



# RJ Mailer / RJ Printer For All Tally Users

**We can help you**

**Speed up your work  
Simplify tasks**

**Do what you could not do before**

## **Business Requirement—RJ Mailer**

- ❖ Send a report by eMail to an individual or to a group of people

### **with Tally As-is**

- ❖ All Tally reports can be eMailed
- ❖ When specifying the eMail options you can enter an eMail address
- ❖ Each time you send the report to the person you must re-type the address
- ❖ If you want to send the report to a group of people you have to type all their addresses each time

### **with RJ Mailer**

- ❖ Enter Names and eMail IDs for any number of people
- ❖ Create any number of eMail groups and assign individuals to the group
- ❖ When sending a report by eMail select the individual or group to whom you want to send it.

For further information please contact:

**RJ Info Matrix (M) Sdn. Bhd.**

Unit 5, First Floor, 23 Lebuh Pantai, 10300 Pulau Pinang  
Phone: 604-261 2831, 604-262 5546 — Fax: 604-261 3573  
eMail: [rjim@ramjaya.com](mailto:rjim@ramjaya.com) — web-site: [www.ramjaya.com](http://www.ramjaya.com)

## Business Requirement—RJ Printer

- ❖ When using Tally's *Multi-Account Printing* feature you may wish to further restrict the range of reports to print; for example
  - Specifying range of ledgers to print
  - Specifying the range of vouchers to print
  - Specifying the range of Statements to print

### with Tally As-is

- ❖ You can specify a group but not a specific range of ledgers within a group
- ❖ You can specify the date range for a group of vouchers but not a range of voucher numbers
- ❖ As with multi-accounts, you can select a group but not a specific range of ledgers within a group

### with RJ Printer

- ❖ Specify a range of ledgers to print
- ❖ Specify a range of voucher numbers for the vouchers you wish to print
- ❖ Specify the range of customers for whom you wish to print statements

### RJ Mailer

Email Details (Select 'Not Applicable' to Delete A Line)	
Email ID	Name
kiran@jaya.com	Mr Kiran
Jannet@jaya.com	Ms Jannet
ng@jaya.com	Ms Ng
Daniel@jaya.com	Mr Daniel
sharukh@jaya.com	Mr Sharukh
Sneha@jaya.com	Ms Sneha
Rameez@jaya.com	Mr Rameez

- ❖ Enter Names and eMail addresses of Executives, Managers, or any one to whom you may wish to send Tally reports by eMail

- ❖ Create as many groups as you need and select the individuals who belong to the group

Email Groups (save changes to refresh list)	
Group Name	Email IDs
Marketing	Daniel@jaya.com Jannet@jaya.com kiran@jaya.com
Finance	ng@jaya.com Rameez@jaya.com sharukh@jaya.com
Sales	Sneha@jaya.com sharukh@jaya.com
All	Daniel@jaya.com Jannet@jaya.com Kiran@jaya.com ng@jaya.com Rameez@jaya.com

E-Mail Server : mail.ramjaya.com  
 From : Jaya Enhancements Sdn Bhd  
 From E-Mail Address : nishanth@ramjaya.com  
 Authentication User Name : nishanth@ramjaya.com  
 (Only if required)  
 Password :  
 Format : HTML (Web-Publishing) Resolution : 800 x 600  
 To E-Mail Address :  
 CC To (if any) :  
 Subject :  
 Additional Text (if any) :

NewE-Mail	
New Address	
Daniel@jaya.com	Mr Daniel
Daniel@jaya.com, Jannet@jaya.com, kiran@jaya.com	Marketing
Daniel@jaya.com, Jannet@jaya.com, kiran@jaya.com, ng@jaya.com, Rameez@jaya.com	All
Jannet@jaya.com	Ms Jannet
kiran@jaya.com	Mr Kiran
ng@jaya.com	Ms Ng
ng@jaya.com, Rameez@jaya.com, sharukh@jaya.com	Finance
Rameez@jaya.com	Mr Rameez
sharukh@jaya.com	Mr Sharukh
Sneha@jaya.com	Ms Sneha

- ❖ When sending a report by eMail select the individual or group to whom you wish to send it

For further information please contact:

**RJ Info Matrix (M) Sdn. Bhd.**

Unit 5, First Floor, 23 Lebuh Pantai, 10300 Pulau Pinang  
 Phone: 604-261 2831, 604-262 5546 — Fax: 604-261 3573  
 eMail: rjim@ramjaya.com — web-site: www.ramjaya.com

- ❖ When creating reports using RJ Reporter or RJ Speedy Reports, you can also specify the *Subject* and *Message* to be used whenever you eMail the report

**Email Details for Executive Summary**

**To** : Daniel@jaya.com, Jannet@jaya.com, kiran@jaya.com

**Subject** : Executive Summary Report

**Message** : Please find here with executive summary report.

Printing Ledger

Printer : Vjgsener/Canon LBP3000 (N411) Paper Type : A4  
 No. of Copies : 1  
 Method : Neat Mode Paper Size : (8.27" x 11.59") or (210 mm x 297 mm)  
 Page Range : All Print Area : (7.87" x 11.30") or (200 mm x 287 mm)

Report Titles

Ledger Account  
(with Print Preview)

From (blank for beginning) : 1-1-2006  
 To (blank for end) :  
 Style of Report : Normal Ledger  
 Select vouchers to show : All Vouchers  
 Format : Condensed  
 Show Billwise Details also ? No  
 Show Cost Centre Details also ? No  
 Show Inventory Details also ? No  
 Show Narrations also ? No  
 Show Chq/Slip Nos. also ? Yes  
 Include Opening Balances ? Yes  
 (set as 'no' to remove from filtered reports)  
 Method of Balancing : Yearly  
 Start new page for each Account? Yes  
 Start with : Advertisement  
 End with : WoodRock Sdn Bhd

Print ?  
Yes or No

## RJ Printer

- ❖ When printing multiple ledgers you can specify a range of ledgers to print
- ❖ When printing multiple vouchers you can specify the range of voucher numbers for the vouchers you wish to print, and
- ❖ When printing multiple Statements, you can specify the range of customers for whom you wish to print statements

For further information please contact:

**RJ Info Matrix (M) Sdn. Bhd.**

**Unit 5, First Floor, 23 Lebu Pantai, 10300 Pulau Pinang**  
**Phone: 604-261 2831, 604-262 5546 — Fax: 604-261 3573**  
**eMail: rjim@ramjaya.com — web-site: www.ramjaya.com**