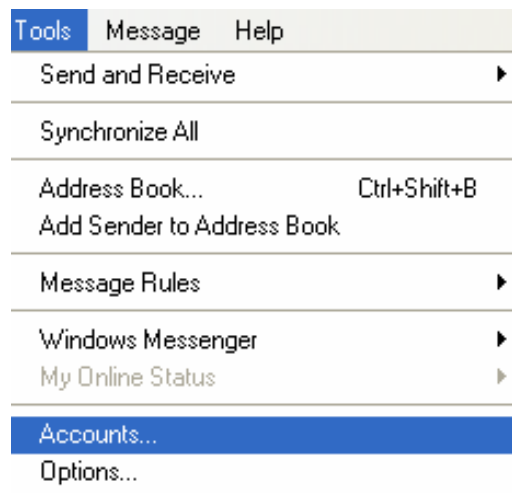


Sending Email from Tally

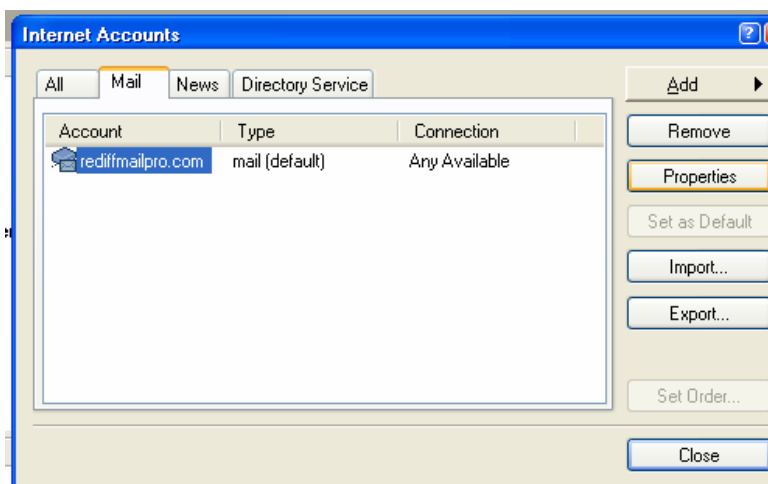
Please follow the check list given below.

To find the SMTP server name?

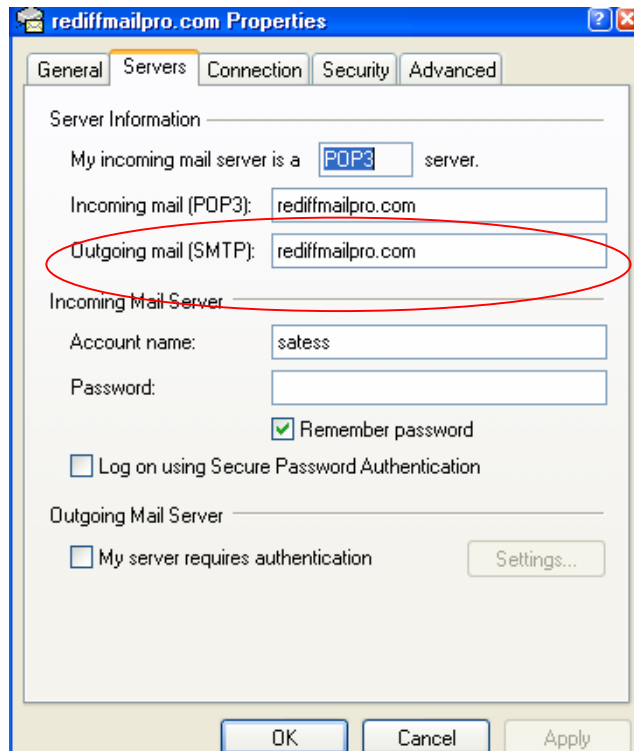
- 1. Open the outlook express**
- 2. Click on Tools->Accounts**



- 3. Click on the Mail**



- 4. Highlight your mail account and click on properties.**
- 5. Mail Account properties dialog box window will open, there click on server tab**



Note down the OUTGOING SMTP server name.

**6. Select any report in the tally for ex:
From GATEWAY OF TALLY→DISPLAY→DAY BOOK *press ALT+P for print*
Printing screen will appear as shown below**

Tally 9
(c) Tally Solutions FZ.LLC, 1988-2007
TallyGold - Multi-User
http://www.tallysolutions.com
SL No.: 713050353

P: Print E: Export M: E-Mail O: Upload L: Language K: Keyboard H: Help

Report Generation Anu(Karnataka) Ctrl + M

Day Book For: 31-Mar-2008

Date	Particulars	Printing Day Book	Amount	Credit Amount	
			wards Qty	Outwards Qty	
31-3-2008	Cash	Printing Day Book Printer : (LPT1) No. of Copies : 1 Print Language : English Method : Neat Mode Page Range : All Paper Type : A4 Paper Size : (8.27" x 11.69") or (210 mm x 297 mm) Print Area : (8.27" x 11.69") or (210 mm x 297 mm)		1,000.00	
31-3-2008	Anu Bank				
31-3-2008	Abc			1,000.00	
31-3-2008	Anu Pu			2,000.00	
31-3-2008	Abc			1,000.00	
31-3-2008	Ach			0,000.00	
31-3-2008	Additional Cos				100.00
31-3-2008	Brokerage				100.00
31-3-2008	Creditor				1,000.00
31-3-2008	Debtor				100.00
31-3-2008	Tax Expenses		100.00		
31-3-2008	Tax Expenses		200.00		
31-3-2008	Tax Expenses		300.00		
31-3-2008	(cancelled)				
31-3-2008	Tax Expenses		600.00		
31-3-2008	Creditor		1,000.00		
31-3-2008	Creditor		1,000.00		
31-3-2008	Anuuuu		1,000.00		
31-3-2008	Debtor		1,423.60		
31-3-2008	Debtor		1,450.00		
31-3-2008	(cancelled)				
31-3-2008	Debtor		350.00		
31-3-2008	Creditor		1,000.00		
31-3-2008	Debtor		1,000.00		
31-3-2008	Cash		1,000.00		
		Sales	37		
				26 more ...	

Report Titles
Day Book
(with Print Preview)

Format : Condensed

Show Narrations also ? No
Show Billwise Details also ? No
Show Cost Centre Details also ? No
Show Inventory Details also ? No
Show Entered/Altered By ? No
Select vouchers to show : All Vouchers
Show Forax Transactions ? No

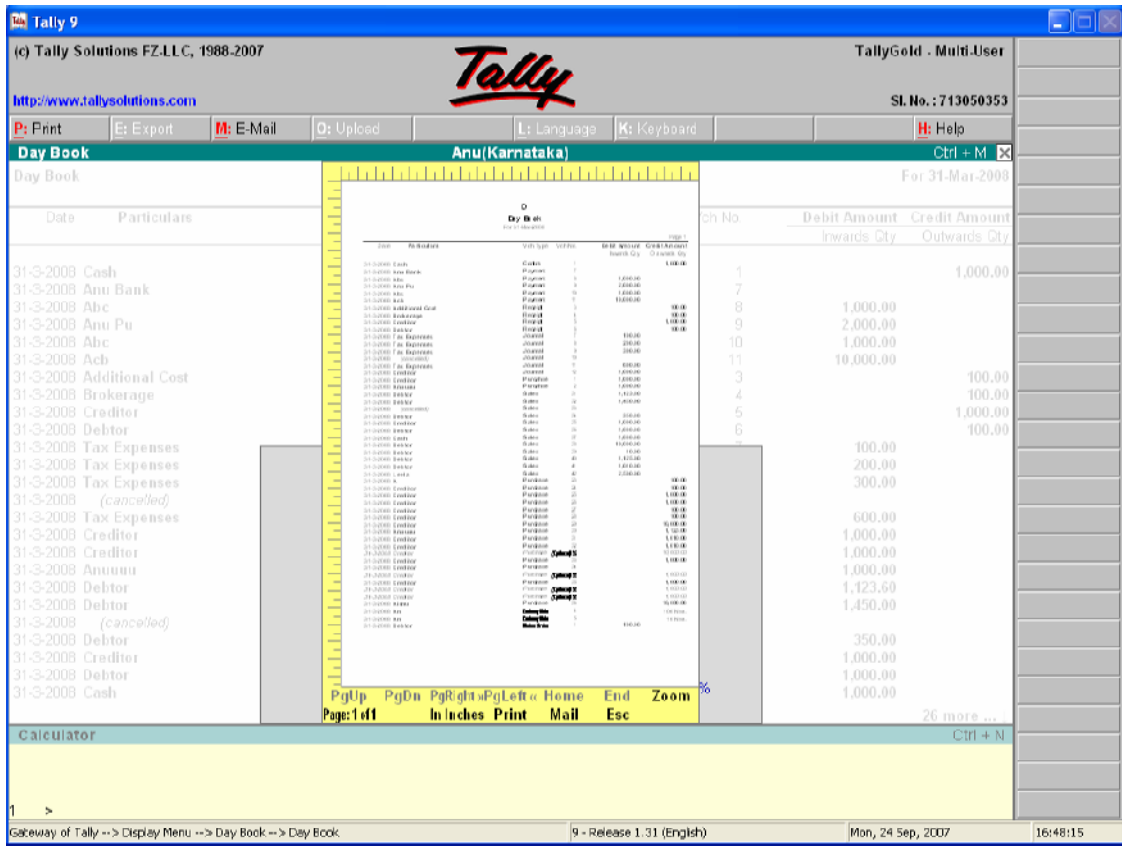
Print ?
Yes or No

Calculator Ctrl + N

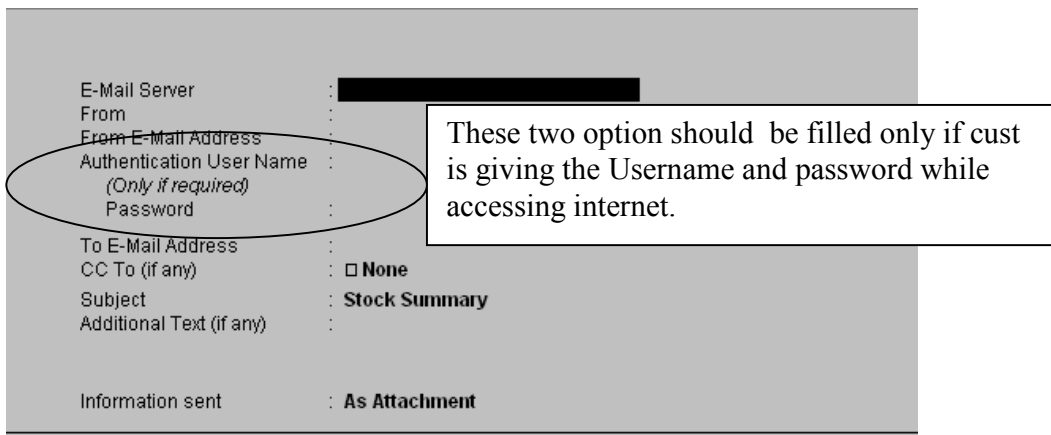
1 >

Gateway of Tally --> Display Menu --> Day Book --> Day Book --> Report Generation 9 - Release 1.31 (English) Mon, 24 Sep, 2007 16:42:41

7. select with preview option and press Y. Report preview will display as below



8. Press Alt+M for mailing the report. Press N and the cursor moves to the Email server field.



if all the details are mentioned properly mail will be sent successfully without giving any error message

In the Email server field, mention the smtp server name.

From

Your Company name is picked up from Company Information Master records.

From E-mail Address

Your own e-mail address. It picks up the address given in the Company Information master data . If it does exist there, you will be required to fill it manually.

Authentication User Name and password (Only if required)

These two options should filled only if customer is giving username and password to access the internet.

To E-mail Address

(mandatory field)

This is for the recipient's e-mail address. A valid e-mail address is required.

CC (if any)

For copying the mail to another recipient.

Subject

This is pre-filled for you. Change it to any other meaningful subject.

Additional Text

The text in this will appear as the first lines in the message body of the reception's mail program.

Tally Emailing Error message:

- 1. Error Message Bad From address**

- a. Tally able to communicate to the SMTP server but the from address mentioned in the From field is wrong OR
- b. Authentication is not mentioned for the SMTP server that is user name and password.

2. Error message Authentication Failed

- a. Tally able to communicate to the SMTP server but the SMTP server denies the access due to authentication. So mention the user name and password in the authentication field. OR
- b. If user tries to mention SMTP server address other than internet service provider or company domain SMTP address then the Authentication failed error message will show.

3. Error Message Bad To address

- a. Tally able to communicate to the SMTP server but the from address mentioned in the From field is wrong OR
- b. Authentication is not mentioned for the SMTP server that is user name and password.

4. Error Message Failed to connect to Email server

- a. Tally unable to communicate to the SMTP server. Mention the correct SMTP server and check it.
- b. Trouble shoot the above through Telnet service
- c. Also check the pinging

1. Ping the mail server from dos prompt

In the command prompt, type ping smtp server name.

Once you press enter, response should receive from the email server.

- 2. If it is pinging, note down the ip address of the mail server and mention the same in the Email server field in the tally.**

If you get **Request timed out indicates**, as shown below that means email server is not responding. So Contact the internet provider regarding this.

```
MICROSOFT(R) Windows DOS
(C)Copyright Microsoft Corp 1990-2001.
C:\DOCUME~1\SATISH.D>ping rediffmailpro.com
Pinging rediffmailpro.com [203.199.83.201] with 32 bytes of data:
Request timed out.
Request timed out.
Request timed out.
Request timed out.

Ping statistics for 203.199.83.201:
    Packets: Sent = 4, Received = 0, Lost = 4 (100% loss),
C:\DOCUME~1\SATISH.D>_
```

5. **Error Message Mail server did not handshake:**

- a. Tally able to communicate to the SMTP server but respond from the SMTP server is failed.
- b. Troubleshoot by changing the host name. Computer name should not contain any special characters. For example. If computer name is Krishna_01 then there may be a chance to show this error message while sending email. So kindly ignore the special characters (-, @, #, _) while defining computer name.