



User Manual

Voucher Type Security to Users

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Voucher Type Security to Users

Introduction:

This Add-On was Useful for Who maintained Users in Tally Prime. With the help of this Add-On, Owner can give Voucher Type Security to users in their firm **“It Means which User can Create Vouchers and Which user can Alter the Vouchers etc.”** Let’s see how this Add-On will Work in Tally Prime

Features:

- Applicable to **Every Users** in the Firm
- Provided Voucher Wise security to users
- Flexibility Can be enabled or disabled as per the business requirement in Users and Passwords.

Important Alert!

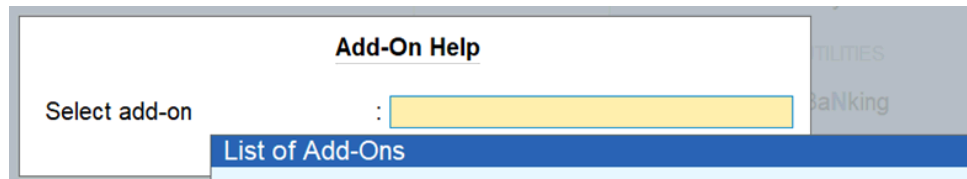
Take Back up of your company Data before activating the Add-on.

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



Activate the Add-on for Tally Prime

Go to **Gateway of Tally → F1: Help → TDL & Add-on**

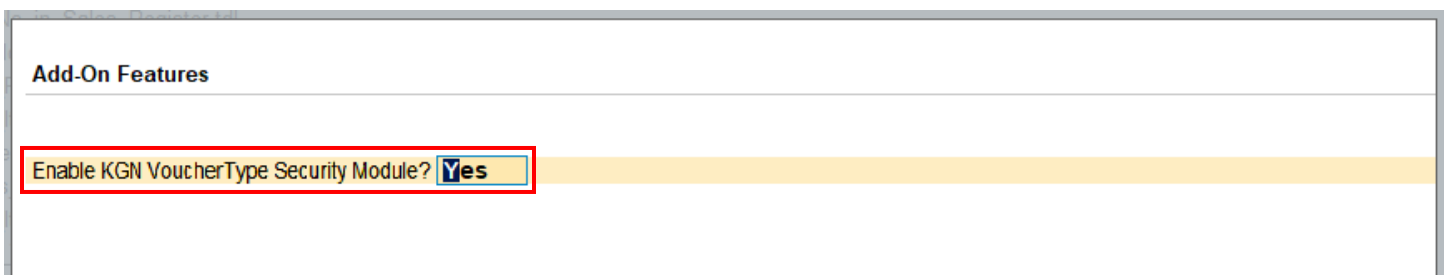
Click on F4: Manage Local TDLs

Load Selected TDL files on Start Up – Yes

Selected the TDL from the list and make it yes

Click On F6: Add-on Features

Set “Yes” to the option “**Enable KNG Voucher Type Security Module**”



After Enabled in the Company Level Option You can see an Additional feature in the “**Users and Passwords**” Navigate,

Gateway of Tally → Alt + K: Company → Users and Passwords

You can able to see an Additional Feature in this form that is “**Voucher**” set as YES to that feature as show in the below fig.

List of Users for Company

Name: **KGN VCH Type Security to Users**

User Roles	Username	Password (if any)	Allow Browser Access	Allow Remote Access	Allow Local TDL Files	Voucher
Data Entry	a	*	No	No	No	Yes

After setting YES to that option a new form will open as shown as below fig.

GR Security (In Developer Mode) KGN VCH Type Security to Users

CURRENT PERIOD: 1-Apr-24 to 31-Mar-26 CURRENT DATE: Tuesday, 1-Apr-2025

NAME OF COMPANY: KGN VCH Type Security to Users

Name: KGN VCH Type Security to Users

User Roles: Data Entry

Security Details for a
(Select the Voucher Types that You Want to Give Access to this User)

Voucher Type	Level	Delete	Cancel	Print	Back Days	Back Date
Sales	Create	No	No	Yes	5	1-9-2025
Purchase	Create/Alter	Yes	No	No	2	2-9-2025
Payment	View	No	Yes	No	1	1-9-2025

Levels:
Create
Create/Alter
Full
View

Here You can Select the Voucher Type and Give the level of User and If Owner wants the user to delete Voucher Type, cancel Voucher Type and Print Voucher Type then set as Yes that Options.

If the owner wants the user to enter the bill in the backwards Days enter the days in the “BACK DAYS”

If the owner wants the user to enter the bill in the backwards Date enter the Date for which you want to enter the bill in “BACK DATE”

List of Voucher Types

- ♦ End of List
- Attendance
- Contra
- Credit Note
- Debit Note
- Delivery Note
- Job Work In Order
- Job Work Out Order
- Journal
- Material In
- Material Out
- Memorandum
- Payment
- Payroll
- Physical Stock
- Purchase
- Purchase Order
- Receipt
- Receipt Note
- Rejections In
- Rejections Out
- Reversing Journal
- Sales
- Sales Order
- Stock Journal

Quit Accept

After that save the Form

Now it will be applicable to that User. Once change the user and see it will work

Gateway of Tally → Alt + K: Company → Change User

As shown in the below fig the user cannot have the access to Alter the Voucher Bill

Accounting Voucher Alteration (Secondary) (In Developer Mode) KGN VCH Type Security to Users

Sales No. 7 1-Sep-25 Monday

Reference No. : Date :
Party A/c name : Cash
Current balance : 49,189.00 Cr
Sales ledger : Sales
Current balance : 1,080.00 Cr

Name of Item Quantity Rate Rate per Disc % Amount
(Incl. of Tax)

Dolo 10 Nos 35.40 30.00 Nos 300.00

* End of List

Narration: 10 Nos

Q: Quit A: Accept D: Delete X: Cancel Vch F12: Configure

Error
Oops!
Hi a !!!
No Alteration
allowed for
Voucher : Sales

F2: Date
F3: Company
F4: Contra
F5: Payment
F6: Receipt
F7: Journal
F8: Sales
F9: Purchase
F10: Other Vouchers
E: Autofill
H: Change Mode
I: More Details
O: Related Reports
Optional
Post-Dated
F12: Configure

Day Book (In Developer Mode) KGN VCH Type Security to Users

Day Book For 1-Sep-25

Date	Particulars	Vch Type	Vch No.	Debit Amount Inwards Qty	Credit Amount Outwards Qty
1-Sep-25	Cash	Sales	7	300.00	
1-Sep-25	Cash	Purchase	2		2,500.00

Q: Quit Enter: Alter Space: Select A: Add Vch Z: Duplicate Vch I: Insert Vch D: Delete K: Cancel Vch R: Remove Line U: Restore Line F12: Configure

Here You can able to see the Delete Button Will Disable to this User

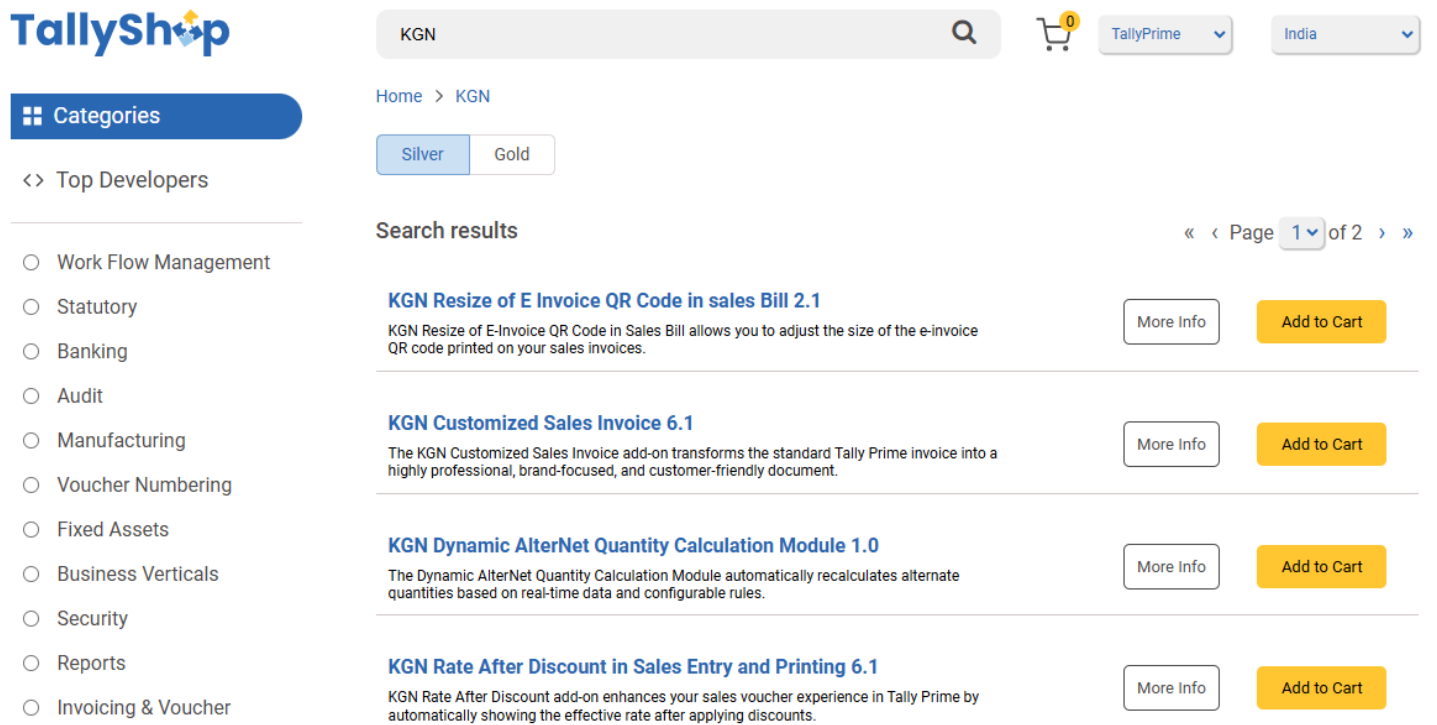
F2: Date
F3: Company
F4: Voucher Type
F5
F6
F7: Show Profit
F8: Columnar
F9
F10
B: Basis of Values
H: Change View
J: Exception Reports
L: Save View
E: Apply Filter
F: Filter Details
F12: Configure

Like this with the help of this Add-on Owner can give Voucher Type Security to users in their firm.

===== End of Add on =====

Find our **Other Solution** which is available at **Tally Shop** – (it may useful to your organization)

Open your **Tally Prime** > Click the **F1-Help** > then Click **Tally Shop** > then Type – (In Search Key word) > **KGN**



The screenshot shows the TallyShop website interface. At the top, there's a search bar with 'KGN' entered. Below the search bar, there are filters for 'Silver' and 'Gold'. The search results are displayed in a list format. Each result includes a title, a brief description, and two buttons: 'More Info' and 'Add to Cart'.

Search results	More Info	Add to Cart
KGN Resize of E Invoice QR Code in sales Bill 2.1 KGN Resize of E-Invoice QR Code in Sales Bill allows you to adjust the size of the e-invoice QR code printed on your sales invoices.	More Info	Add to Cart
KGN Customized Sales Invoice 6.1 The KGN Customized Sales Invoice add-on transforms the standard Tally Prime invoice into a highly professional, brand-focused, and customer-friendly document.	More Info	Add to Cart
KGN Dynamic AlterNet Quantity Calculation Module 1.0 The Dynamic AlterNet Quantity Calculation Module automatically recalculates alternate quantities based on real-time data and configurable rules.	More Info	Add to Cart
KGN Rate After Discount in Sales Entry and Printing 6.1 KGN Rate After Discount add-on enhances your sales voucher experience in Tally Prime by automatically showing the effective rate after applying discounts.	More Info	Add to Cart

Check your Requirement and try the Demo.

All the above our Listed Add-on as **Video Tutorial** also available in our **YouTube Channel**

KGN SOFT SOLUTIONS

Click on: www.youtube.com/@kgnsoftsolutions

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

YouTube → www.youtube.com/@kgnsoftsolutions you can Resolve most of your problems from our YouTube Channel

Ready Add-on & Modules

AlterNet Qty Change in Voucher
Auto B2C Item wise Sales posting
Auto Backup
Auto Manufacturing after Sales
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
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