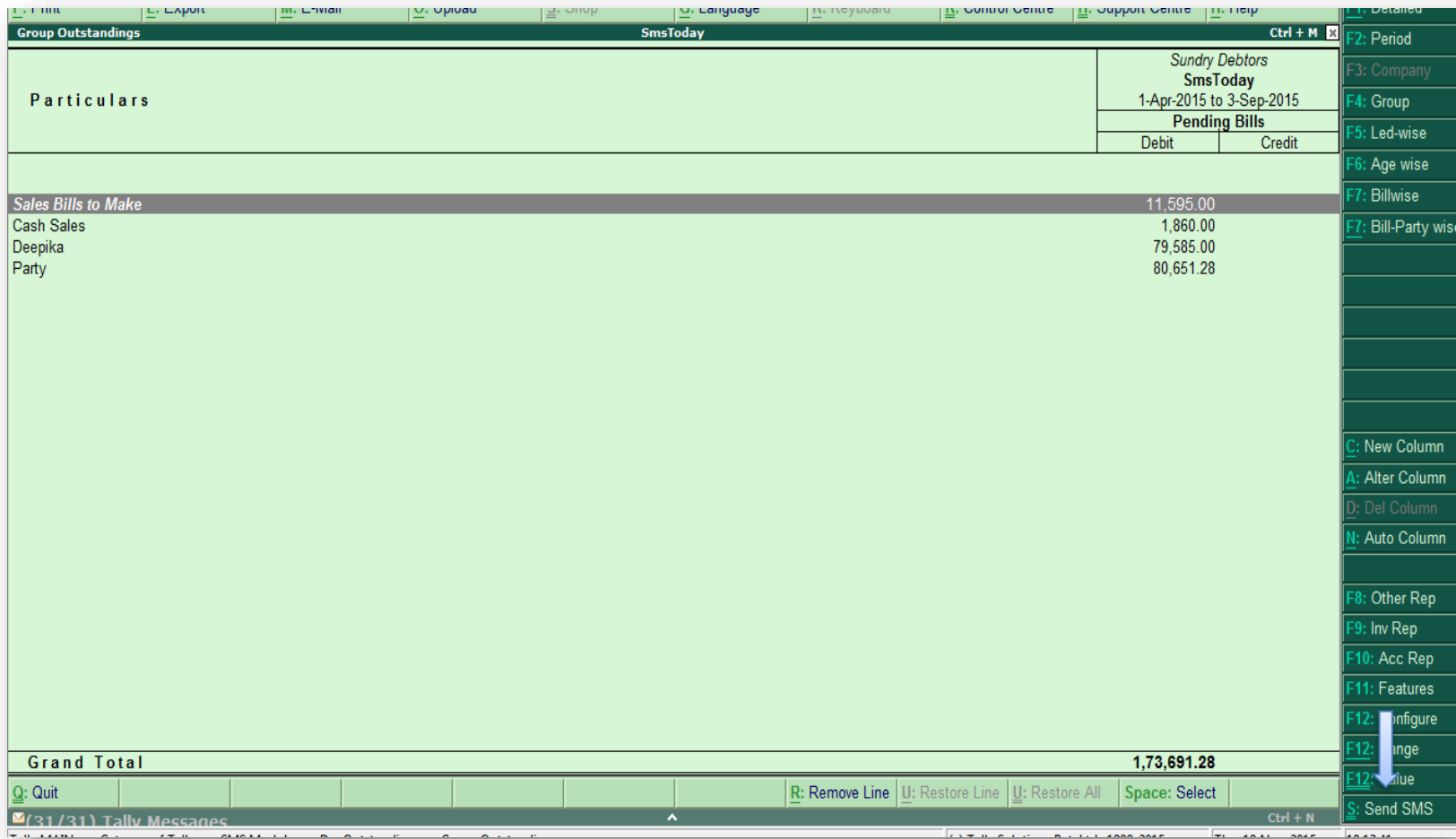


## Due Outstanding based on Group:



# SMS Utilities in Tally.ERP9

- ❖ Click on the send SMS button indicated by arrow
- ❖ Once its done client outstanding due details will be sent to the selected group

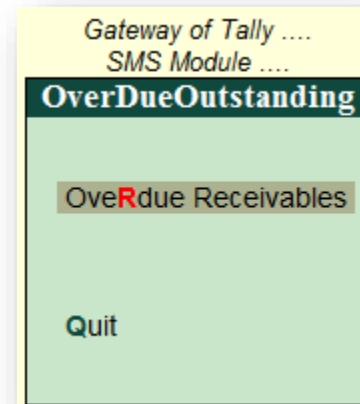
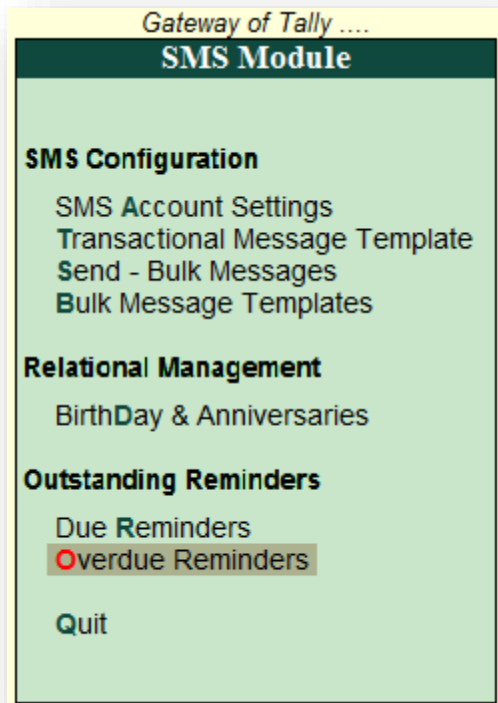


The screenshot displays the 'Group Outstandings' report for 'SmsToday' in Tally.ERP9. The report is titled 'Sundry Debtors' and covers the period '1-Apr-2015 to 3-Sep-2015'. It shows 'Pending Bills' with columns for 'Debit' and 'Credit'. The data includes 'Sales Bills to Make' (11,595.00), 'Cash Sales' (1,860.00), 'Deepika' (79,585.00), and 'Party' (80,651.28). The 'Grand Total' is 1,73,691.28. A blue arrow points to the 'Send SMS' button in the bottom right corner of the report window.

Particulars	Sundry Debtors SmsToday 1-Apr-2015 to 3-Sep-2015	
	Debit	Credit
<b>Sales Bills to Make</b>		11,595.00
Cash Sales		1,860.00
Deepika		79,585.00
Party		80,651.28
<b>Grand Total</b>		<b>1,73,691.28</b>

## Client Over due SMS:

- ❖ Gateway of Tally -> SMS Utilities -> Overdue Reminder



# SMS Utilities in Tally.ERP9

Bills Outstanding		SmsToday		Ctrl + M	
Bills Receivable			1-Apr-2015 to 3-Sep-2015		
Date	Ref. No.	Party's Name	Pending Amount	Due on	Overdue by days
1-Apr-2014	1	Party	10.00	1-Apr-2014	520
1-Apr-2014	2	Party	450.00	1-Apr-2014	520
1-Apr-2014	3	Party	10.00	1-Apr-2014	520
1-Apr-2014	4	Party	1,530.00	1-Apr-2014	520
1-Apr-2014	5	Party	54,945.00	1-Apr-2014	520
1-Apr-2014	6	Party	11,830.00	1-Apr-2014	520
1-Apr-2014	7	Party	618.30	1-Apr-2014	520
1-Apr-2014	8	Party	618.30	1-Apr-2014	520
1-Apr-2014	9	Party	4,585.73	1-Apr-2014	520
1-Apr-2014	10	Party	4,018.95	1-Apr-2014	520
1-Apr-2014	72	Party	1,035.00	1-Apr-2014	520
			<b>79,651.28</b>		

F2: Period

F3: Company

F4: Payable

F6: Age wise

F7: Bill-Party wise

F8: Other Rep

F9: Inv Rep

F10: Acc Rep

F11: Features

F12: Configure

F12: Range

F12: Age

S: Send SMS

Q: Quit

R: Remove Line

U: Restore Line

U: Restore All

Space: Select

(31/31) Tally Messages

Ctrl + N

## **Pre - Requisites:**

- ❖ This module works on Tally.ERP9 series A Release 5.0 and above
- ❖ Internet is mandatory as solution uses an internet based SMS sending service called SOTS(SMS on the spot)
- ❖ A six character Sender ID to be finalized
- ❖ Set of transactional templates has to be finalized which will be approved. The templates which are not approved will be treated as promotional message.
- ❖ Declaration to be provided indicating that you will using this to promote your business only and maintain good customer relationship.



## Contact Information

M. Jeyapremnath  
Mobile: +91 – 99625 18777  
Email: [premnath@mazeworkssolutions.com](mailto:premnath@mazeworkssolutions.com)

M. Satheesh Kumar  
Mobile: +91 – 95973 32222  
Email: [Satheesh@mazeworkssolutions.com](mailto:Satheesh@mazeworkssolutions.com)



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