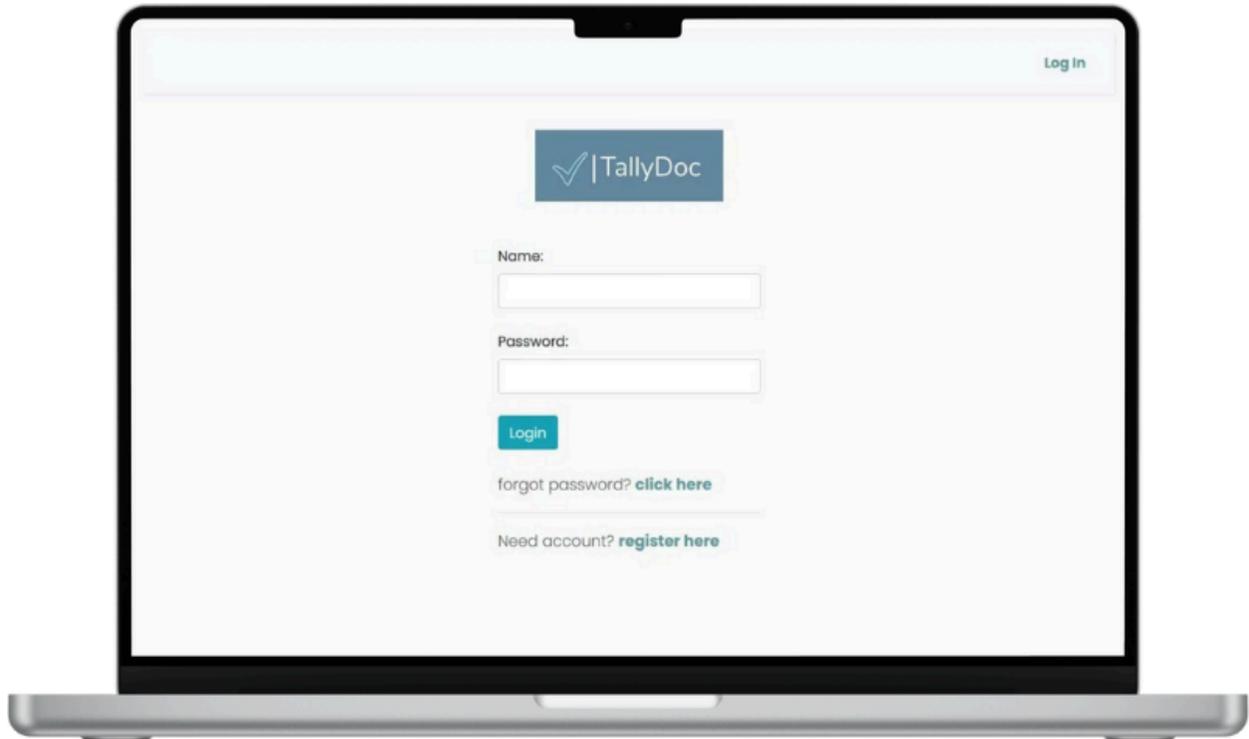




# User Guide



## Product Overview

TallyDoc is an online invoice generator software designed to help you streamline your invoicing process. With TallyDoc, you can create professional invoices and estimates, link to your preferred payments app, track payments (optionally), and manage your customer contact information efficiently.

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# Getting Started

## Company Profile:

After selecting a subscription plan at [tallydoc.com](https://tallydoc.com) and following the self-service registration steps, you can log in to TallyDoc automatically from the registration screen.

Upon login, your company profile page will be presented:

**TallyDoc**

Home  
Customers  
Invoices  
Estimates  
Staff  
Payments

Account Settings

Log Out

### Company Profile

Name:

POC:

Company Phone:

### Address

Street:

City:  State:  Zip:

### Payment Links

Payment Type	Payment Link	Actions
PayPal	paypal.me/MMadden	<input type="button" value="edit"/> <input type="button" value="delete"/>

\*example company profile shown.

## 4

Ensure your company information is accurate before proceeding.

Your company information is crucial because **it will be displayed on your invoices!**

### Payment Links

You'll see a section for Payment Links at the bottom of the **company profile** page. These are any/all of your preferred payment options (ex. Apple Pay, Google Pay, PayPal, Venmo, etc.).

Payment Links		
Payment Type	Payment Link	Actions
PayPal	paypal.me/MMadden	 
<a href="#">Add</a>		

\*example PayPal payment link.

The Payment Links section is most applicable to a subscription plan **without** payment processing included. It is a simple way to provide your customers with your preferred payment platform directly from their invoices!

# Customers

TallyDoc is a great tool for managing your customer's contact information. Clicking the **Customers** link on the left-hand navigation menu will display a list of customers:

The screenshot shows the TallyDoc interface. On the left is a dark blue navigation sidebar with the TallyDoc logo and menu items: Home, Customers, Invoices, Estimates, Staff, Payments, and Account Settings. The main content area is titled 'Customers' and features a search bar with the placeholder 'Customer Last Name' and a teal 'Search' button. Below the search bar is a 'Show 10 entries' dropdown menu. A table displays customer information with columns for 'First name', 'Last name', 'E-mail', and 'Edit'. The table contains one entry: 'Betsy Peterson' with the email 'bpeterson@testmail.net'. An 'Edit' icon (pencil) is visible in the 'Edit' column for this entry. Below the table, it says 'Showing 1 to 1 of 1 entries' and includes 'Previous', '1', and 'Next' navigation links. A teal 'New Customer' button is located at the bottom left of the main content area. In the top right corner of the main content area, there is a 'Log Out' button.

\*example customers list shown.

From the customer list, you can edit any existing entries by clicking on the Edit icon (  ) on the right-hand side of the list, and you may add new customers by clicking the **New Customer** button.

## Add a Customer

To add one of your customers, click the **New Customer** button (as described above), and enter the required information (phone number is optional).

The screenshot shows the TallyDoc interface for adding a new customer. The left sidebar contains the TallyDoc logo and navigation links: Home, Customers, Invoices, Estimates, Staff, Payments, and Account Settings. The main content area is titled 'Customer' and features a form with the following fields:

- First Name:
- Last name:
- Phone:
- Street Address:
- City:
- State:  (dropdown menu)
- Zip:
- E-mail:

At the bottom of the form are two buttons: 'Save' (highlighted in teal) and 'Cancel' (grey).

\*The new customer form is shown.

Add your customer information and click **Save**.

**TallyDoc**

Home  
Customers  
Invoices  
Estimates  
Staff  
Payments

Account Settings

Customers

Customer Last Name Search

Customer saved successfully!

Show 10 entries

First name	Last name	E-mail	Edit
Betsy	Peterson	bpeterson@testmail.net	

Showing 1 to 1 of 1 entries Previous 1 Next

New Customer

\*example customer is shown.

Follow this process for all of your customers.

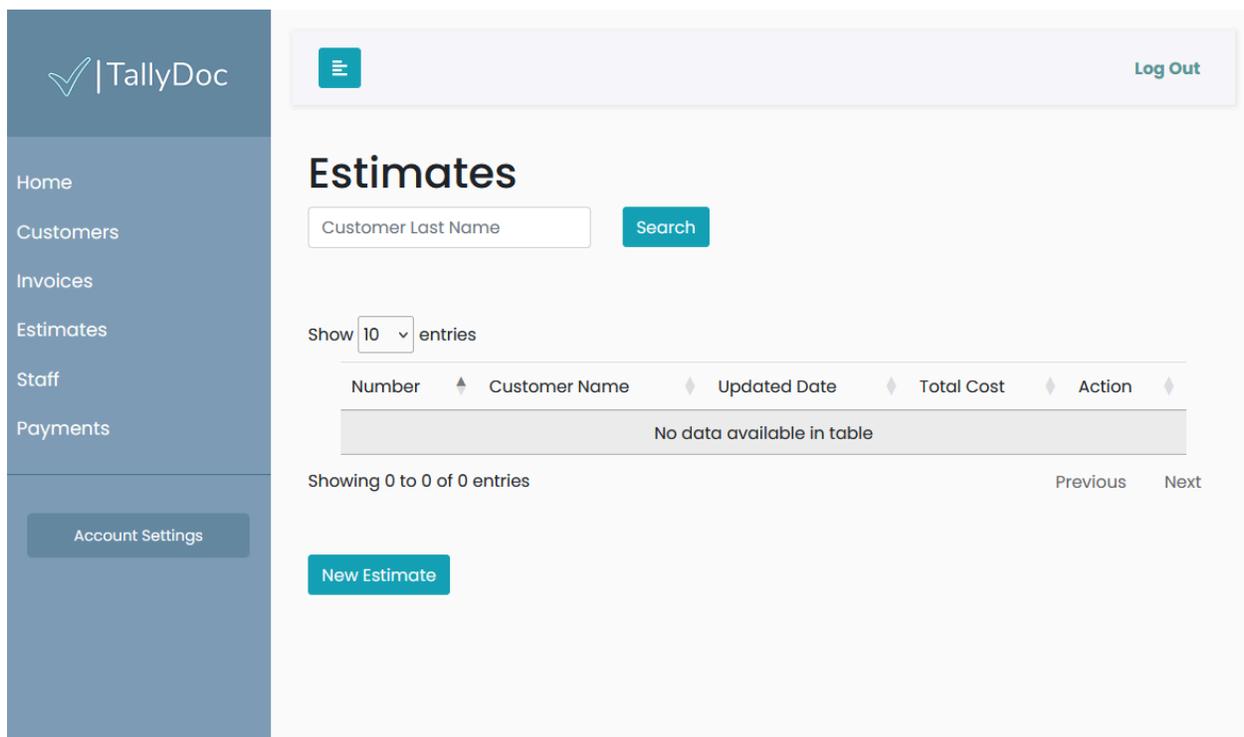
\*Optionally [contact us](#) to import your customers for you. (enabled for certain subscriptions).

# Estimates

Creating an estimate is often helpful to provide a customer with before proceeding with any work. Estimates are a good idea because they are a professional and official way of declaring your intent and being transparent about pricing.

## Create an Estimate

Creating an estimate in TallyDoc is very simple. To get started, click the **Estimates** link in the left-hand navigation menu. You'll be presented with a list of your previously created estimates (if any).



The screenshot displays the TallyDoc interface for the 'Estimates' section. On the left is a dark blue navigation sidebar with the TallyDoc logo at the top, followed by menu items: Home, Customers, Invoices, Estimates (highlighted), Staff, and Payments. At the bottom of the sidebar is an 'Account Settings' button. The main content area has a light grey header with a hamburger menu icon and a 'Log Out' link. Below the header, the title 'Estimates' is prominently displayed. A search bar labeled 'Customer Last Name' with a teal 'Search' button is positioned below the title. A 'Show 10 entries' dropdown menu is located under the search bar. Below this is a table with columns: Number, Customer Name, Updated Date, Total Cost, and Action. The table body is empty, displaying the message 'No data available in table'. At the bottom of the table area, it says 'Showing 0 to 0 of 0 entries' with 'Previous' and 'Next' navigation links. A teal 'New Estimate' button is located at the bottom left of the main content area.

\*empty estimates list shown.

To create a new estimate, click the **New Estimate** button.

The screenshot shows the TallyDoc 'ESTIMATE' form. On the left is a dark blue sidebar with the TallyDoc logo and navigation links: Home, Customers, Invoices, Estimates, Staff, Payments, and Account Settings. The main content area is white and titled 'ESTIMATE'. At the top right of this area is a 'Log Out' link. Below the title is a 'Customer:' dropdown menu with 'Select One' as the current selection. Below that are two buttons: 'Add Row' (green) and 'Delete Row' (orange). A table follows with columns: 'Service', 'Rate', 'Qty/Hrs', and 'Notes'. The 'Qty/Hrs' column contains the number '1'. Below the table are three input fields: 'Shipping:' with a '\$' icon and the value '0', 'Tax:' with a '%' icon and the value '0.0', and a 'Notes:' text area. At the bottom left of the form are 'Save' and 'Cancel' buttons.

\*The new estimate form is shown.

The Estimate form contains sections for the following:

**Customer:** Select your previously created customer(s) from the drop-down menu.

**Line Items:** These are the individual items that combine to make up the estimate. List each item on a new line by clicking the **Add Row** button. Be specific, and use the notes field to elaborate on a line item.

**Shipping:** Only necessary if providing a product to a customer via a shipping provider. For a service provided, leave as \$0.

**Tax:** Optional, at your discretion. See your local state laws.

**Notes:** The notes section is useful for leaving any additional information not captured anywhere else on the form, such as the date the work will be performed, and adding additional contact information or related messages.

Save your new estimate by clicking the **Save** button.

# Invoices

Invoices are your ticket to getting paid, organizing your revenue, and keeping an audit trail of your business. TallyDoc is primarily an invoice management software. To get started, click the **Invoices** link in the left-hand navigation menu. You'll be presented with a list of your previously created invoices (if any).

The screenshot shows the TallyDoc web application interface. On the left is a dark blue navigation sidebar with the TallyDoc logo at the top. The sidebar menu includes: Home, Customers, Invoices (highlighted), Estimates, Staff, and Payments. At the bottom of the sidebar is a button for 'Account Settings'. The main content area has a light grey header with a hamburger menu icon and a 'Log Out' link. Below the header, the page title 'Invoices' is displayed. A search bar with the placeholder 'Customer Last Name' and a teal 'Search' button is present. Below the search bar is a 'Show 10 entries' dropdown menu. A table with columns 'Number', 'Customer Name', 'Updated Date', 'Total Cost', 'Status', and 'Action' is shown, but it is empty and contains the text 'No data available in table'. Below the table, it says 'Showing 0 to 0 of 0 entries' with 'Previous' and 'Next' navigation links. A teal 'New Invoice' button is located at the bottom of the main content area.

\*empty invoices list shown.

## Create an Invoice

To create an invoice, click the **New Invoice** button from the Invoices list screen (shown above).

The screenshot shows the 'INVOICE' form interface. On the left is a sidebar with navigation links: Home, Customers, Invoices, Estimates, Staff, Payments, and Account Settings. The main form area is titled 'INVOICE' and contains the following sections:

- Status:** A text input field containing 'OPEN'.
- Customer:** A dropdown menu with 'Select One' as the current selection.
- Terms:** A dropdown menu with 'None' as the current selection.
- Line Items:** A table with columns 'Service', 'Rate', 'Qty/Hrs', and 'Notes'. Above the table are two buttons: 'Add Row' (green) and 'Delete Row' (yellow). The table has one row with empty input fields for 'Service' and 'Rate', a dropdown for 'Qty/Hrs' set to '1', and an empty 'Notes' field with a small square icon on the right.
- Shipping:** A text input field with a '\$' symbol and '0'.
- Tax:** A text input field with a '%' symbol and '0.0'.
- Notes:** A large, empty text area.
- Include Payment Links?:** A section with two radio buttons: 'Yes' (unselected) and 'No' (selected).
- Buttons:** 'Save' (teal) and 'Cancel' (grey) buttons at the bottom.

\*The new invoice form is shown.

The Invoice form contains sections for the following:

**Customer:** Select your previously created customer(s) from the drop-down menu.

**Line Items:** These are the individual items that combined make up the invoice. List each item on a new line by clicking the **Add Row** button. Be specific, and use the notes field to elaborate on a line item.

**Shipping:** Only necessary if providing a product to a customer via a shipping provider. For a service provided, leave as \$0.

**Tax:** Optional, at your discretion. See your local state laws.

**Notes:** The notes section is useful for leaving any additional information not captured anywhere else on the form, such as the date the work will be performed, and adding additional contact information or related messages.

**Payment Links:** A useful way to give customers a way to pay is to add a link to your preferred payment platform. If you would like to display the links to your payment options, ensure the **Yes** button is selected. See the [Payment Links](#) section for more info.

Save and create your new invoice by clicking the **Save** button.

## Sending an Invoice

There are multiple options to deliver an invoice to your customers. The following example shows a sample invoice. Note the buttons at the top for **Send Email** and the **PDF** option.

The screenshot displays a TallyDoc invoice for Clean Designs LLC. The interface features a sidebar on the left with navigation options: Home, Customers, Invoices, Estimates, Staff, Payments, and Account Settings. The main content area shows the invoice details, including the company name, address, and a table of services. The total amount is \$100.00. There are buttons for 'Send Email' and 'PDF' at the top right.

Service	Quantity	Rate	Subtotal
item line 1	1	100.0	100.0
Subtotal			\$ 100.00
Tax			0.0
Shipping			0.00
Total			\$ 100.00

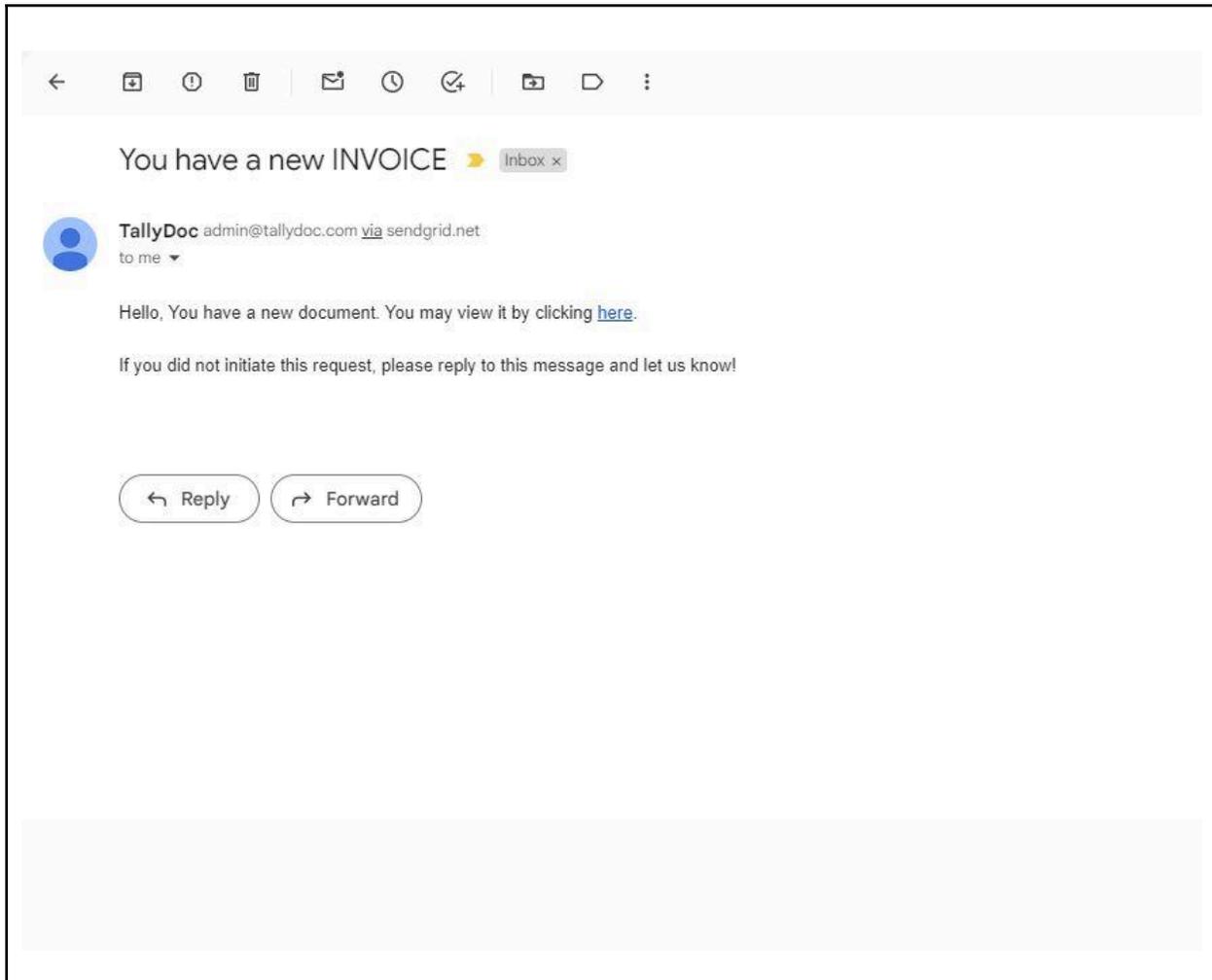
Payment Terms: Due On Receipt

Notes:  
Some sample notes to show PDF formatting and some more down here

\*sample invoice shown.

Clicking the **Send Email** button will display a confirmation message asking if you want to send your customer a link to this invoice. Click 'Ok' to send.

Your customer will receive an email with a link to your invoice, such as the following:



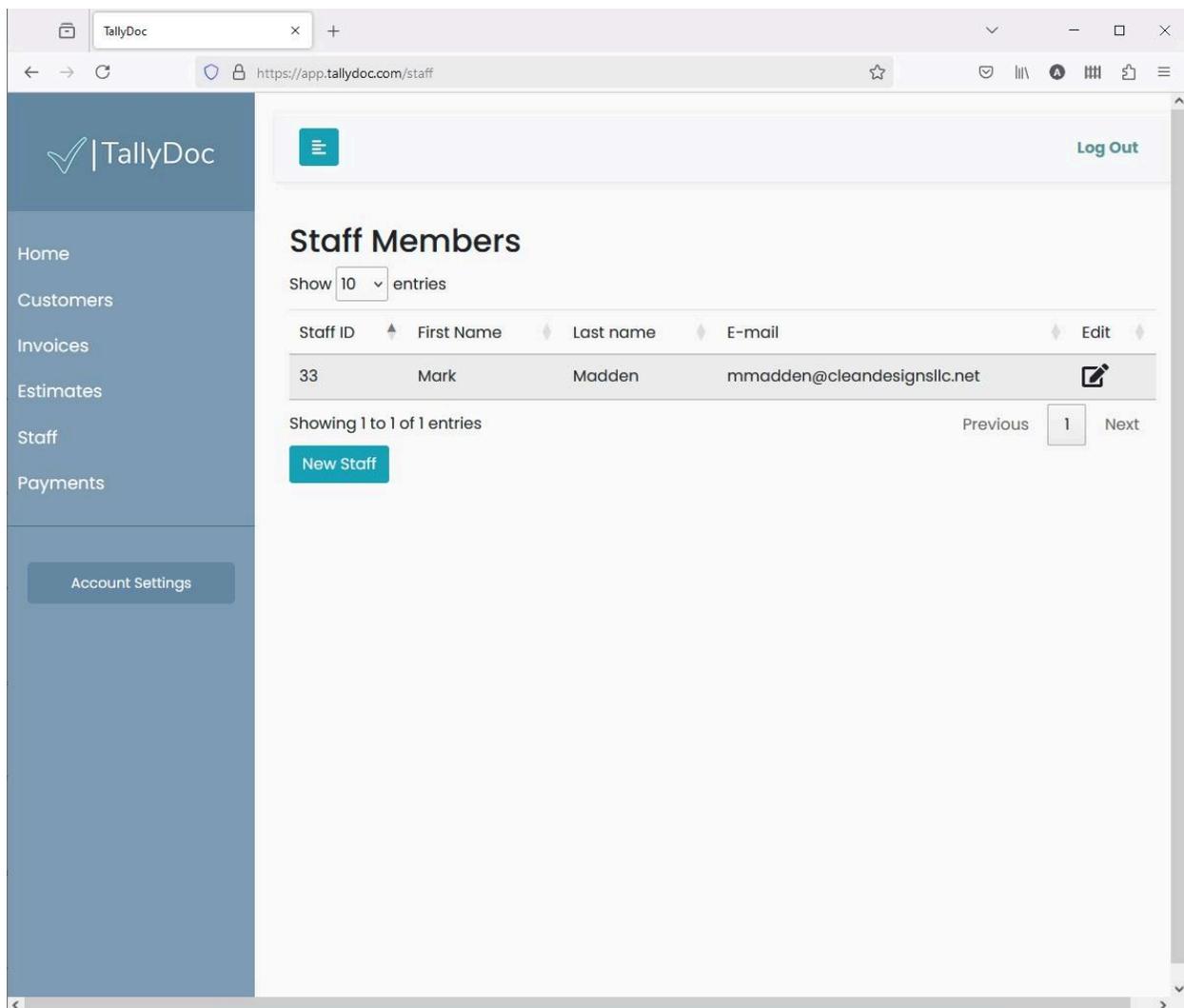
\*A sample email is shown.

Your customer can now click the link in the email message to open the Invoice. If you selected the option to **Display Payment Links** during your invoice creation, the links will be visible and

clickable for your customer. If your subscription includes digital payments, your customer will have a **Pay Now** button visible.

## Staff

Some TallyDoc subscriptions allow multiple staff members to have TallyDoc accounts, and therefore login to your company. You can manage these staff members via the **Staff** link in the left-hand navigation menu. The process for adding and editing your staff is the same as adding and editing your invoices and estimates. By default, you'll see your single-user account.



The screenshot displays the TallyDoc web application interface. The left-hand navigation menu includes links for Home, Customers, Invoices, Estimates, Staff, and Payments, along with an Account Settings button. The main content area is titled "Staff Members" and features a "Show 10 entries" dropdown. Below this is a table with the following data:

Staff ID	First Name	Last name	E-mail	Edit
33	Mark	Madden	mmadden@cleandesignsllc.net	

Below the table, it indicates "Showing 1 to 1 of 1 entries" and includes "Previous" and "Next" navigation buttons. A "New Staff" button is located at the bottom left of the table area.

\*Example staff list is shown

# Payments

TallyDoc integrates with Stripe to enable easy online payments from your customers. Payments are enabled for certain TallyDoc subscriptions. See [here](#) for more info.

## Setting Up Your Payment Account

1. You can access your payments and payment account by clicking on **Payments** menu item in the left-hand navigation.

The screenshot shows the TallyDoc interface. On the left is a dark blue sidebar with the TallyDoc logo and navigation menu items: Home, Customers, Invoices, Estimates, Staff, Payments, and Account Settings. The main content area is white and titled 'Payments Account'. It features a table with the following data:

Account ID	Charges Enabled	Payouts Enabled	Onboarding Complete
acct_IQPqszQw5VRzOkAN	false	false	false

A green 'Finish Onboarding' button is located to the right of the table. Below the table, there are sections for 'Invoice Payments' and 'Payouts'. The 'Invoice Payments' section has a table with columns: Invoice, Date, Amount, and Receipt. The 'Payouts' section has a table with columns: Created Date, Status, Total, Transaction Fee, Net Amount, and Available On.

\*sample payment account shown

2. Stripe Account Onboarding: Use the button to add your payment account and follow the Stripe onboarding steps. You'll be redirected to your TallyDoc screen (as shown above).
3. Once your Stripe account has been approved, you'll see that your account has charges-enabled, payouts-enabled, and that your onboarding is complete. Once complete, you can start accepting payments on your invoices!

## Accepting Payments

Once your Stripe account is approved, you can accept payments through TallyDoc.

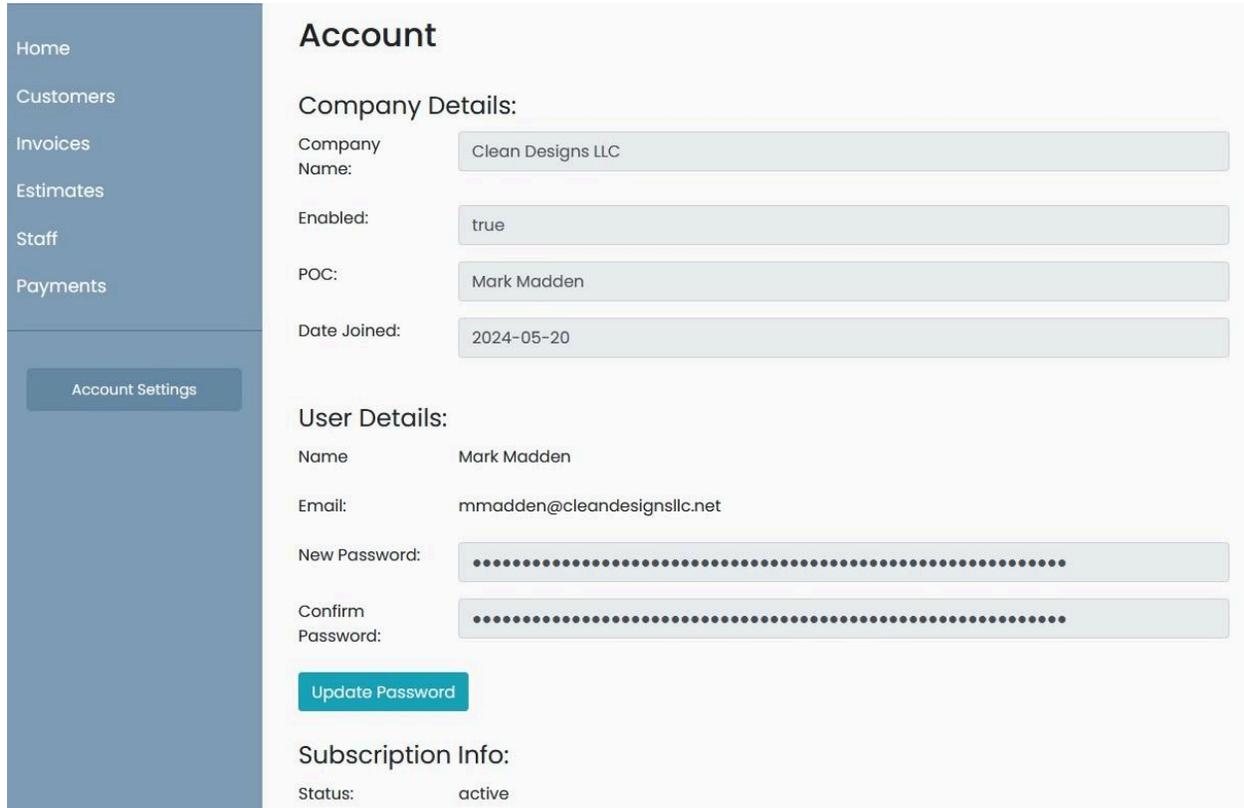
1. **Create an Invoice:** Ensure your Stripe onboarding is complete before sending an invoice.
2. **Send the Invoice:** Send the invoice to your customer via the email option on the Invoice view.
3. **Receive Payment:** Your customer will receive an email with a link to a secure payment page hosted by Stripe.
4. **View Payment Status:** The invoice status will be updated to **Paid** once the payment is processed. on the invoices list and also on the specific invoice screen.

### Important Notes:

- You will need to complete the Stripe onboarding process and have your account approved before you can start accepting payments.
- Stripe may require additional information or verification before your account is fully activated.
- For more information on Stripe and its features, please refer to the [Stripe documentation](#)

# TallyDoc Account Settings

Your TallyDoc account information is accessible and updateable via the Account Settings button in the left-hand navigation. The top part of the page will display:



**Account**

**Company Details:**

Company Name: Clean Designs LLC

Enabled: true

POC: Mark Madden

Date Joined: 2024-05-20

**User Details:**

Name: Mark Madden

Email: mmadden@cleandesignsllc.net

New Password: .....

Confirm Password: .....

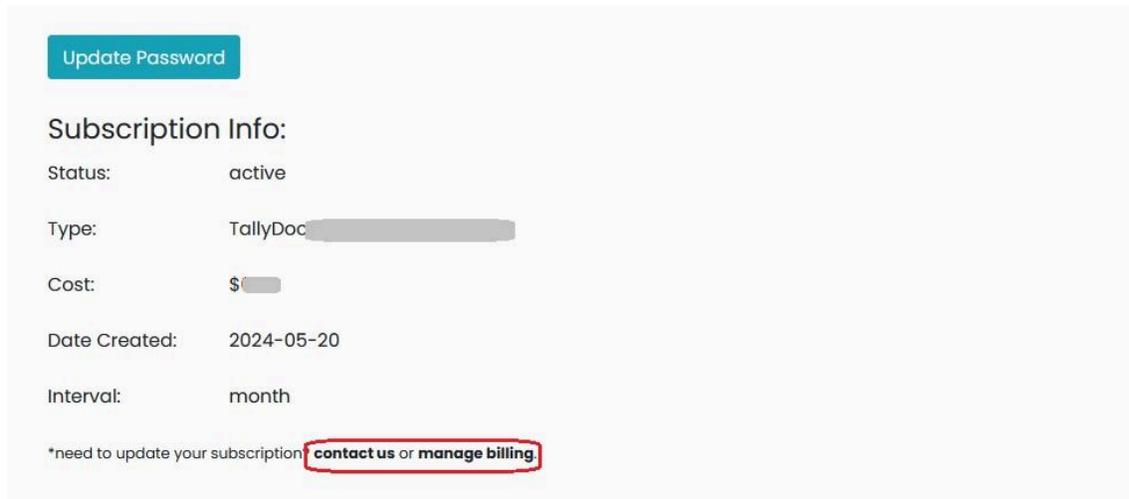
[Update Password](#)

**Subscription Info:**

Status: active

\*A sample account is shown

The bottom part of the account settings page will display your subscription settings. You can manage your subscription anytime by clicking the **'manage billing'** link at the bottom of the page.



The screenshot shows a user interface with a teal 'Update Password' button at the top left. Below it is the 'Subscription Info:' section, which contains the following details:

Status:	active
Type:	TallyDoc [blurred]
Cost:	\$ [blurred]
Date Created:	2024-05-20
Interval:	month

At the bottom of the subscription info, there is a note: '\*need to update your subscription' followed by a red-bordered button containing the text 'contact us or manage billing'.

\*A test account is shown. Some parts have been blurred for privacy.

The '**manage billing**' link at the bottom of the page allows you to pause, cancel, or upgrade your subscription anytime.

## Contact Us

We are happy to assist if you have any questions. Contact us via email at:

[admin@tallydoc.com](mailto:admin@tallydoc.com)

tallydoc.com