



User Manual

1 Level Voucher Approval Module

Contact us:

KGN SOFT SOLUTIONS

3/59, First Floor, Main Bazar, Rs Road, Kamalapuram,
Kadapa District, Andhra Pradesh 516289.

Email: kgntdl@gmail.com, kgnsofts@gmail.com

Cell: 9063604900, 7989604900

Introduction:

The **1 Level Voucher Approval Module** is designed to introduce a controlled and secure approval process for vouchers in Tally. It ensures that no transaction is directly reflected in the company books without authorization. When a voucher (e.g., Sales, Purchase, Payment, Receipt, etc.) is entered, it is first marked as *Pending for Approval* and can only be posted to accounts after approval by an authorized user (Approver). Let's see how this Add-On will Work in Tally Prime

Features:

- Applicable to Every VoucherType
- Every voucher entered first goes to *Pending for Approval* status before final posting.
- Only authorized users (like Admin or Manager) can approve vouchers.
- Protect your Data from the wrong entries.

Important Alert!

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

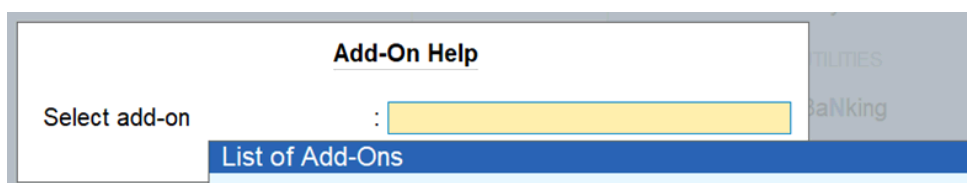
Support Related Terms & Conditions

1. **One-Time Free Support:** Free support is provided **only once**, either during the trial period or after purchase add-on.
2. **Additional Support:** Any further support will be chargeable based on the duration of the support required.
3. Remote support will be provided during working hours on business days.
4. Support will be provided only after the Add-on is configured in TallyPrime. For configuration issues, please contact Tally Care.
5. For support, the customer must send an email with the purchase invoice copy and a brief description of the issue.

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 KGN 1 Level Voucher Approval Module”**

Add-On Features

Enable KGN 1 Level Voucher Approval Module	? Yes
--	--------------

After Enabling in the Company Level option, you Should **create a User Role** or You can Give the Permission for **Voucher Approval** to an **Existing User Role** for the **Approval** purpose as show in the below figure Navigate.

In Admin/Owner Level:

Gateway of Tally → Alt + K: Company → User Roles → Enter the User Role Name {for a New User Role}

Tally Prime SILVER
K: Company Y: Data Z: Exchange G: Go To O: Import E: Export M: Share P: Print 9: TallyCapital F1: Help

Security Levels (In Developer Mode)
KGN Voucher Approval Module Level 1

Security Levels for Company
Name: KGN Voucher Approval Module Level 1
List of Security Levels

DATA ENTRY	DATE OF LAST ENTRY
Tally.NET User	1-Apr-16
Tally.NET Auditor	
Approver	
Tally.NET Owner	

Gateway of Tally
MASTERS
Create
Alter
Chart of Accounts
TRANSACTIONS
Vouchers
Day Book
UTILITIES
Banking
TallyCapital
REPORTS
Balance Sheet
Profit & Loss A/c
Stock Summary
Ratio Analysis
Display More Reports
Dashboard
Quit
Voucher Approval

Quit Accept

After entering the User Role Name press enter Key on the Created User Role Name

Tally SILVER Prime
K: Company Y: Data Z: Exchange G: Go To O: Import E: Export M: Share P: Print 9: TallyCapital F1: Help

Security Levels (In Developer Mode) KGN Voucher Approval Module Level 1

Name of security level : **Approver**
Use Basic Facilities of : **Owner**

Days allowed for Back Dated vouchers : 0
Cut-off date for Back Dated vouchers :

Allow to save report views for This Company : Yes
Allow to delete saved views for This Company : Yes

Allow to add/modify Registered Business WhatsApp Nos. : No
Set/Alter rules for Print voucher before saving (also applicable for Export/Share) : No
Exclude On Account from Bill Allocations : No

Allow to Voucher Approval ? Yes →

Allow company to connect : Yes
Use Tally.NET Authentication : No

Disallow the following Facilities (others will be allowed)
Allow the following Facilities (to re-enable disallowed facilities)

Quit Accept

After setting as YES Save the form

After that **Create a USER** with the **Created USER Role** for the **Voucher Approval**

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

Users for Company (In Developer Mode) KGN Voucher Approval Module Level 1

CURRENT PERIOD: 1-Apr-16 to 31-Mar-17
CURRENT DATE: Sunday, 10-Apr-2016

NAME OF COMPANY: KGN Voucher Approval

List of Users for Company

Name: KGN Voucher Approval Module Level 1

User Roles	Username	Password (if any)	Update Access	User Access Details
Data Entry	1	*	No	No access provided
Approver	2	*	No	No access provided

Security List

- End of List
- Approver
- Data Entry
- Owner
- Tally.NET Auditor
- Tally.NET Owner
- Tally.NET User

Here you can Select the **USER Role** that Should be Enabled first **Allow to Voucher Approval** in User Role

After that Save the form

Now you should Enable one feature in **Voucher Type** for the **Enabling the Voucher Approval** Navigate.

Gateway of Tally → Create/Alter → Voucher Type { Select any kind of Voucher Type for the Enable of Voucher Approval Process like: **Sales** }

Voucher Type Alteration (In Developer Mode) KGN Voucher Approval Module Level 1

Name : Sales
(alias) :

General

Select type of voucher : Sales
Abbreviation : Sale
Activate this Voucher Type : Yes
Method of Voucher Numbering : Automatic
Numbering behaviour on insertion/deletion : Retain Original Voucher No.
Set/Alter additional numbering details : No
Show unused vch nos. in transactions for Retain Original Voucher No. behaviour : Yes
Use effective dates for vouchers : No
Allow zero-valued transactions : No
Make this voucher type as 'Optional' by default: Yes
Allow narration in voucher : Yes
Provide narrations for each ledger in voucher : No

Enable KGN 1 Level Voucher Approval Process ? **Yes**

Print voucher after saving : No

Use for POS invoicing : No
Default template to print : ♦ Not Applicable
Default title to print : ♦ Not Applicable
Default bank : ♦ Not Applicable
Default jurisdiction : ♦ Not Applicable
Set/alter declaration : No
Set/Alter Terms and Conditions : No

NOTE: You should compulsorily Use this "Optional" by default option

NOTE: If you want all Vouchers for **Voucher Approval** you can Enable this option for **Every Voucher Type**
After setting as **YES** Save the Voucher Type form

Now let's change the User to the **Data Entry User**

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

In Data Entry Level:

After changing the **USER**, you can able to see an additional feature in the Gateway of Tally

NOTE: This feature is applicable for only **Admin/Owner** and Those Users Having **Voucher Approval** User Role.

Gateway of Tally

- MASTERS
 - Create CHart of Accounts
- TRANSACTIONS
 - Vouchers
 - Day Book
- UTILITIES
 - BaNking
 - TallyCapital
- REPORTS
 - Display More Reports
 - DashbOard
 - VoUcher Approval**
- Quit

Pass a Sales Voucher as usually follow the same steps to record the sales bill **Gateway of Tally → Vouchers → F8:Sales**

Tally SILVER Prime K: Company Y: Data Z: Exchange G: Go To O: Import E: Export M: Share P: Print 9: TallyCapital F1: Help

Accounting Voucher Creation (In Developer Mode) KGN Voucher Approval Module Level 1

Sales No. 13 1-Apr-16 Friday

Reference No. : Date :
Party A/c name : KGN Soft Solutions Status : Optional
Current balance : 8,100.00 Dr
Sales ledger : Sales
Current balance : 40,600.00 Cr

Name of Item	Quantity	Rate per	Amount
Equity Shares of Tally	10 nos	11,500.00 nos	1,15,000.00

• End of List

Here you can able to see the Details That the Bill was **created by, created on and created at**
After completed the recording of Sales voucher **Save the VCH**

Created by : User 1 Created on : 15-10-2025 Created at : 15:54

Narration: 10 nos 1,15,000.00

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

After saving the Voucher it will comes to **Voucher Approval Process**

Now let's change the User to the **Admin** or **Voucher Approval USER**

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

In Admin/Voucher Approval User Levels:

CURRENT PERIOD
1-Apr-16 to 31-Mar-17

CURRENT DATE
Friday, 1-Apr-2016

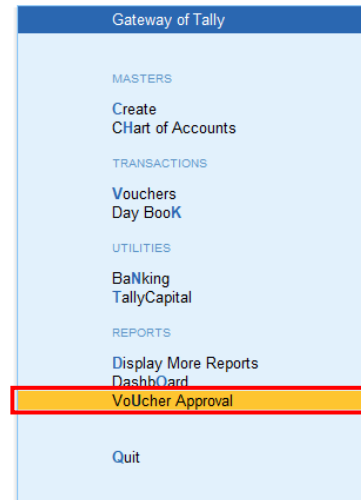
NAME OF COMPANY

DATE OF LAST ENTRY

KGN Voucher Approval Level 1

1-Apr-16

Press Enter Key on the **Voucher Approval** Option after that **Approval Menu** will open Again Press Enter Key on the **Voucher for Approval**



List of all vouchers for Approval

For 1-Apr-16

Date	Particulars	Vch Type	Vch No.	Debit Amount	Credit Amount
				Inwards Qty	Outwards Qty
1-Apr-16	EXPENSES PARTY	Payment	794	240.00	
1-Apr-16	KGN Soft Solutions	Sales	13	1,15,000.00	

Here you can able to see the vouchers are came for **Approval**

Let's open a Voucher by the Pressing Enter Key on Transaction

Accounting Voucher Alteration (Secondary) (In Developer Mode) KGN Voucher Approval Module Level 1

Sales No. 13 Date: 1-Apr-16 Friday

Reference No. : Party A/c name : **KGN Soft Solutions** Status : *Optional*

Current balance : 8,100.00 Dr
Sales ledger : **Sales**
Current balance : 40,600.00 Cr

Name of Item	Quantity	Rate per	Amount
Equity Shares of Tally	10 nos	11,500.00 nos	1,15,000.00

Created by : User 1 Created on : 15-10-2025 Created at : 15:54
Is Approved : No Approved by : Approved on : Approved at :

Narration: 10 nos 1,15,000.00

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

When you entered in to the VCH here you can see the **Approve button**
To Approve the Voucher, you can click this button {CTRL + L}

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
L: Approve
T: Post-Dated
F12: Configure

Accounting Voucher Alteration (Secondary) (In Developer Mode) KGN Voucher Approval Module Level 1

Sales No. 13 Date: 1-Apr-16 Friday

Reference No. : Party A/c name : **KGN Soft Solutions**

Current balance : 8,100.00 Dr
Sales ledger : **Sales**
Current balance : 40,600.00 Cr

Name of Item	Quantity	Rate per	Amount
Equity Shares of Tally	10 nos	11,500.00 nos	1,15,000.00

Created by : User 1 Created on : 15-10-2025 Created at : 15:54
Is Approved : **Yes** Approved by : **User 2** Approved on : 15-10-2025 Approved at : 16:10

Narration: 10 nos 1,15,000.00

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

After Clicking on the Approve button Here you can able to see the voucher is **Approved, approved by, approved on and approved at**
NOTE: After Approving You should compulsorily Save the Voucher

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
L: Pending
T: Post-Dated
F12: Configure

After approving the Voucher, you can able to see the Voucher Gone from the Approval Register

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

+91 9063604900/+91 7989604900

Page | 11

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**

TallyShop

Categories

<> Top Developers

- ☐ Work Flow Management
- ☐ Statutory
- ☐ Banking
- ☐ Audit
- ☐ Manufacturing
- ☐ Voucher Numbering
- ☐ Fixed Assets
- ☐ Business Verticals
- ☐ Security
- ☐ Reports
- ☐ Invoicing & Voucher

KGN   TallyPrime  India 

Home > KGN

Silver Gold

Search results

« < Page 1 of 2 > »

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

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