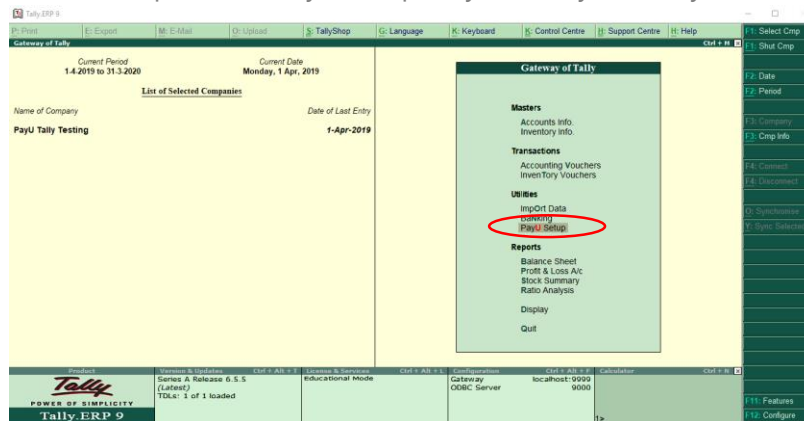
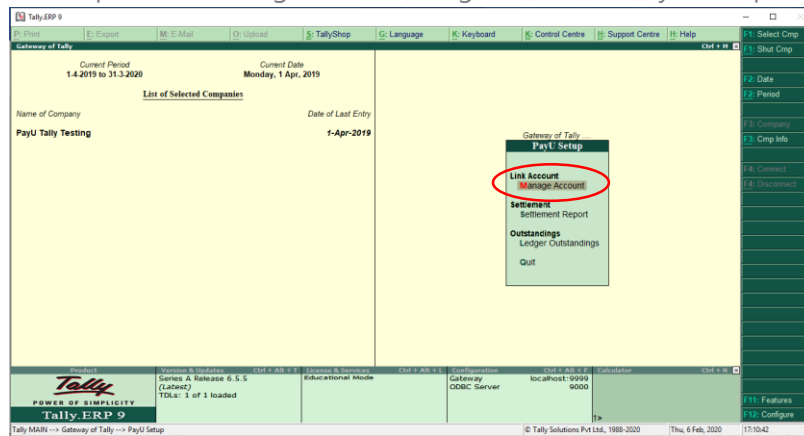


A Step-by-step guide on How to trigger a payment link in Tally

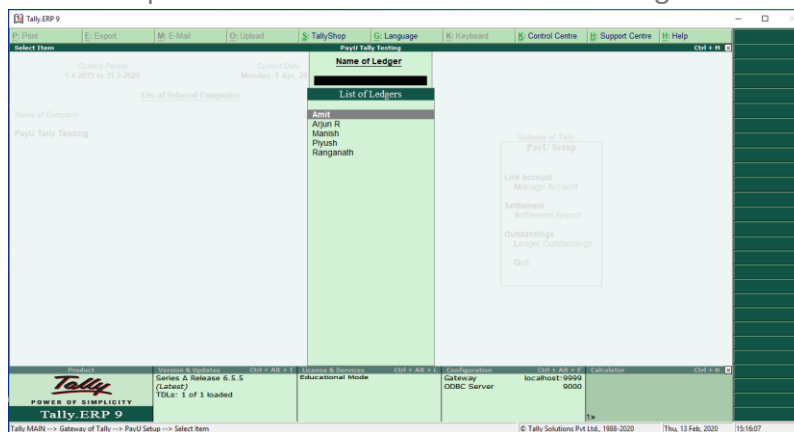
Step1: Go to PayU Setup on your 'Tally Gateway'



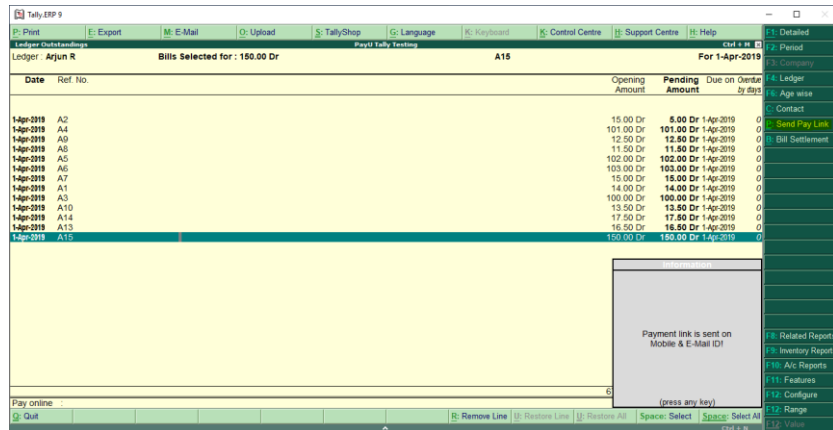
Step2: Select 'Ledger Outstandings' under the PayU Setup



Step 3: Select a contact from the list of ledgers



Step 4: Select the invoice/invoices you wish to collect the payment for using the space bar and click on “Send Pay Link” button on the right tab or use CTR+C for shortcut. You can select multiple invoices and send them all in one go!



Note: –

1. The payment link is sent on your customer’s **registered mobile number and email ID**. Therefore, make sure you have added contact details of your customers before sending them links
2. You can resend a duplicate link/links at any time by going to the “Ledger Outstandings” and triggering “Send Pay Link” again
3. The payment link can be automatically triggered when a **Sales Ledger** is being created if the Tally print function is enabled. On creating a print preview, a payment link is automatically triggered to customers. You can disable the automated link sharing by turning off the print function in Tally