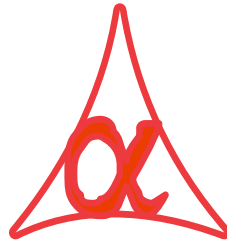




**POWER OF SIMPLICITY**

## Voucher Approval -1.1



### **Alpha Automation Pvt. Ltd.**

#### **Head Office**

104-The Grand Apurva, Nr. Hotel Fortune Palace,

Nr. Digjam Circle, Airport Road - JAMNAGAR –Gujarat (India)

Phone No. : +91-288-2713956/57/58, 9023726215/16/17, 9099908115, 9825036442

Email : mail@aaplautomation.com

#### **Branch Office**

**Rajkot** : 807-Dhanrajni Complex, Nr. Hotel Imperial Palace, Dr. Yagnik Road, RAJKOT (Gujarat).

**Gandhidham** : 92-GMA Building, 2nd Floor, Plot No. -297, Sector-12B. GANDHIDHAM (Gujarat)

© 2020 Alpha Automation Pvt. Ltd. All rights reserved.

Tally, Tally 9, Tally9, Tally.ERP, Tally.ERP 9, Shoper, Shoper 9, Shoper POS, Shoper HO, Shoper 9 POS, Shoper 9 HO, TallyDeveloper, Tally.Server 9, Tally Developer, Tally. Developer 9, Tally.NET, Tally Development Environment, TallyPrime, TallyPrimeDeveloper, TallyPrime Server, Tally Extender, Tally Integrator, Tally Integrated Network, Tally Service Partner, TallyAcademy & Power of Simplicity are either registered trademarks or trademarks of Tally Solutions Pvt. Ltd. in India and/or other countries. All other trademarks are properties of their respective owners.

Version: Alpha Automation Pvt. Ltd/ Voucher Approval/ 1.1/ May -2022.

## Voucher Approval – 1.1

### Introduction

This Add-On allows to post any Voucher only after Getting Checked or Approved by Authorized person. Any Entry done by the user will be first marked at Draft Only. There won't be any effect on books of Accounts or Inventory. When the Authorized person checks and approves the voucher, it gets converted in Regular voucher and effect comes in books of Account. Administrator can assign different types of vouchers to different approval and checking authorities with specific approval limits. The module gives the option of only One Stage (Direct Approval) or Two Stages (First Check and Then Approve) before final posting.

### Benefits

- Helps the organization to get vouchers posted only after proper checking and approval from Authorized persons.
- It displays the Current Status of the voucher and also approval details in the Voucher Screen. Approval Details can also be printed on Invoice.

### What's New?

- Compatible with Tally Prime

#### **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 Tally Prime 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

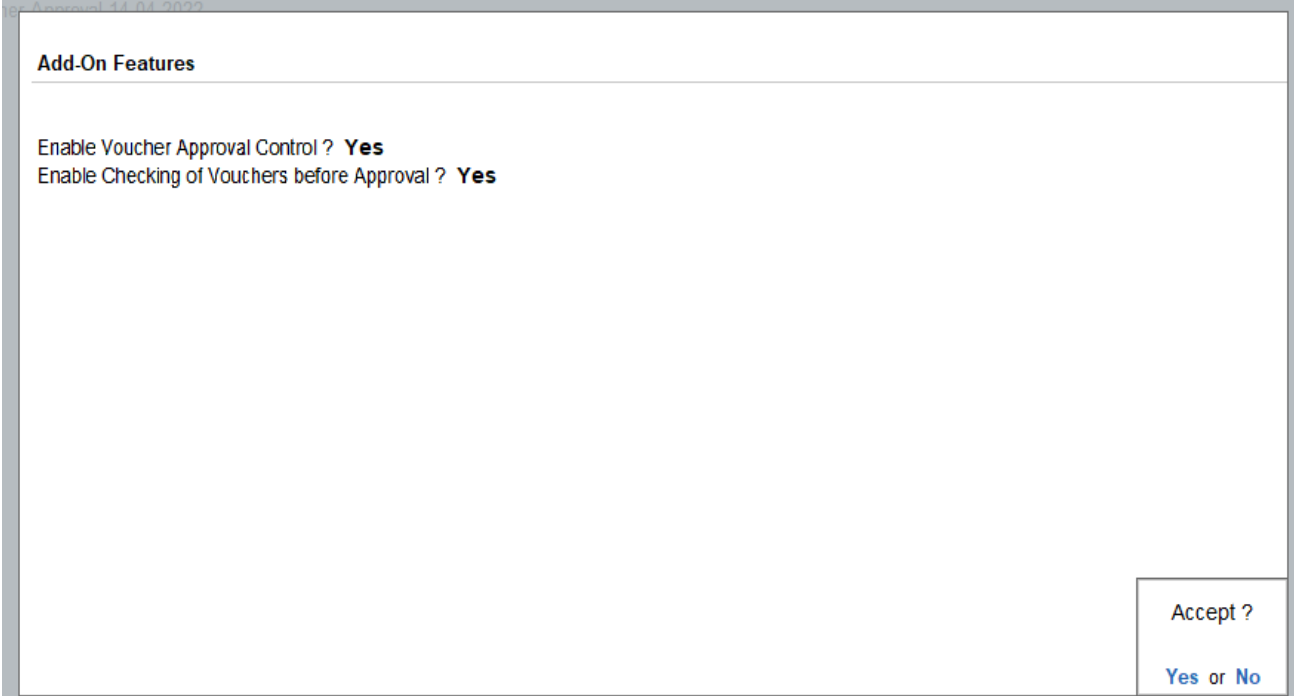
### **1. Activate the Add-on.**

For Tally Prime 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?**”

Set “Yes” to the option “**Enable Checking of Vouchers before Approval?**”



Annual 11/01/2022

**Add-On Features**

Enable Voucher Approval Control ? **Yes**  
Enable Checking of Vouchers before Approval ? **Yes**

Accept ?  
Yes or No

## 2. Go to Gateway of Tally → Alter → Voucher type → Sales

### (Sales/Purchase/Receipt/Payment or Any Voucher Type you required Approval)

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

Set “Yes” to the options “**Print Approval detail?**”

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

General		Printing		Name of Class
Name	: Sales	Print voucher after saving	: No	
(alias)	:	Required Approval	? <input checked="" type="checkbox"/> Yes	
		Print Approval detail	? Yes	
Select type of voucher	: Sales	Use for POS invoicing	: No	
Abbreviation	: Sale	Default title to print	:	
Activate this Voucher Type	: Yes	Default bank	: ♦ Not Applicable	
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			
Position Index in Reports	: 70			

### 3. Press Alt + K for Company.

Navigate thru Company → Set Voucher Rights.

A New Form will appear as shown below.

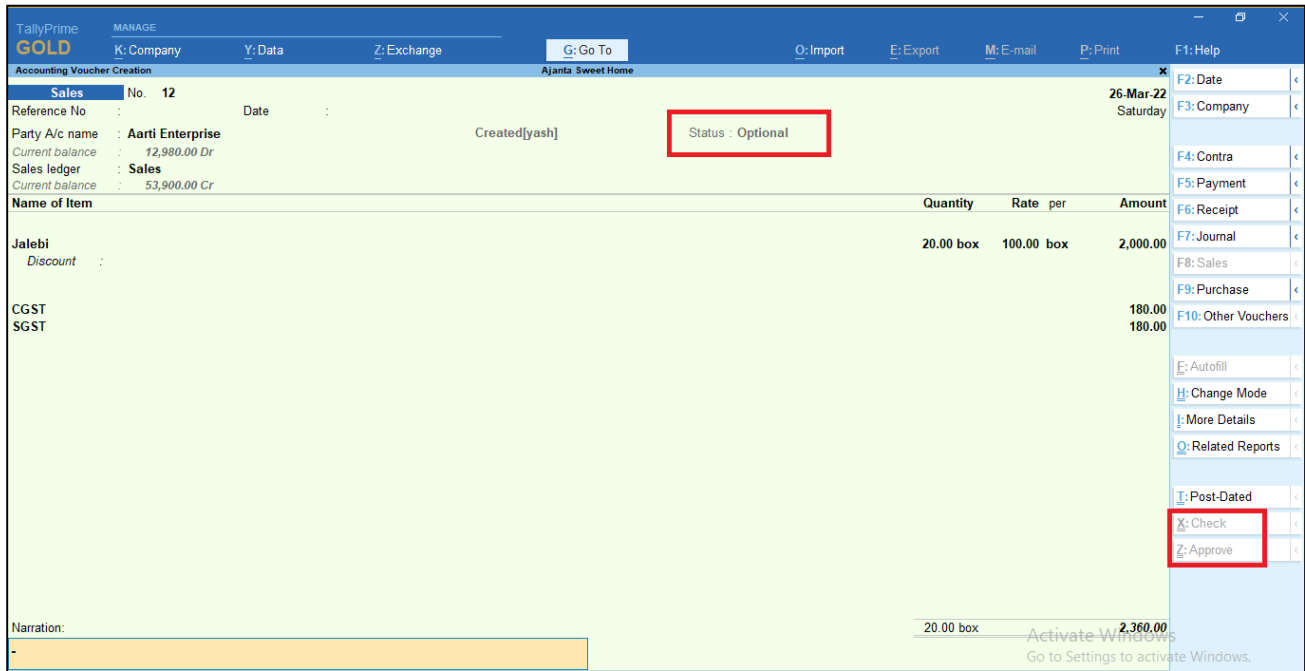
Set User Name, Voucher Type (Set All Voucher Type for All Voucher Types), Allow Check, Allow Approve, Limit Amount (Keep Blank for No Limit).

Ajanta Sweet Home				
Set Voucher Rights For Users				
User Name	Voucher Type	Allow Check	Allow Approve	Limit Amount (Blank for No Limit)
jay	Sales	Yes	No	20,000
raj	Sales	No	Yes	20,000

Accept ?  
[Yes or No](#)

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

- Prepare any voucher say Sales as below. By default “Optional” will appear at top of Voucher. Login User has no rights to Approve or checking of Voucher.

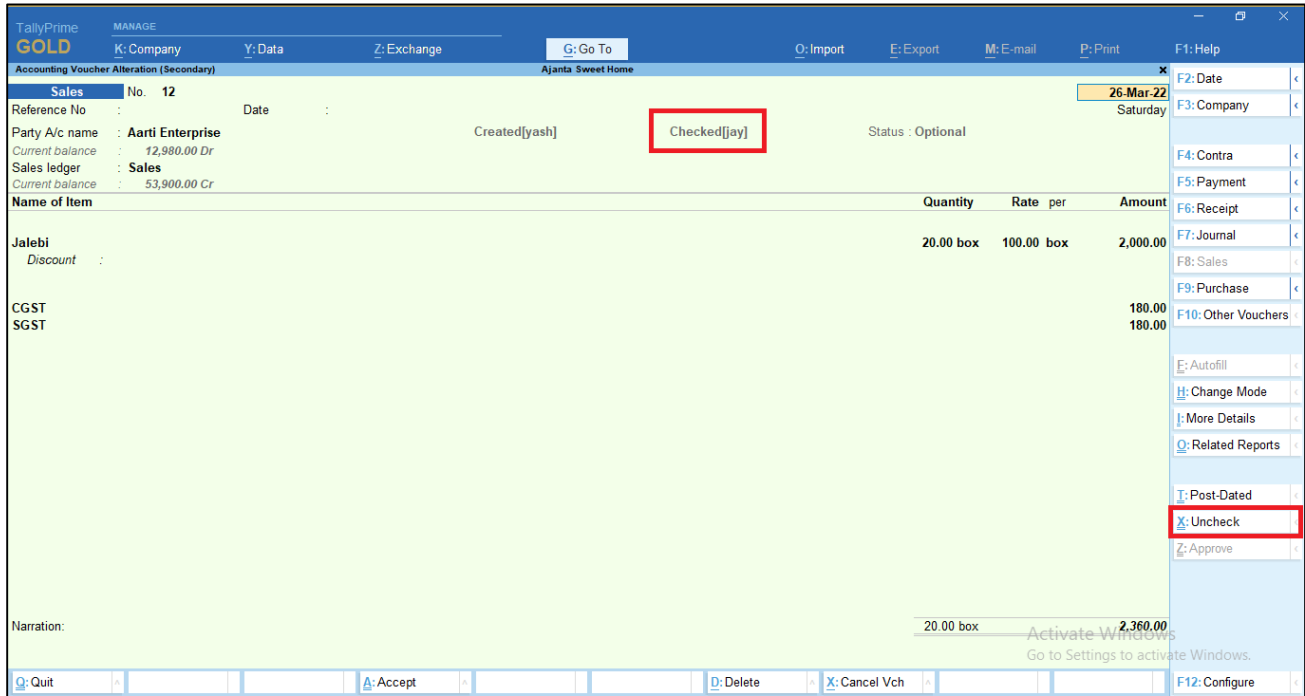


The screenshot displays the TallyPrime Accounting Voucher Creation window. The voucher is a Sales voucher (No. 12) dated 26-Mar-22. The party is Aarti Enterprise. The status is set to 'Optional', which is highlighted with a red box. The voucher details include:

Name of Item	Quantity	Rate	per	Amount
Jalebi	20.00 box	100.00	box	2,000.00
CGST				180.00
SGST				180.00
<b>Total</b>				<b>2,360.00</b>

The interface also shows a menu on the right with options like 'Check' and 'Approve', both highlighted with red boxes. The 'Check' option is currently selected. The bottom of the window shows a narration field and a total amount of 2,360.00.

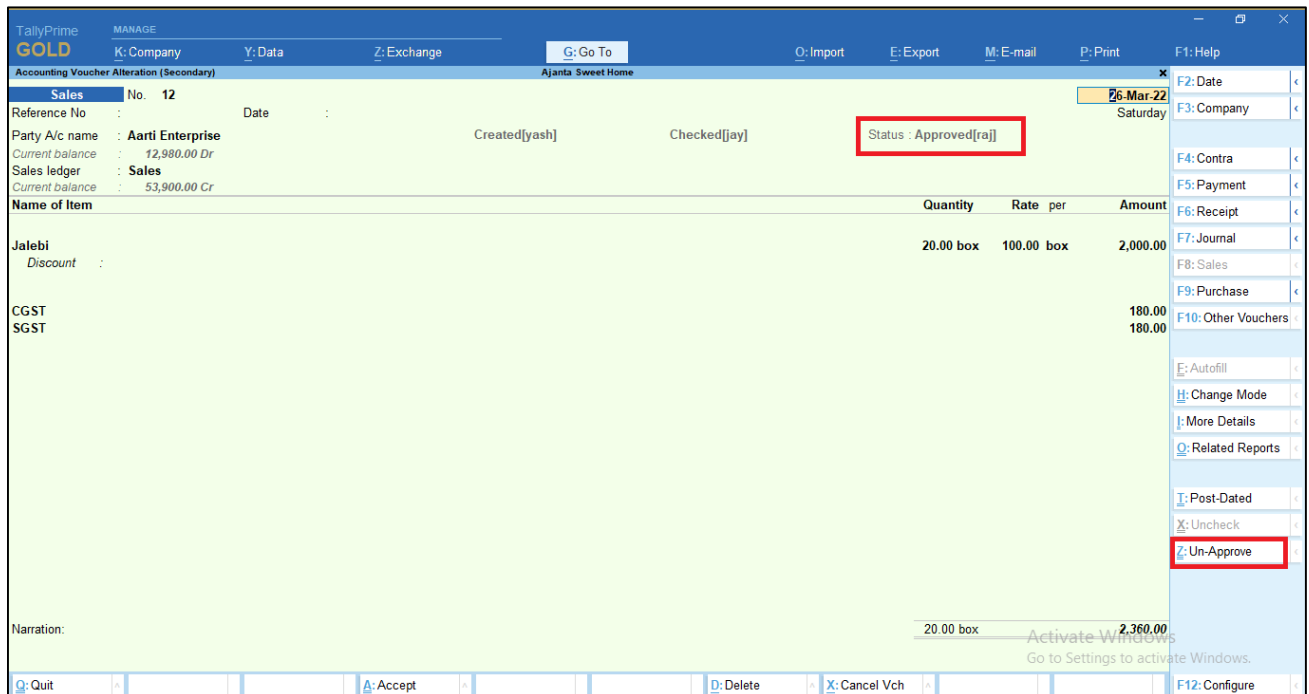
5. Login User has rights to check the voucher .Checked voucher is shown below. Status of voucher is still optional because voucher is not approved yet.



The screenshot shows the 'Accounting Voucher Alteration (Secondary)' window for a Sales voucher. The voucher number is 12, dated 26-Mar-22. The status is 'Optional' and it is checked by 'jay'. The items listed are Jalebi (20.00 box at 100.00 per box, amount 2,000.00), CGST (180.00), and SGST (180.00). The total amount is 2,360.00. The 'Checked[jay]' field is highlighted with a red box. The 'Uncheck' option in the right-hand menu is also highlighted with a red box.

Name of Item	Quantity	Rate per	Amount
Jalebi	20.00 box	100.00 box	2,000.00
CGST			180.00
SGST			180.00
<b>Total</b>			<b>2,360.00</b>

6. User has rights to approve the voucher .The approved voucher is shown below .status of voucher is approved.



The screenshot shows the same voucher as above, but now the status is 'Approved[raj]' and the 'Un-Approve' option in the right-hand menu is highlighted with a red box.

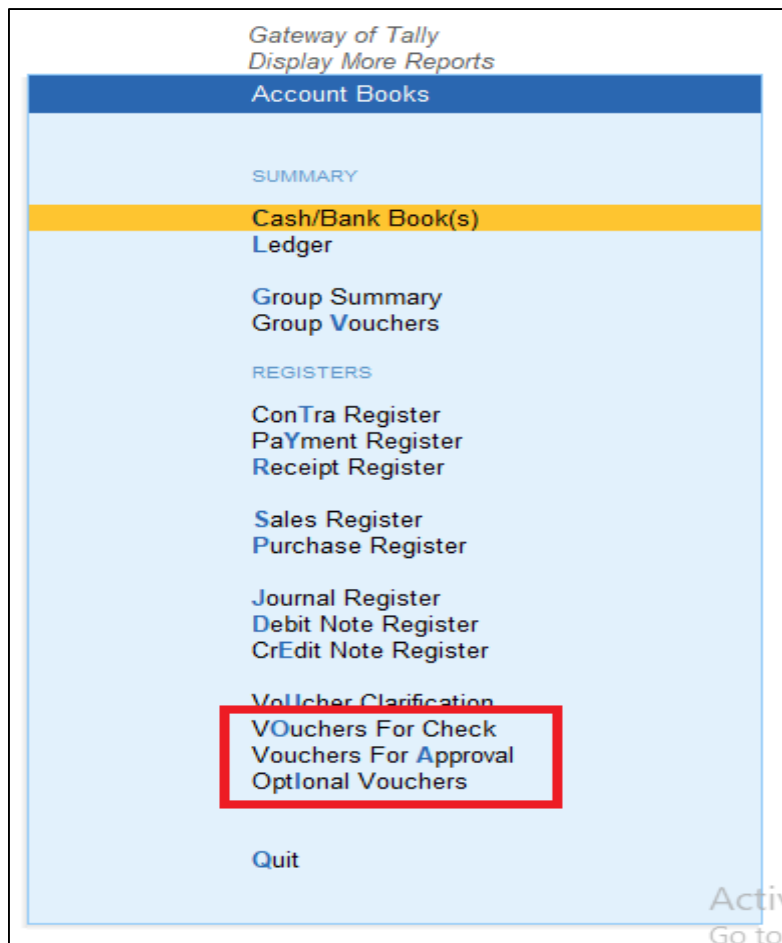
Name of Item	Quantity	Rate per	Amount
Jalebi	20.00 box	100.00 box	2,000.00
CGST			180.00
SGST			180.00
<b>Total</b>			<b>2,360.00</b>



### 7. Approval details of vouchers is also print in voucher invoice.

TallyPrime <b>GOLD</b>		MANAGE																					
		K: Company					Y: Data					Z: Exchange					G: Go To						
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19			
14																							
15																							
16																							
17																							
18																							
19																							
20																							
21																							
<b>Total</b>										<b>20.00 box</b>										<b>₹ 2,360.00</b>			
22	Amount Chargeable (in words)																			<i>E. &amp; O.E</i>			
<b>INR Two Thousand Three Hundred Sixty Only</b>																							
23	HSN/SAC				Taxable Value		Central Tax			State Tax			Total										
24					Rate		Amount			Rate			Amount		Tax Amount								
				8438		2,000.00			9%			180.00			9%		180.00		360.00				
				<b>Total</b>		<b>2,000.00</b>			<b>9%</b>			<b>180.00</b>			<b>9%</b>		<b>180.00</b>		<b>360.00</b>				
25	Tax Amount (in words) : <b>INR Three Hundred Sixty Only</b>																						
26	Declaration																						
We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.																							
27	Customer's Seal and Signature										for Ajan ta Sweet Home												
										Authorised Signatory													
This is a Computer Generated Invoice																							
29	Created by:yash Checked by:jay Approved by:raj Printed by:admin																						

**8. Gate way of tally → display more reports → accounts books → vouchers check, approval and optional voucher reports are displayed.**



**Note:** If Login User has rights to Approve or check the Voucher & if Voucher amount is in User's allocated Amount Limit then only he can check or approve vouchers from check and approval reports.

## 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, +91-9023726215/16/17, 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.