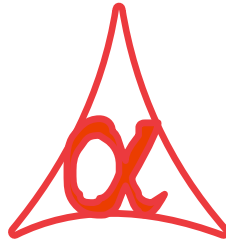




**POWER OF SIMPLICITY**

## Voucher Approval -1.0



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Version: Alpha Automation Pvt. Ltd/ Voucher Approval/ 1.0/ Nov-2020.

## Voucher Approval – 1.0

### Introduction

With this Add-on an administrator will get the rights to approve the entries done by users. The unapproved vouchers will not take effect. Also, an administrator can assign different types of vouchers to different approval authorities with specific approval limits.

### Benefits

- This solution also supports voucher checking before voucher approval process.
- The approved entries will only take the affect in books of accounts.

### What's New?

- Compatible with TallyPrime

#### **Important!**

Take back up of your company data before activating the Add-on.

Once you try/purchase an Add-on, follow the steps below to configure the Add-on and use it.

### Installation

1. Copy the TCP file in TallyPrime Folder.
2. Gateway of Tally → F1 (Help)→ TDL & Add-on → F4 (Manage Local TDL) → Select Yes in Load TDL on Startup and give the file name of TCP File. After pressing the Enter Key will show TDL Status which should be as Loaded.

### System requirements:

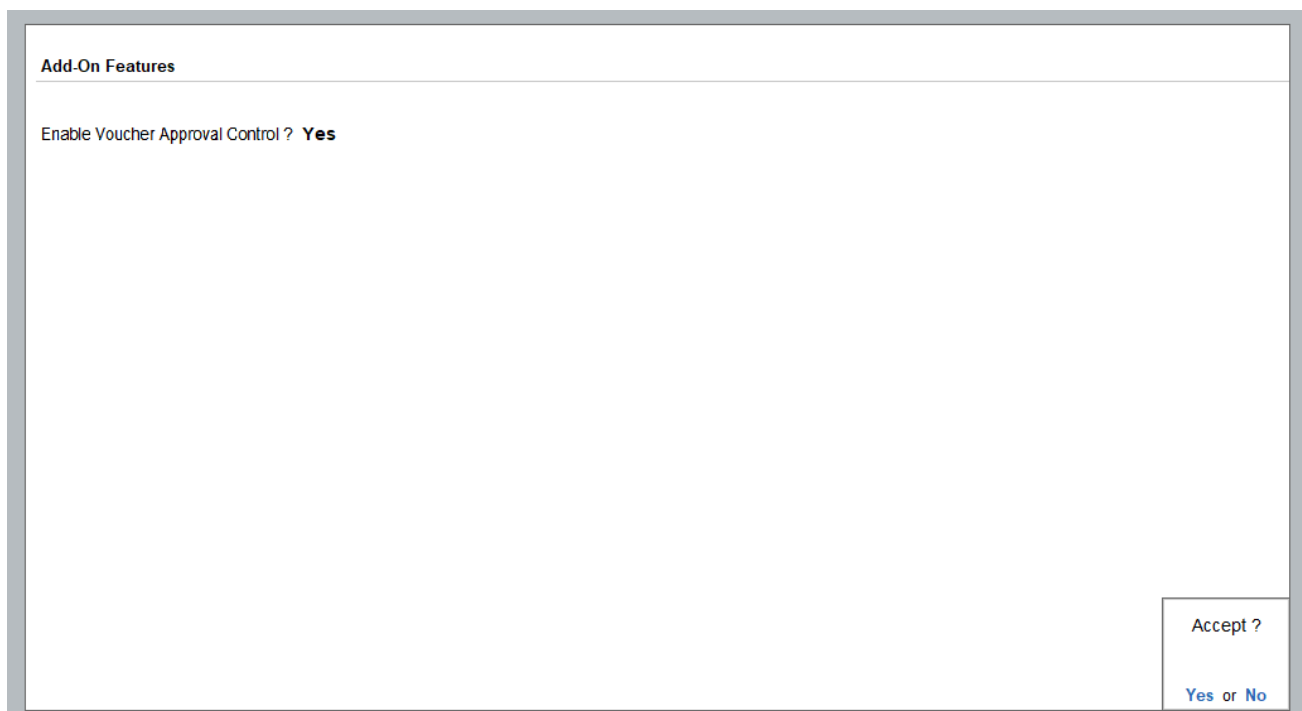
No additional hardware / software infrastructure is required for executing and operation this applications module

1. Activate the Add-on.

For TallyPrime Release 1.0

Go to **Gateway of Tally** → **F1: Help** → **TDL & Add-On** → **F6: Add-On Features**. Alternatively, you may press **CTRL + ALT + T** from any menu to open TDL Management report and then press **F6: Add-On Features**

Set “Yes” to the option “**Enable Voucher Approval Control?**”



**Add-On Features**

Enable Voucher Approval Control ? **Yes**

Accept ?

Yes or No

2. Go to **Gateway of Tally → Alter → Voucher Types → (Sales/Purchase/Receipt/Payment or Any Voucher Type you required Approval)**

Set “Yes” to the options “Required Approval?”

**Note:** Only Company Owner can set above Option. Other users are not allowed to set above options.

General		Printing	Name of Class
English	:	Print voucher after saving	: No
Name	: Sales	Require Approval	? <input type="text" value="Yes"/>
Select type of voucher	: Sales	Use for POS invoicing	: No
Abbreviation	: Sale	Default title to print	:
Activate this Voucher Type	: Yes	Default bank	: SBI Bank
Method of voucher numbering	: Automatic	Default jurisdiction	:
Use advanced configuration	: No	Set/alter declaration	: No
Use effective dates for vouchers	: No		
Allow zero-valued transactions	: No		
Allow narration in voucher	: Yes		
Provide narrations for each ledger in voucher	: No		
Enable default accounting allocations	: No		

3. Press Alt + K for Company.

Navigate thru Company → Set Voucher Rights.

A New Form will appear as shown below.

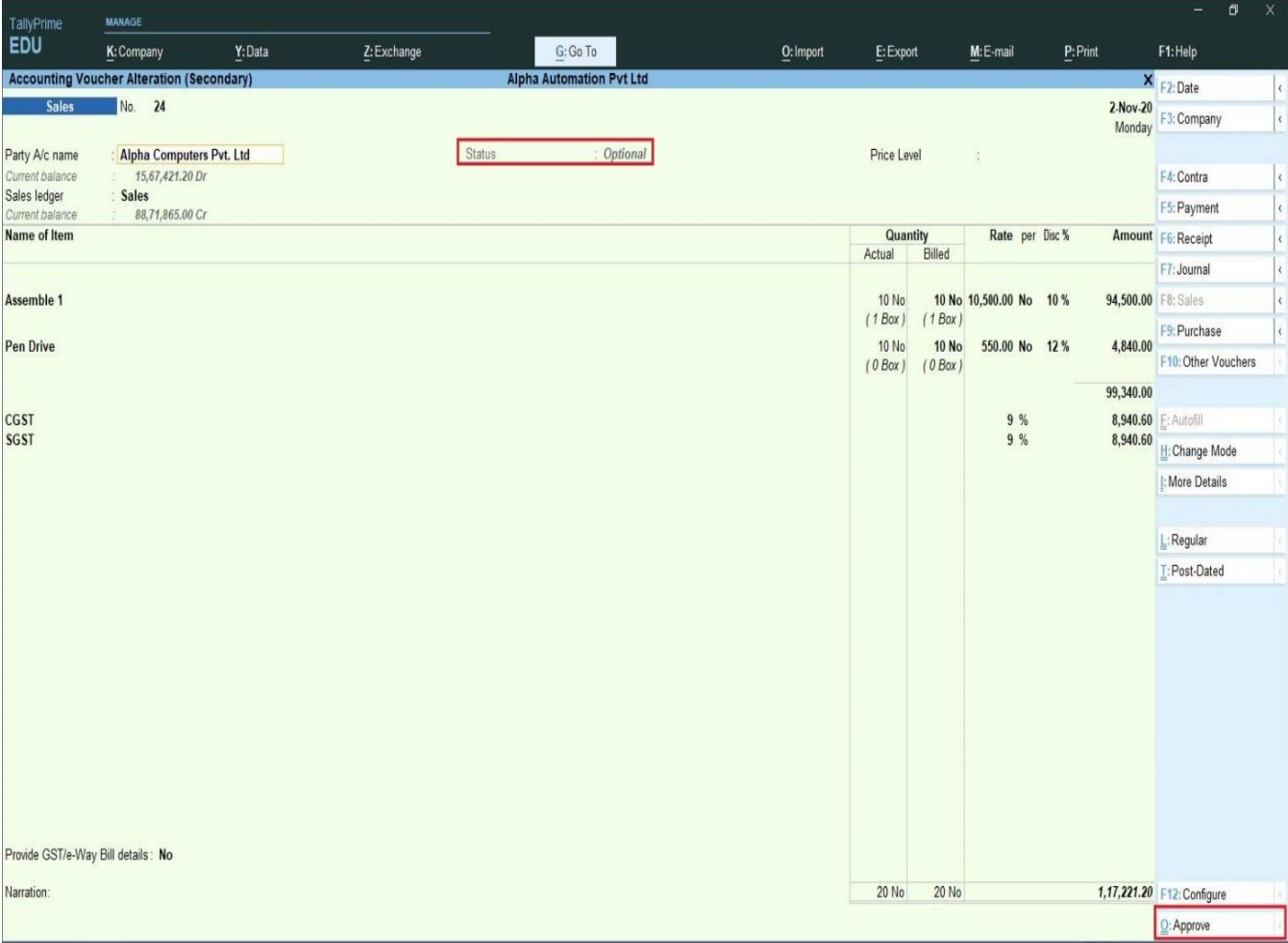
Set User Name, Voucher Type (Set All Voucher Type for All Voucher Types), Allow Check, Allow Approve, Limit Amount (Keep Blank for No Limit).

Alpha Automation Pvt Ltd			
Set Voucher Rights For Users			
User Name	Voucher Type	Allow Approve	Limit Amount (Blank for No Limit)
Karan	Sales	Yes	10
Yash	Purchase	No	10

Accept ?  
 Yes or No

**Note:** Only Company Owner can set Voucher Rights. Other users are not allowed to set it.

4. Prepare any voucher say Sales as below. By default “Optional” will appear at top of Voucher. Also Check & Approve button will also appear, if Login User has rights to Approve of Voucher & Voucher amount in User’s Limit Amount.



**TallyPrime** MANAGE  
**EDU** K: Company Y: Data Z: Exchange G: Go To Q: Import E: Export M: E-mail P: Print F1: Help

**Accounting Voucher Alteration (Secondary)** Alpha Automation Pvt Ltd

Sales No. 24 2 Nov 20 Monday

Party A/c name : Alpha Computers Pvt. Ltd Status : Optional Price Level :

Current balance : 15,67,421.20 Dr  
 Sales ledger : Sales  
 Current balance : 88,71,865.00 Cr

Name of Item	Quantity		Rate	per	Disc %	Amount
	Actual	Billed				
Assemble 1	10 No (1 Box)	10 No (1 Box)	10,500.00	No	10 %	94,500.00
Pen Drive	10 No (0 Box)	10 No (0 Box)	550.00	No	12 %	4,840.00
						99,340.00
CGST				9 %		8,940.60
SGST				9 %		8,940.60
						1,17,221.20

Provide GST/e-Way Bill details : No

Narration:

20 No 20 No 1,17,221.20

Approve

## FAQ

### **Which version/release of TallyPrime does the add-on support?**

This add-on will work only from TallyPrime Release 1.0 onwards.

### **How will I get support for this add-on?**

For any functional support requirements please do write to us on [mail@aaplautomation.com](mailto:mail@aaplautomation.com) or call us at +91-288-2713956/57/58, +91-9023726215/16, 9099908115, 9825036442.

### **If I need some enhancements / changes to be incorporated for the add-on, whom should I contact?**

Please to write to us on [mail@aaplautomation.com](mailto:mail@aaplautomation.com) with your additional requirements and we will revert to you in 24 hours.

### **Will new features added be available to us?**

We offer one year availability of all support and new features free of cost. After one year, nominal subscription cost will be applicable to you to continue to get free support and updates.

### **What will happen after one year?**

There is no fixed annual charge to be payable mandatory. However if any changes are required in our Add-On to make compatible with New Release of TallyPrime then the modification Charges will be applied.

### **I am using a multi-site. Can I use the same Add-on for all the sites?**

No, one Add-on will work only for 1 site. You need to purchase again if you want to use the same Add-on for more sites.

### **TDL Management screen shows errors with the Add-on. What do I do?**

Check whether the error is because of the Add-on or because of clashes between 2 TDLs (An add-on is also a TDL). In case of clashes, disable one or more TDLs and check which TDL has the error. If the Add-on has a problem, you can report it to us.



**My Tally went into educational mode after installing the add-on. What do I do?**

Go into **Gateway of Tally** → **Press F1 (Help)** → **TDL & Add-on** → **Press F4** and remove the Add-on from the list and Restart Tally.