



# User Manual

## KGN Disable Cancel and Delete Button in voucher

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# KGN Disable Cancel and Delete Button in Voucher

## Introduction

In **Tally Prime**, controlling user access to critical functions like canceling or deleting vouchers is essential for maintaining data integrity. While Tally does not provide a direct way to disable these buttons.

## Key Features of the Cancel and Delete Button in Voucher:

- ✓ Disabling these options ensures that important vouchers are not deleted or canceled mistakenly.
- ✓ Restricting users from canceling or deleting vouchers ensures that only authorized personnel can make critical modifications.
- ✓ No need to create multiple stock items for different units.
- ✓ Reduces confusion in inventory management and invoicing.

### Important Alert!

Take Back up of your company Data before activating the Add-on.

Once you try/purchase this add-on, follow this step below to configure the add-on and use it.

## Setup Guide

1. Update your license by going **Gateway of tally → F1: help → Setting → License → Manage License → F5: Update**  
(In Case you are using Multi-site Account, you will need to configure Tally Prime to Activate the Add-on for a particular site.)
2. Shut down and restart Tally Prime and open your company
3. Press **Ctrl + Alt + H** at any menu screen to open the user manual. In case of multiple Add-on, **Add-on help** screen will pop-up to select add-on manual.
4. Activate the Add-on

**Add-On Help**

Select add-on :

List of Add-Ons

After Enabling TCP, you will get two extra options in user and Passwords **Gateway of tally** → **K: Company** → **Users and Passwords** on this window you will see here the two extra options will be shown here with this options you can manage your users to not **“Delete and Cancel”** the bills.

| List of Users for Company |          |                   |                      |                     |                       |               |               |
|---------------------------|----------|-------------------|----------------------|---------------------|-----------------------|---------------|---------------|
| Name: KGN User Controls   |          |                   |                      |                     |                       |               |               |
| User Roles                | Username | Password (if any) | Allow Browser Access | Allow Remote Access | Allow Local TDL Files | Enable Delete | Enable Cancel |
| Data Entry                | 1        |                   | No                   | No                  | No                    | No            | No            |
| Authorised                | 2        | *                 | No                   | No                  | No                    | No            | No            |
| Owner                     | 3        | *                 | No                   | No                  | No                    | No            | No            |
| Authorised                | 4        | *                 | No                   | No                  | No                    | No            | No            |

After Disable the Cancel and Delete option in user and password for selected user in the Sales Register the **“Cancel Vch”** and **“Delete”** buttons are disable like this when user want to Delete the bill, he can't do that because the button is disable

D: Delete
^
X: Cancel Vch
^

You can see the options are disable

The screenshot shows the 'Accounting Voucher Alteration (Secondary)' window in Tally. The window title is 'KGN User Controls'. The voucher is a Sales Voucher (No. 1) dated 1-Apr-23 (Saturday). The party is 'Pb No 23 / K. Sirisha' with a current balance of 47,500.00 Dr. The sales ledger is 'Salesx' with a current balance of 3,47,500.00 Cr. The voucher contains two items: 'Item 2' (150 nos at 150.00 nos each, amount 22,500.00) and 'Item' (50 nos at 500.00 nos each, amount 25,000.00). The total amount is 47,500.00. The 'Delete' button at the bottom is highlighted with a red box, indicating it is disabled. The 'Accept' and 'Cancel Vch' buttons are also visible.

Once the option enables for the user then he couldn't delete any bill in Tally either sales or purchase

## Ready Add-on & Modules

AlterNet Qty Change in Voucher

Auto B2C Item wise Sales posting

Auto Backup

Auto Manufacturing after Sales

**KGN Disable Cancel and Delete Button in Voucher**

|                                                 |
|-------------------------------------------------|
| Auto Posting of Bulk Vouchers                   |
| Auto Posting of Payment Vouchers                |
| Auto Receipt from Ledger (No Bill Wise)         |
| Auto Receipt from Ledger Report                 |
| Auto Receipts from OS Report                    |
| Batch Details in Ledger Report                  |
| Batch Number Column in Columnar Sales Register  |
| Bill Received Details in Sales Register         |
| Central Bank of India RTGS NEFT Form            |
| CEO Dash Board                                  |
| CREDIT CONTROL ON DAYS                          |
| DAY BOOK TOTALS                                 |
| Day wise Bill Wise Collection                   |
| Doctors OP Receipts Bulk Posting                |
| DOUBLE DISCOUNT IN SALES<br>Expiry Stock Report |
| False Date Controlling                          |
| Fixed Assets Register                           |
| Grid Lines in Sales Invoice                     |
| Group Company Reports                           |
| Groupwise Outstanding Report                    |
| GST RATES WISE INPUT OUTPUT                     |
| INNER WEAR SIZE and PCS                         |
| Item wise Profit or Loss report                 |
| Letter Head in invoice                          |
| Letterhead Format Invoice                       |
| Loading Slip with CASE-PCS                      |
| Multi Voucher Printing with Voucher no Range    |
| Party Previous Balance                          |

|                                                 |
|-------------------------------------------------|
| Pickup List                                     |
| POS Print from Normal Sales                     |
| Qty in Profit and Loss Account                  |
| Recycle Bin                                     |
| Sales to Receipt Auto Posting (Only Cash)       |
| Scanned Signature in Invoice                    |
| Size wise billing                               |
| Grade wise Rate Setup and Quotation             |
| Stock Item Std Rate Report                      |
| STOCK SUMMARY WITH GST INFO                     |
| System Date wise daybook                        |
| TEXTILES PCS METERS                             |
| User's Activity Tracking Report                 |
| Voucher Alteration History                      |
| Voucher Date as System Date                     |
| Voucher Number as Voucher Reference             |
| Auto E-Mailing Module                           |
| Bill to Ship to Instead of Buyer Consignee      |
| Daybook Totals with Cash & Bank Closing balance |
| GSTR-4 Generation from Tally                    |
| Inactive Stock Items                            |
| Ledger Replace                                  |
| Original Invoice Date Filter                    |
| Space BW Line                                   |
| TCS Setup Simplified and Sales Control          |
| Cash Sales Register                             |
| Date wise Item wise Negative Stock              |
| Item Details in Multi Companies                 |
| Ledger Master Report                            |
| Minimum Order Report                            |

|                                     |
|-------------------------------------|
| Std Rate Auto pick in Incl Rate     |
| Auto Backup TSS Validity            |
| Brokerage Module                    |
| Common Godown for All Items         |
| Customized Ledger Interest Report   |
| Disable Delete cancel to users      |
| Free Qty in Sales & purchase        |
| GST as per Books in 3B              |
| Item Name Column in Columnar report |
| Ledger Blocking in Sales            |
| Negative Stock Control              |
| Price List Rate in Inclusive Rate   |
| Recycle Bin Without Confirmation    |
| Resize Of eInvoice QR Code          |
| Salesman report                     |
| Skip Rate per Disc Amount to users  |
| Tally2WhatsApp Module               |
| Cmp 2 Cmp Auto Posting              |
| Discount Amount Column in Invoice   |
| Godown Security                     |
| Last Purchase Cost in Sales Entry   |

Add-on Related Any Support Contact: **9063604900**. If You need any type of customization contact us, we can customize your Requirements.

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