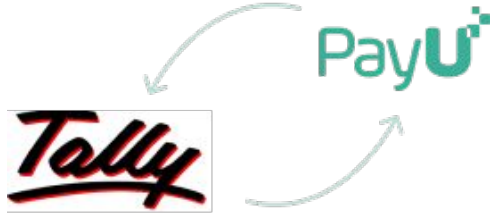


PayU – Tally

Automating Vendor Payment Solutions



Guide to use Tally with PayU

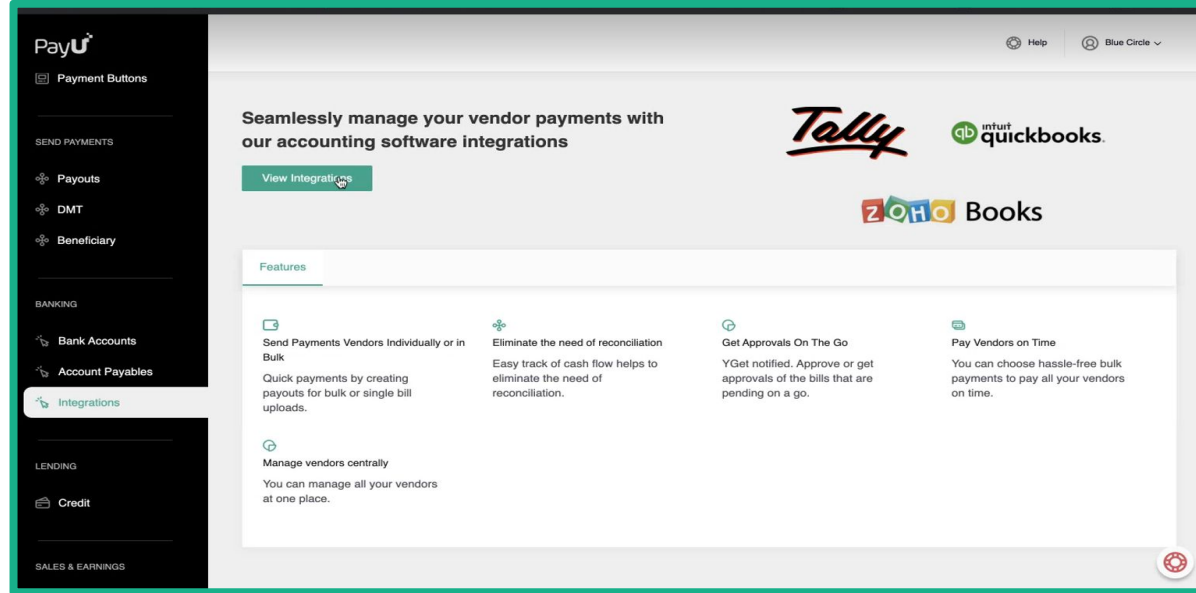


GETTING STARTED

01

Login to your PayU account

A screenshot of the PayU login page. The background is a blurred image of a person's hands holding a smartphone. The PayU logo is in the top left corner. The main heading is "Enter your email to create account or login". Below this is a white login box containing the text "Enter Email", an input field with the email "shreya.gupta@payu.in", and a green "NEXT" button. At the bottom of the screen, there is a status bar with the text "Establishing secure connection" and "YOUR ACCOUNT AND PAYMENTS ARE SECURED BY".

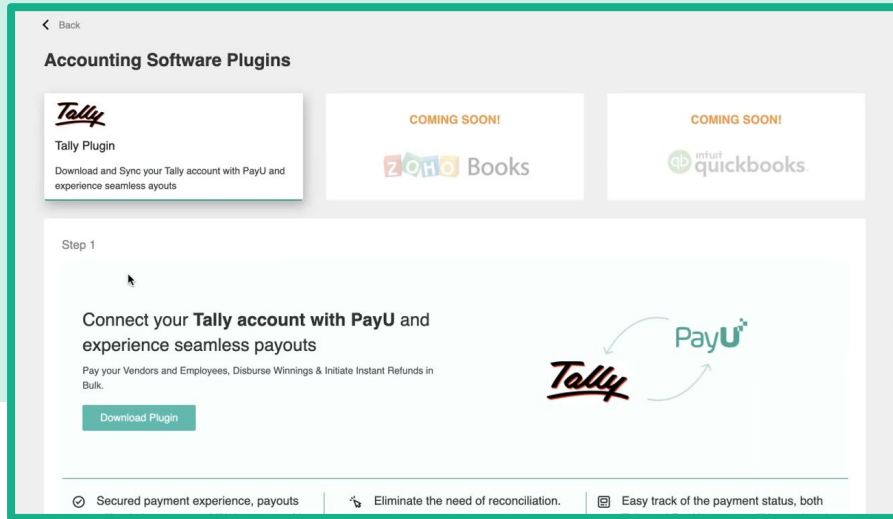


02

From the left Navigation Bar, select the **Integrations** tab and then click on the **View Integrations** button

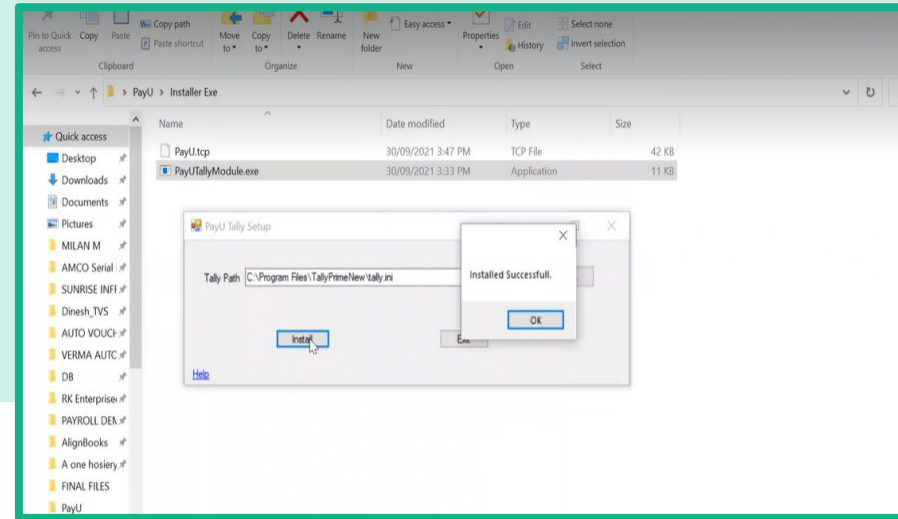
03

On the Tally plugin card, click on the **Download Plugin** button. This will download an exe package on your system



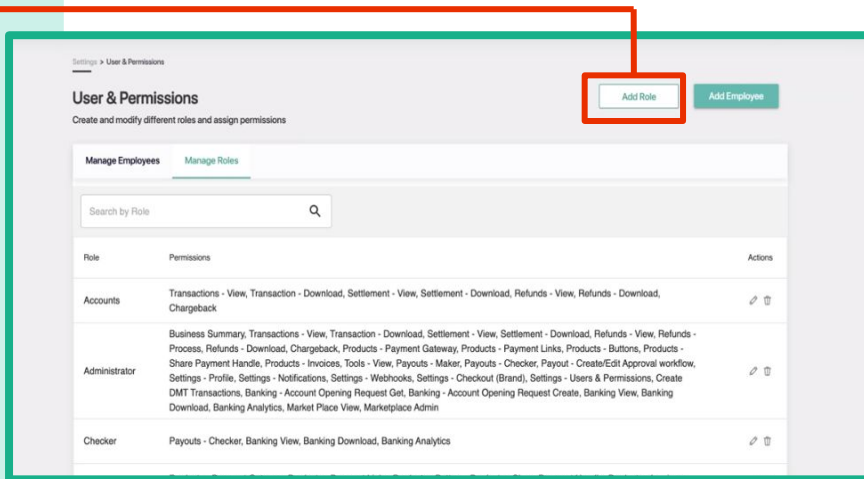
04

Install this downloaded package by manually specifying the path to your **ini file** in the Tally programs or applications directory.

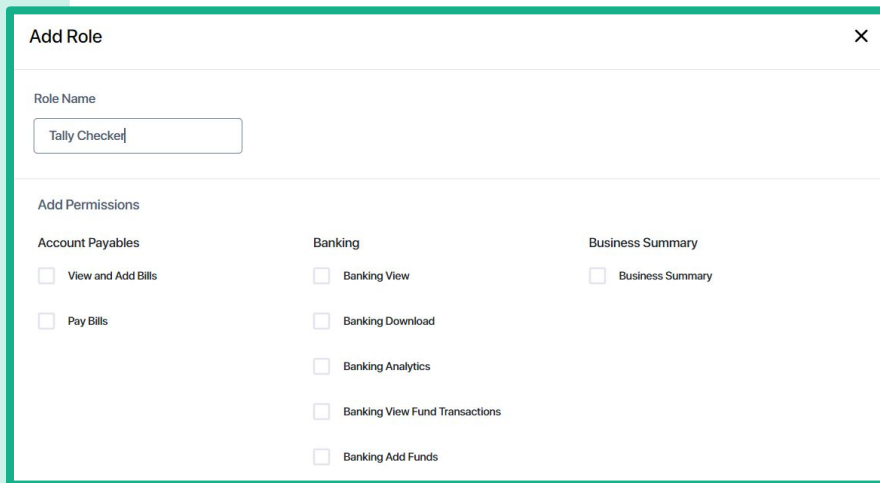


05

In the settings, go to Users & Permissions and then click on **Add Role**



Add the new role with a name of your choice. We have used 'Tally Checker'



Check the following permissions under Payouts:

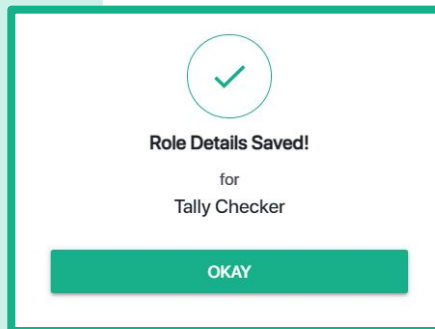
1. Payouts – Checker
2. Payouts – View Beneficiaries

and then click on Create Role

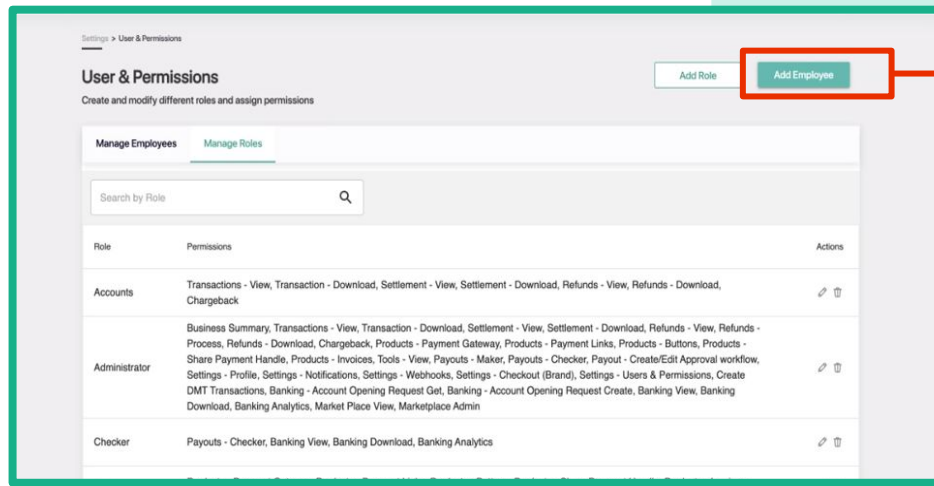
Tools - View

Payouts	Refunds	Settings
<input type="checkbox"/> Payouts - Maker	<input type="checkbox"/> Refunds - View	<input type="checkbox"/> Settings - Profile
<input checked="" type="checkbox"/> Payouts - Checker	<input type="checkbox"/> Refunds - Process	<input type="checkbox"/> Settings - Notifications
<input type="checkbox"/> Payout - Manage Approval Flow	<input type="checkbox"/> Refunds - Download	<input type="checkbox"/> Settings - Webhooks
<input checked="" type="checkbox"/> Payout - View Beneficiaries		<input type="checkbox"/> Settings - Checkout (Brand)
<input type="checkbox"/> Payout - Create Beneficiaries		<input type="checkbox"/> Settings - Users & Permissions
Settlements	Transactions	
<input type="checkbox"/> Settlement - View	<input type="checkbox"/> Transactions - View	
<input type="checkbox"/> Settlement - Download	<input type="checkbox"/> Transaction - Download	

Cancel Create Role



06



Now, Click on the Add Employee button

Add Employee

×

Name

Select Role

Tally Checker

▼

Email ID

Email can not be empty

Cancel

Add Employee

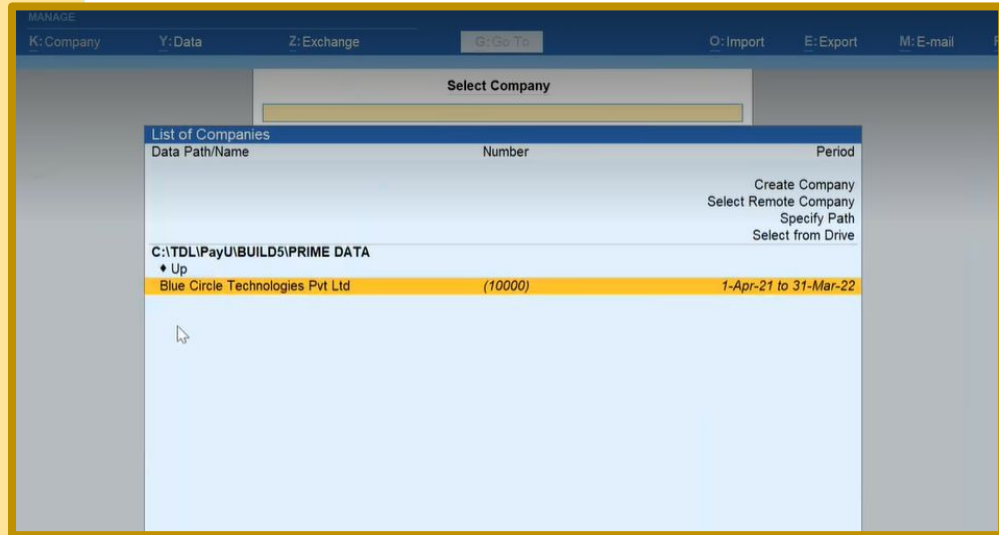
Select the role you have just created and add a new email id to create the employee

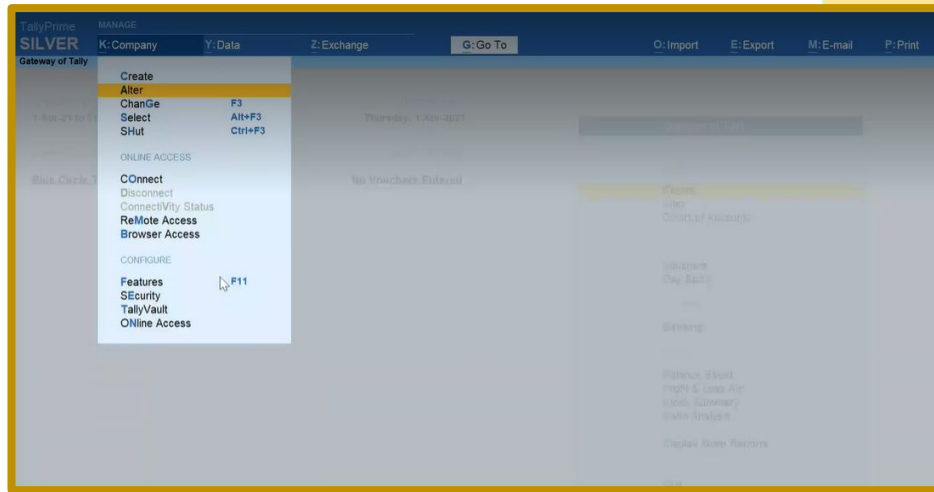
LINKING TALLY AND PAYU ACCOUNT

07

The plugin installation will successfully load the tcp file.

Now, login to your Tally account and select the company that you want to link with PayU

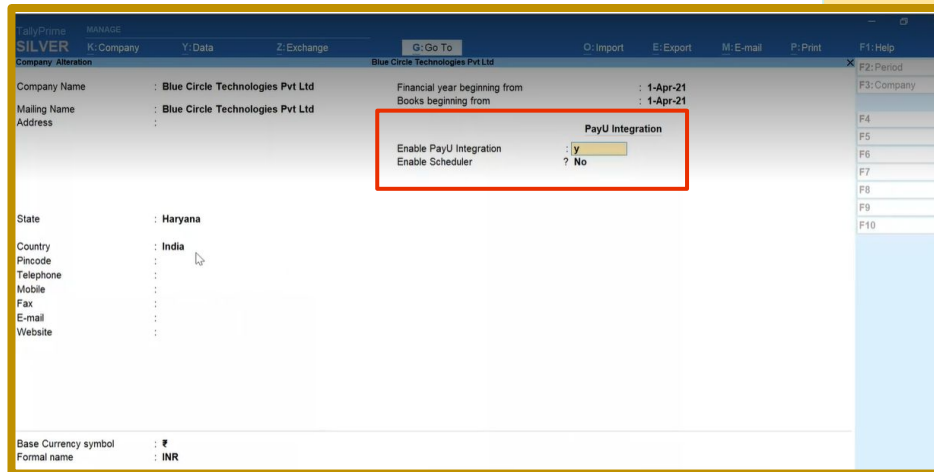




08

Enable the PayU integration for the selected company –

- Alter the company
- Activate the integration



09

After enabling the integration follow the below steps:



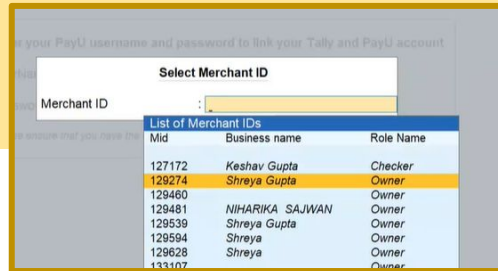
Enter your PayU username and password to link your Tally and PayU account

UserName : shreya.gupta@payu.in

Password :

Please ensure that you have the correct login credentials before proceeding

- 1 Enter your PayU username and password.
Ensure that you input the correct credentials

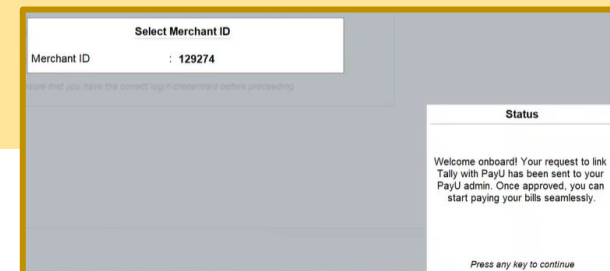


Select Merchant ID

Merchant ID :

List of Merchant IDs		
Mid	Business name	Role Name
127172	Keshav Gupta	Checker
129274	Shreya Gupta	Owner
129460		Owner
129481	NIHARIKA SAJIWAN	Owner
129539	Shreya Gupta	Owner
129594	Shreya	Owner
129628	Shreya	Owner
133107		Owner

- 2 Select your merchant Id



Select Merchant ID

Merchant ID : 129274

Status

Welcome onboard! Your request to link Tally with PayU has been sent to your PayU admin. Once approved, you can start paying your bills seamlessly.

Press any key to continue

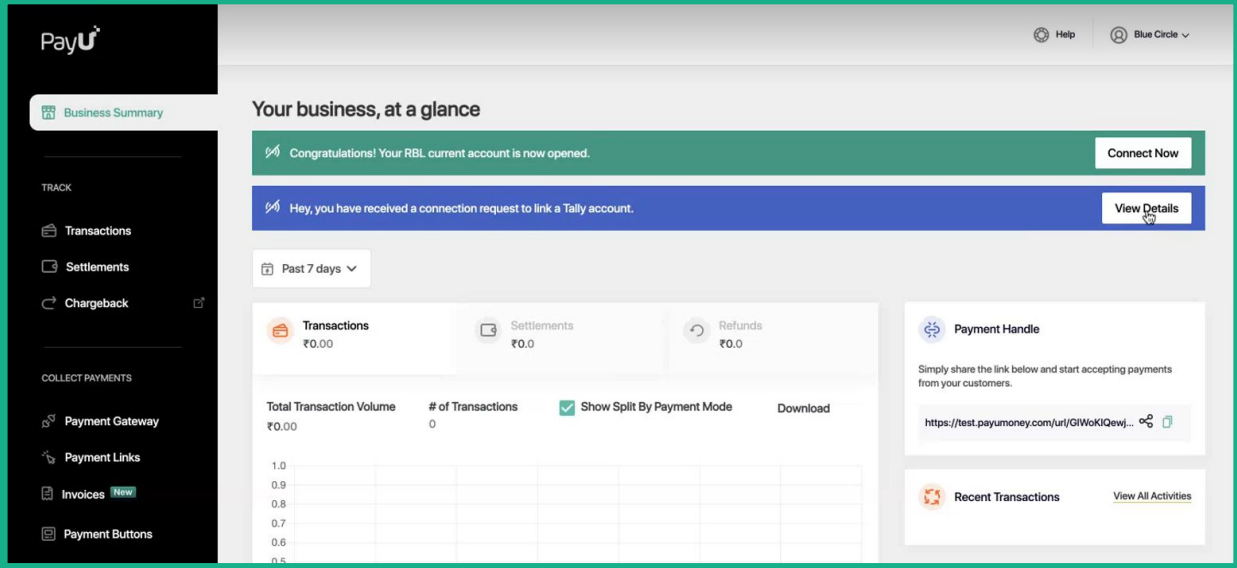
- 3 Your request to link Tally-PayU will be sent to the account Admin

CONFIRMING THE CONNECTION REQUEST

10

Following the above steps, will send a connection request on your PayU account dashboard.

Click on the **View details** button to proceed to confirm the connection



The screenshot displays the PayU Business Summary dashboard. The left sidebar contains navigation links: Business Summary, TRACK (Transactions, Settlements, Chargeback), and COLLECT PAYMENTS (Payment Gateway, Payment Links, Invoices, Payment Buttons). The main content area is titled "Your business, at a glance" and features two notification banners: a green one for a new RBL current account and a blue one for a connection request to link a Tally account, with a "View Details" button. Below the banners, a "Past 7 days" filter is shown, followed by summary cards for Transactions (₹0.00), Settlements (₹0.0), and Refunds (₹0.0). A table displays transaction data with columns for Total Transaction Volume, # of Transactions, Show Split By Payment Mode, and Download. The table has a y-axis from 0.5 to 1.0. To the right, the "Payment Handle" section provides a link to share with customers and a "Recent Transactions" section with a "View All Activities" link.

PayU

Business Summary

TRACK

- Transactions
- Settlements
- Chargeback

COLLECT PAYMENTS

- Payment Gateway
- Payment Links
- Invoices New
- Payment Buttons

Help Blue Circle

Your business, at a glance

🔊 Congratulations! Your RBL current account is now opened. [Connect Now](#)

🔊 Hey, you have received a connection request to link a Tally account. [View Details](#)

Past 7 days

Transactions ₹0.00

Settlements ₹0.0

Refunds ₹0.0

Total Transaction Volume ₹0.00 # of Transactions 0 ☒ Show Split By Payment Mode Download

1.0									
0.9									
0.8									
0.7									
0.6									
0.5									

Payment Handle

Simply share the link below and start accepting payments from your customers.

<https://test.payumoney.com/url/GiWoKIQewj...>

Recent Transactions [View All Activities](#)

Please configure the mandatory settings to accept the request to connect your Tally Account with PayU.



To accept payouts from tally account complete the following steps to connect your PayU account with your Tally account after plugin installation.

To Be Activated



Activate Payouts and Select Bank Account

Please activate "Payouts" tool in your PayU account

To Be Configured



Manage User Permission & Roles

Configure a maker and checker approval flow to ensure payments are always sent upon approval

To enable manually in [User Permissions](#) Or [Click here](#) to make yourself as the default checker for every payout

To Be Configured



Manage Payout Amount Rule

Configure Payout settings to ensure all Tally payments are sent to checker in previous step

Enable manually in [Payout Settings](#) Or [Click here](#) to set payout rule such that every transaction will be sent to you for approval

Confirm

[Decline](#)

Tally Company Name

Blue Circles Technologies Pvt Ltd

Tally Account ID

755408106

Connection Requested By

shreya.gupta@payu.in

How to use Tally with PayU [Download .pdf](#)

To enable the integration, You will need **Admin access**

First, **Activate Payouts** in your account.

For step 2 and 3, you can simply click on the '[Click here](#)' button to enable the default settings.

Please configure the mandatory settings to accept the request to connect your Tally Account with PayU.



To accept payouts from tally account complete the following steps to connect your PayU account with your Tally account after plugin installation.

Active



Payouts activated, you can switch your default payout account

ICICI 22098799



Configured



Manage User Permission & Roles

Success ! You have assigned yourself as the default checker for Tally Payments

Configured



Manage Payout Amount Rule

Success ! payout rule is configured such that every transaction will be sent to you for approval

Confirm

Decline

Tally Company Name

Blue Circles Technologies Pvt Ltd

Tally Account ID

755408106

Connection Requested By

shreya.gupta@payu.in

[How to use Tally with PayU](#)

[Download .pdf](#)

Once all the settings are enabled, click on the **Confirm** button to activate the integration

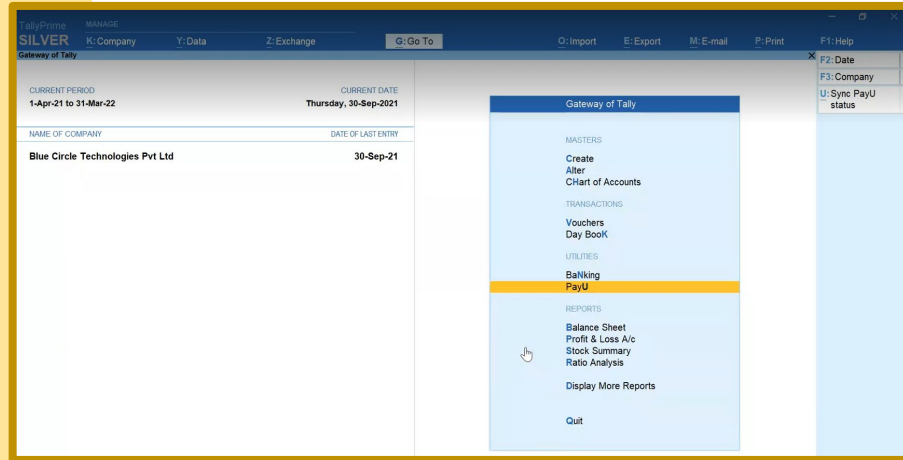
CONGRATULATIONS!
You have successfully
linked Tally and PayU



PAYING BILLS FROM TALLY

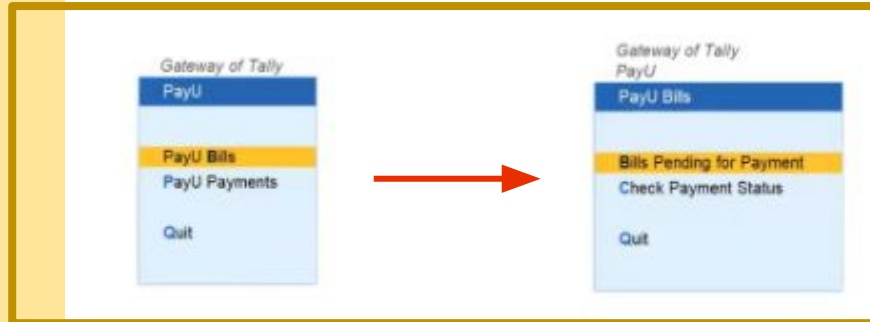
12

In your selected company, go to **PayU** from the gateway of Tally



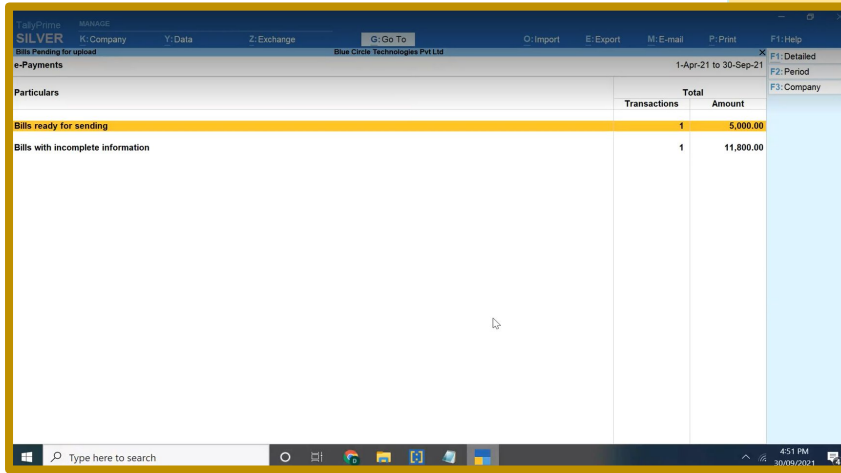
Now select **PayU Bills** and then **Bills pending for payment**.

This would give you a list of all the payable vouchers available in tally



13

Go to **Bills ready for sending**

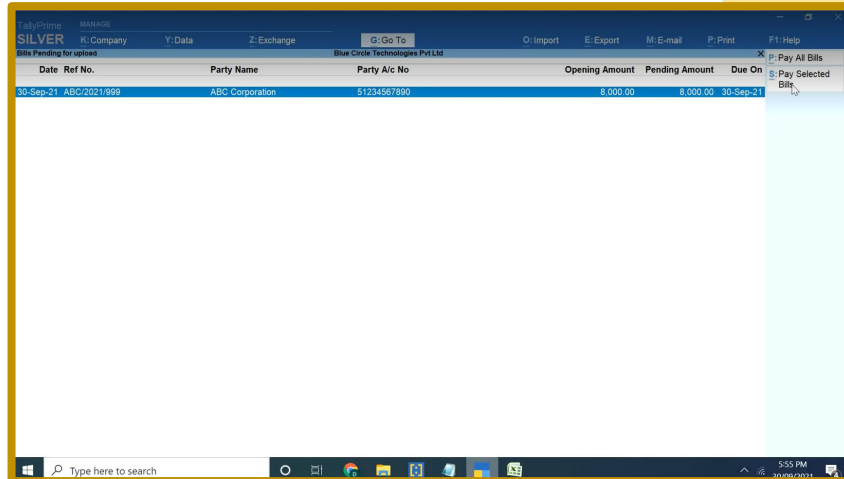


The screenshot shows the 'Bills Pending for upload' window in TallyPrime. The window title is 'Bills Pending for upload'. The menu bar includes 'SILVER', 'MANAGE', 'K: Company', 'Y: Data', 'Z: Exchange', 'G: Go To', 'O: Import', 'E: Export', 'M: E-mail', 'P: Print', and 'F1: Help'. The main area displays a table with the following data:

Particulars	Transactions	Total Amount
Bills ready for sending	1	5,000.00
Bills with incomplete information	1	11,800.00

The window also shows a search bar at the bottom left and a taskbar at the bottom with the date '30/09/2021' and time '4:51 PM'.

You can select to pay single, multiple or all the bills.



The screenshot shows the 'Bills Pending for upload' window in TallyPrime, displaying a detailed table of bills. The window title is 'Bills Pending for upload'. The menu bar includes 'SILVER', 'MANAGE', 'K: Company', 'Y: Data', 'Z: Exchange', 'G: Go To', 'O: Import', 'E: Export', 'M: E-mail', 'P: Print', and 'F1: Help'. The main area displays a table with the following data:

Date	Ref No.	Party Name	Party A/c No.	Opening Amount	Pending Amount	Due On
30-Sep-21	ABC/2021/999	ABC Corporation	51234567890	8,000.00	8,000.00	30-Sep-21

The window also shows a search bar at the bottom left and a taskbar at the bottom with the date '30/09/2021' and time '5:55 PM'. A context menu is visible on the right side of the table, showing options: 'P: Pay All Bills', 'S: Pay Selected Bills', and 'B: Pay Bills'.

14

Choose the **Payment Type**
for your bill:

IMPS / NEFT / RTGS / UPI

The screenshot shows the TallyPrime interface with the 'PayU_PayoutSubForm' open. The form displays a table with the following data:

Ref No.	Party Name	Opening Amount	Pending Amount	Payout Amt	Payment Type
ABC/2021/999	ABC Corporation	8000.00	8000.00	8000.00	

A dropdown menu for 'Payment Type' is open, showing the following options: IMPS, NEFT, RTGS, and UPI. The 'IMPS' option is highlighted.

Select **Yes** on both the pop ups
as confirmation.
This will send a payment
request to PayU

Accept ?

Yes or No



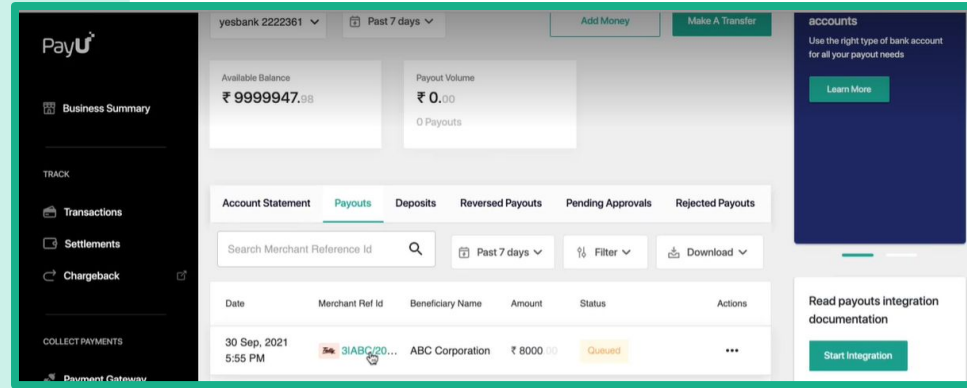
Do you confirm to pay via PayU

Yes or No

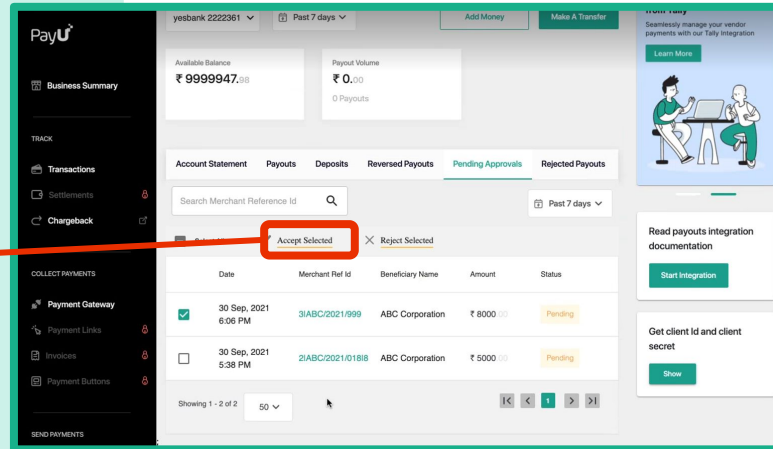
APPROVING IN PAYU

15

Login to PayU and go to Payouts from the left navigation bar.
You will be able to see the Tally bills here



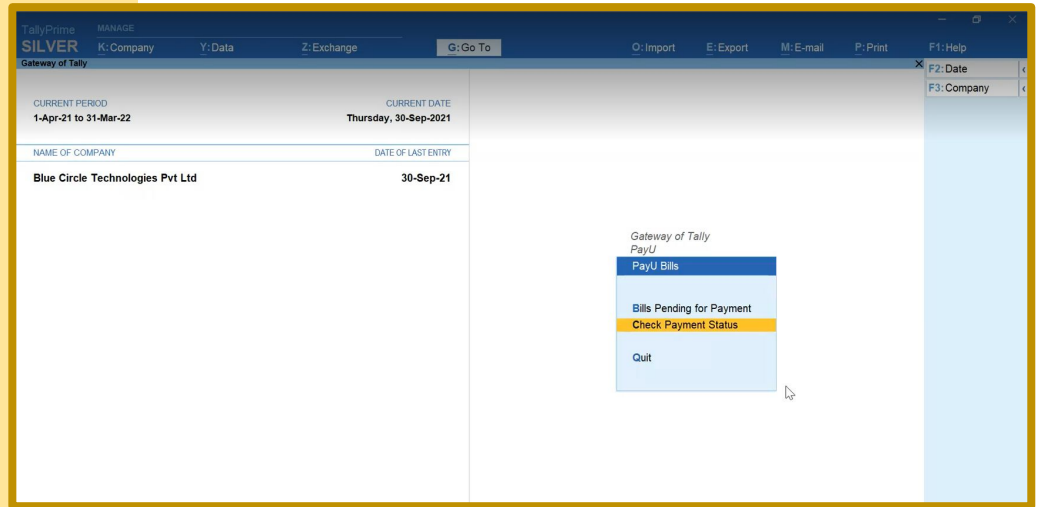
Once the bill is approved by the **checker**, payment will be processed



Once the payment is processed via PayU, the payment status gets redirected to tally.

The pending bills can be checked in the **Check Payment Status** button in Tally.

Once the bills are successfully paid, a direct entry is created for the bill



TallyPrime
SILVER K: Company Y: Data Z: Exchange G: Go To O: Import E: Export M: E-mail P: Print F1: Help

Accounting Voucher Alteration (Secondary) Blue Circle Technologies Pvt Ltd

PayU Payments No. 1 30-Sep-21 Thursday

Account : PayU A/c
Current balance : 8,000.00 Cr

Particulars

ABC Corporation
Cur Bal: 5,000.00 Cr
Agst Ref: ABC/2021/999 8,000.00 Dr

Amount 8,000.00

F2: Date
F3: Company
F4: Contra
F5: Payment
F6: Receipt
F7: Journal
F8: Sales
F9: Purchase
F10: Other Vouchers
F: Autofill
H: Change Mode
I: More Details
O: Related Reports
L: Optional
T: Post-Dated
J: Stat Adjustment

Narration: 8,000.00

16

A **payment voucher** gets created automatically and the bank transaction reference number also gets saved against the bill

TallyPrime
SILVER K: Company Y: Data Z: Exchange G: Go To O: Import E: Export M: E-mail P: Print F1: Help

Bank Allocations No. 1 30-Sep-21 Thursday

Account : PayU A/c
Current balance : 8,000.00 Cr

Particulars

ABC Corporation
Cur Bal: 5,000.00 Cr
Agst Ref: ABC/2021/999

Bank Allocations for: PayU A/c
For: 8,000.00

Ledger Name	Transaction Type	Amount
ABC Corporation	Others	8,000.00

Inst No. : PAYOUT16133004737638fcH8DKzGKr Inst Date : 30-Sep-21

Amount 8,000.00

Narration: 8,000.00

HAPPY PAYMENTS TO YOU!

