User Manual

1 Level Voucher Approval Module

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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 activing 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.

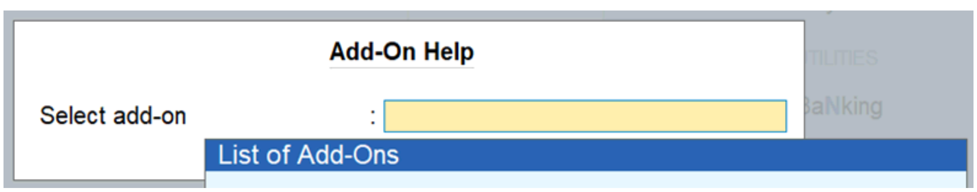
Once you try/purchase this add-on, follow this step below to configure the add-on and use it.

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

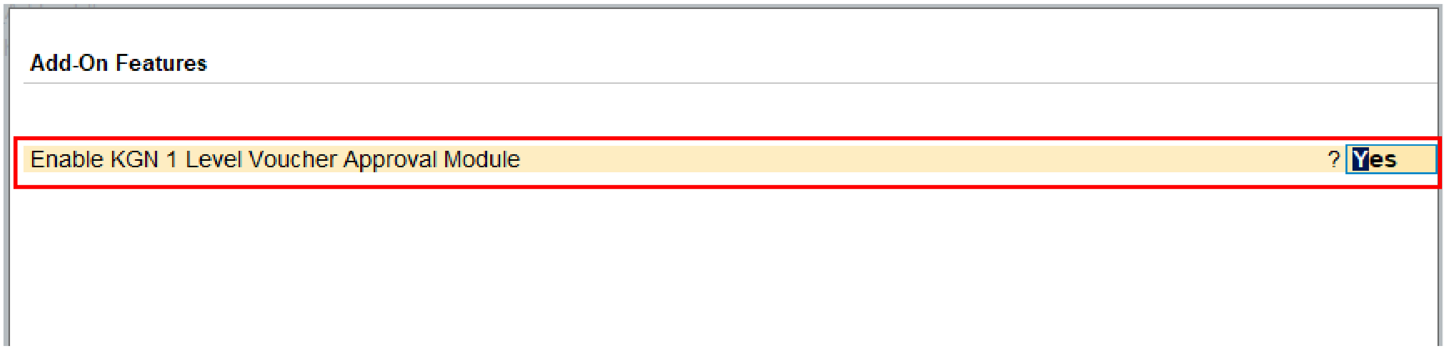


Activate the Add-on for Tally Prime

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

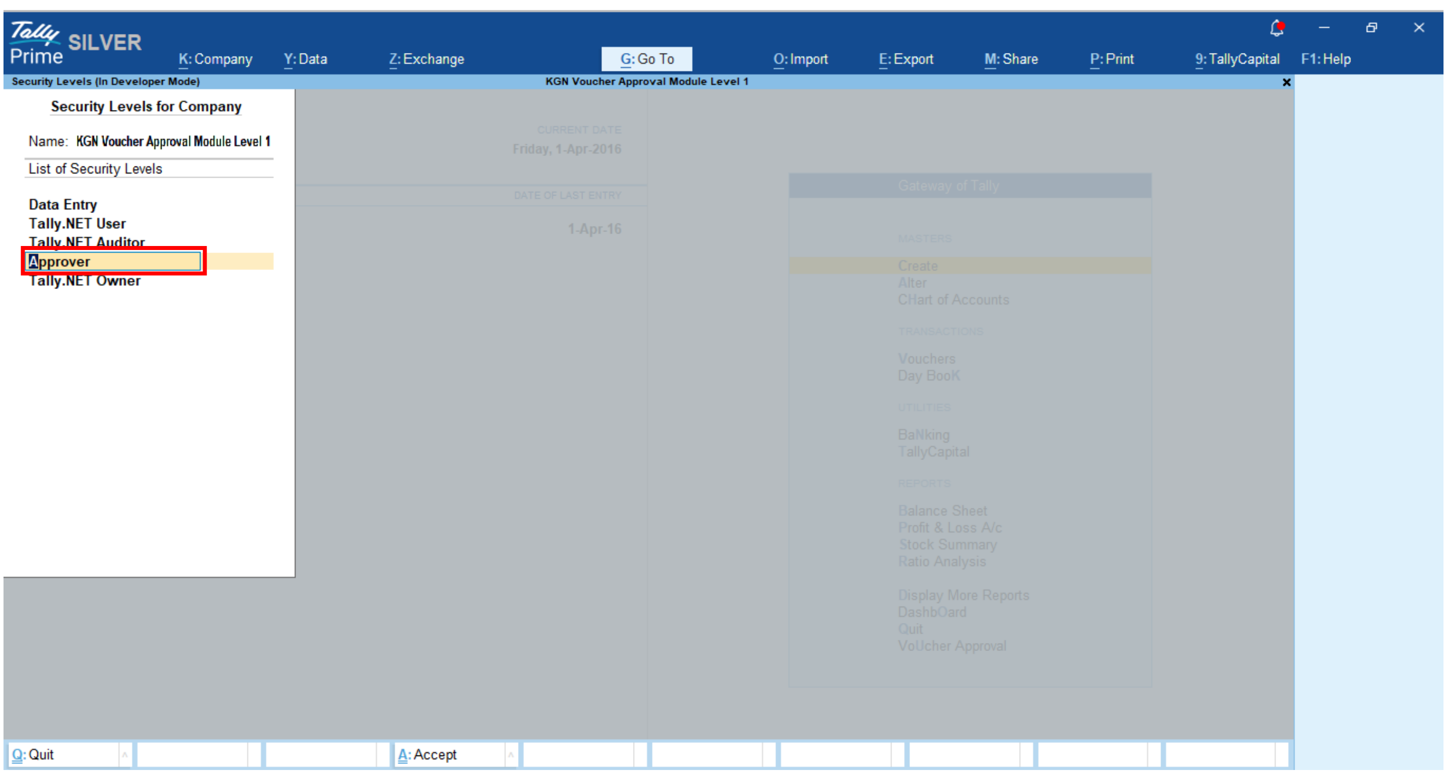
Click On F6: Add-on Features
Set "Yes" to the option **"Enable KGN 1 Level Voucher Approval Module"**



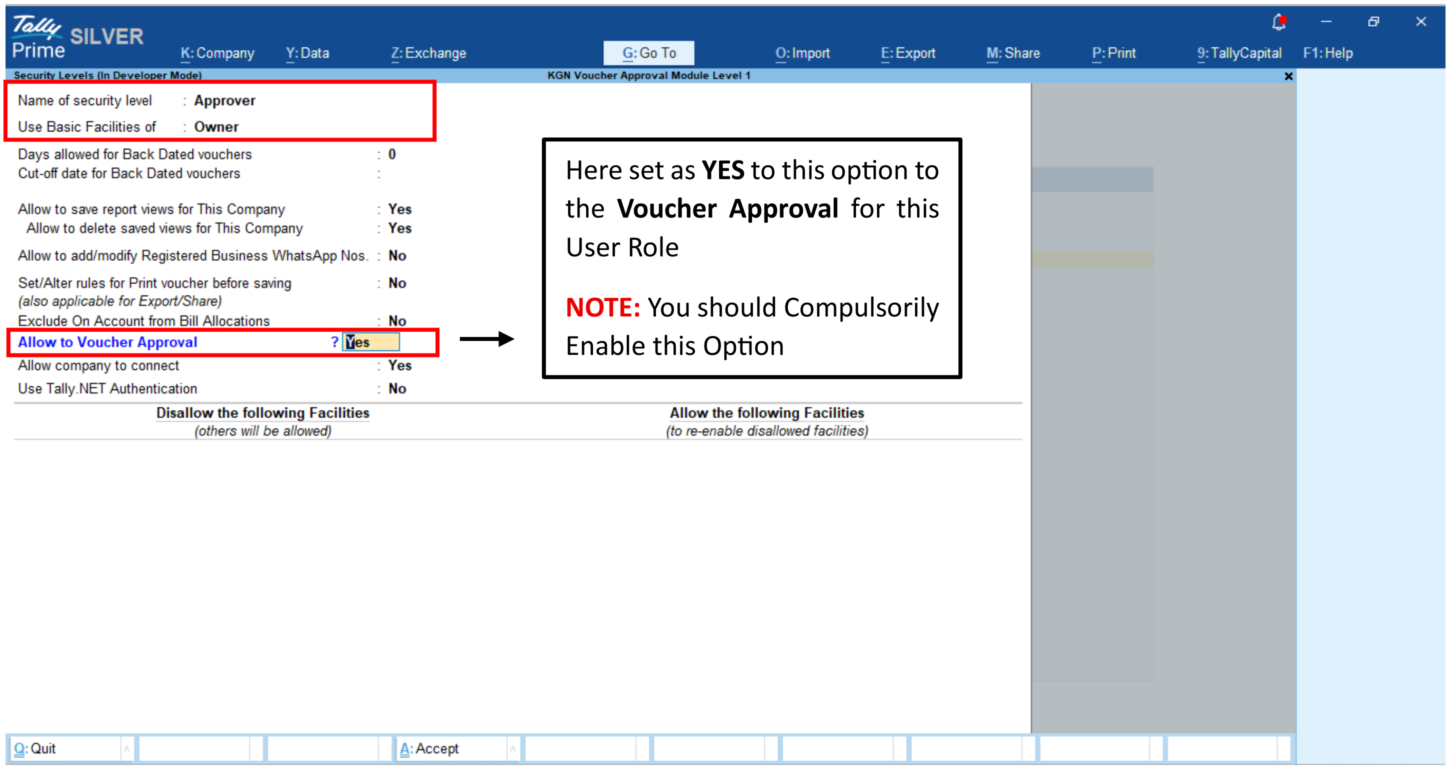
After Enabling in the Company Level option, you Should **create a User Role** or You can Give the Permission for **Voucher Approval** to **an Existing User Role** for the **Approval** purpose as show in the below figure Navigate.

<u>In Admin/Owner Level:</u>

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



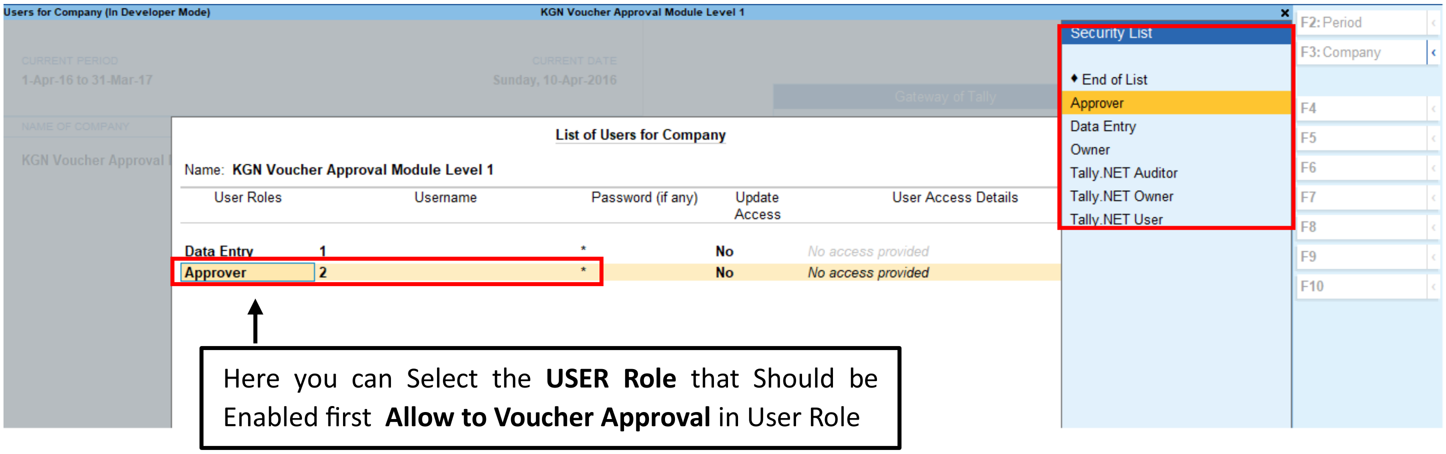
After entering the User Role Name press enter Key on the Created User Role Name



After setting as YES Save the form

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

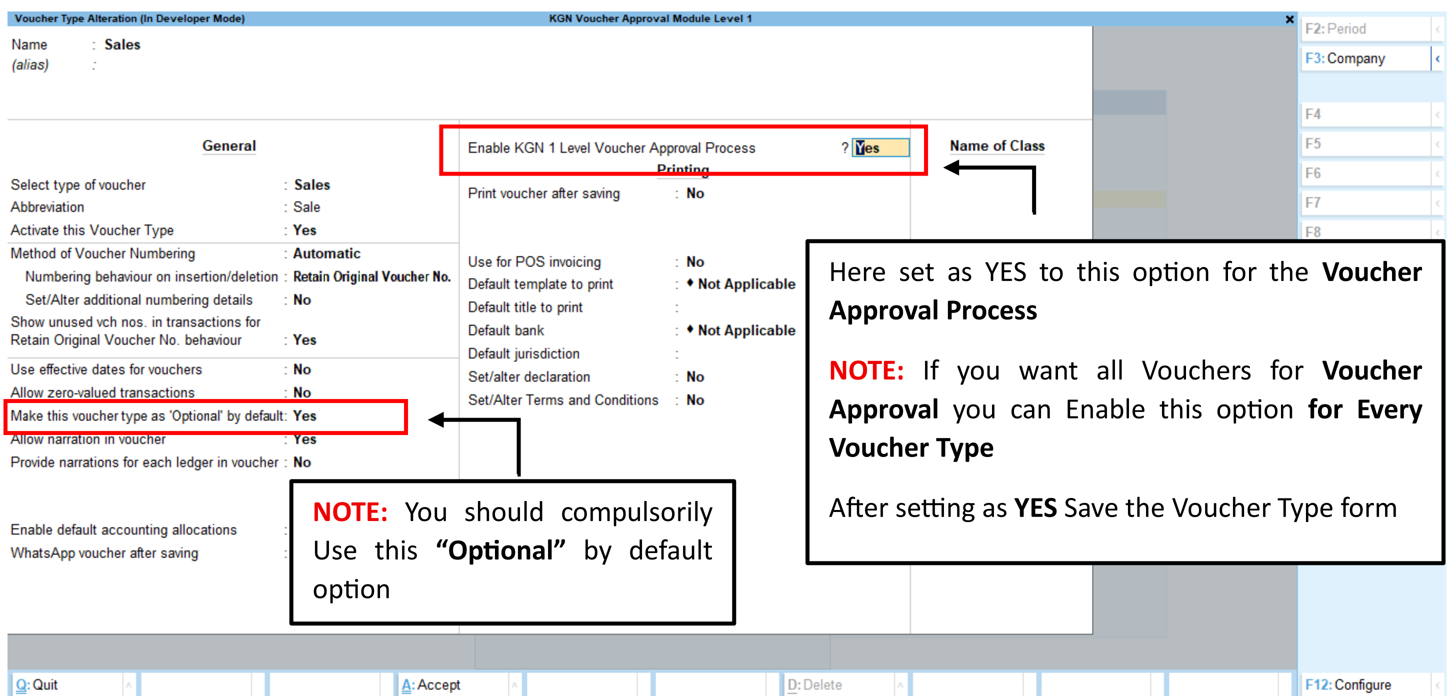
Gateway of Tally ⟶ Alt + K: Company ⟶ Users and Passwords



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 }**

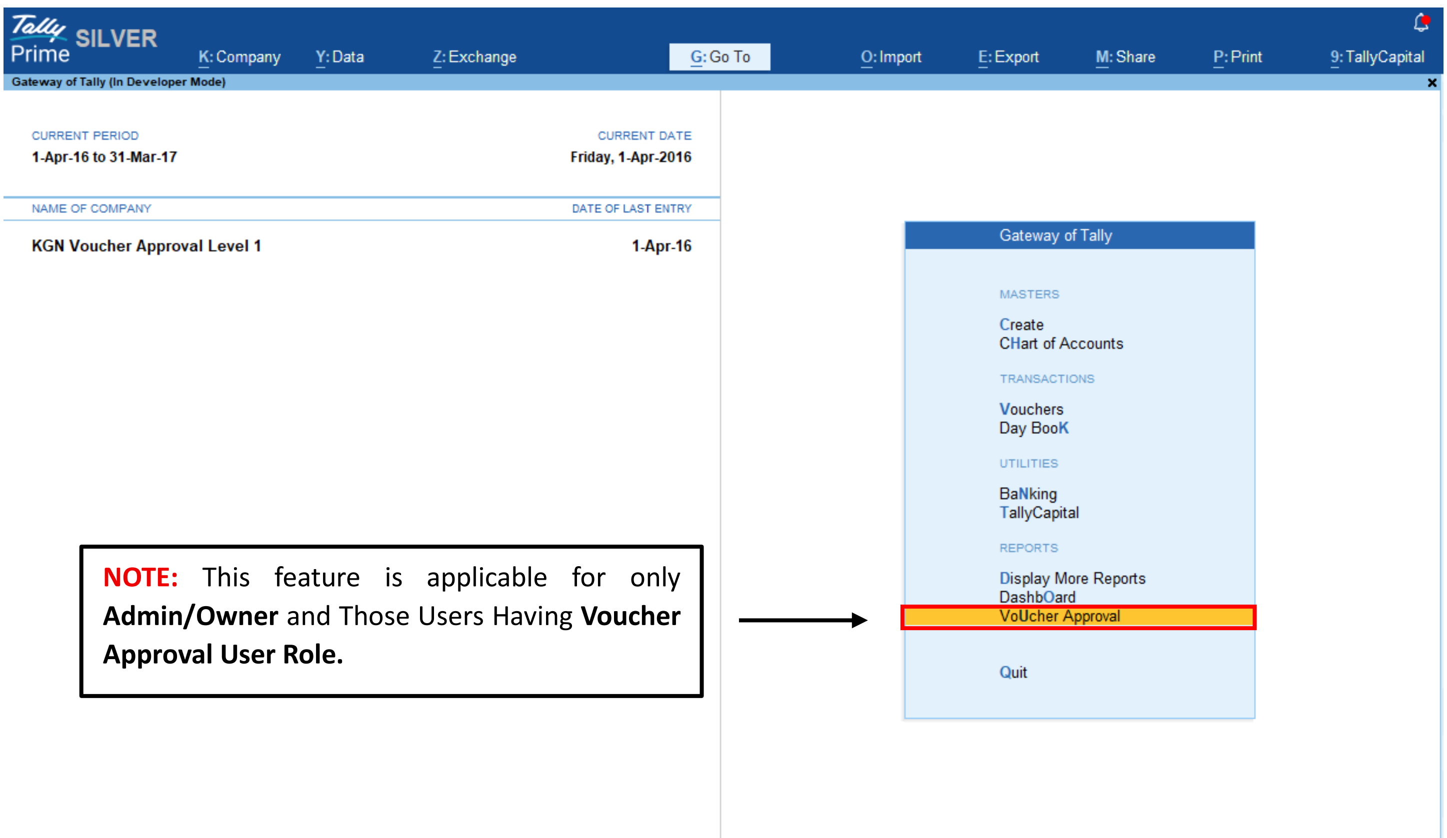


Now let's change the User to the **Data Entry User**

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

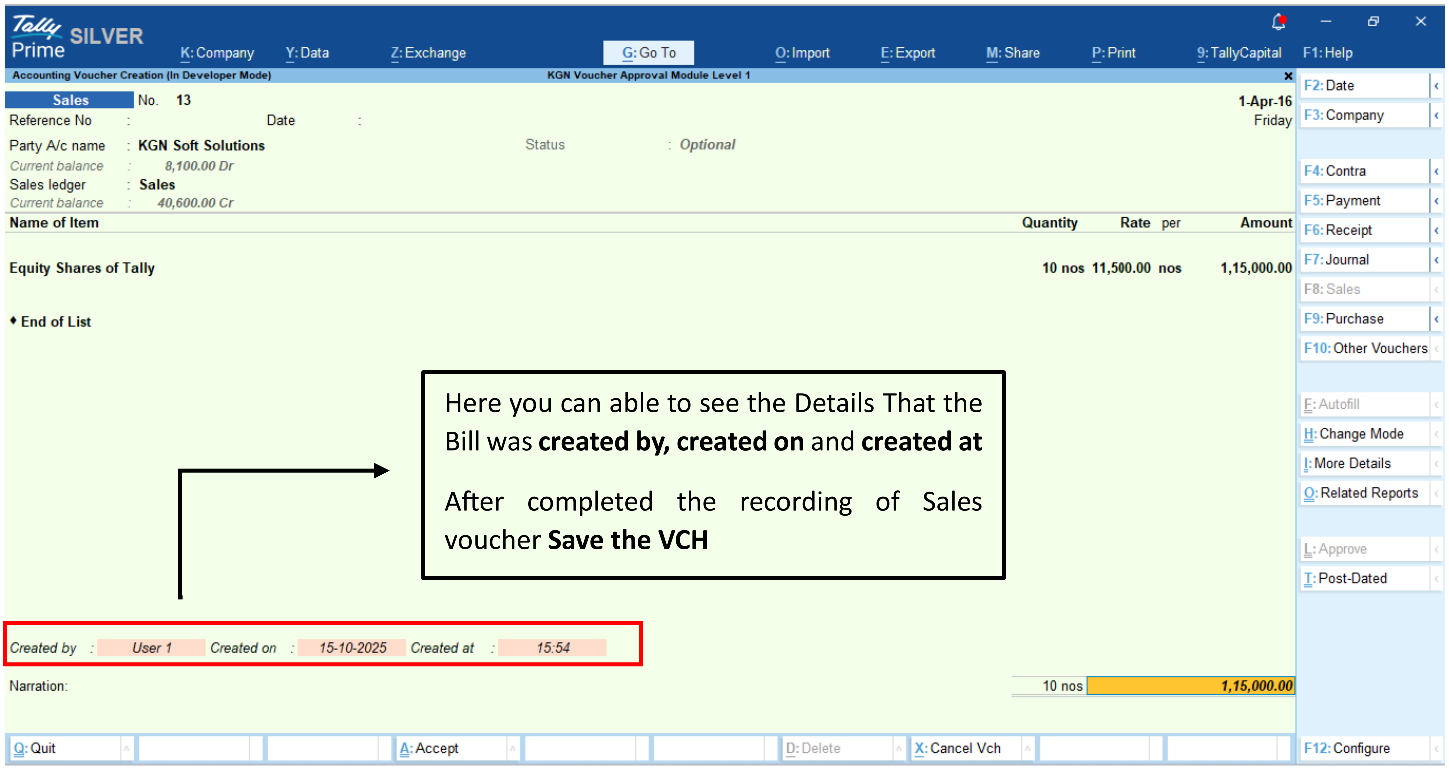
<u>In Data Entry Level:</u>

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.**

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

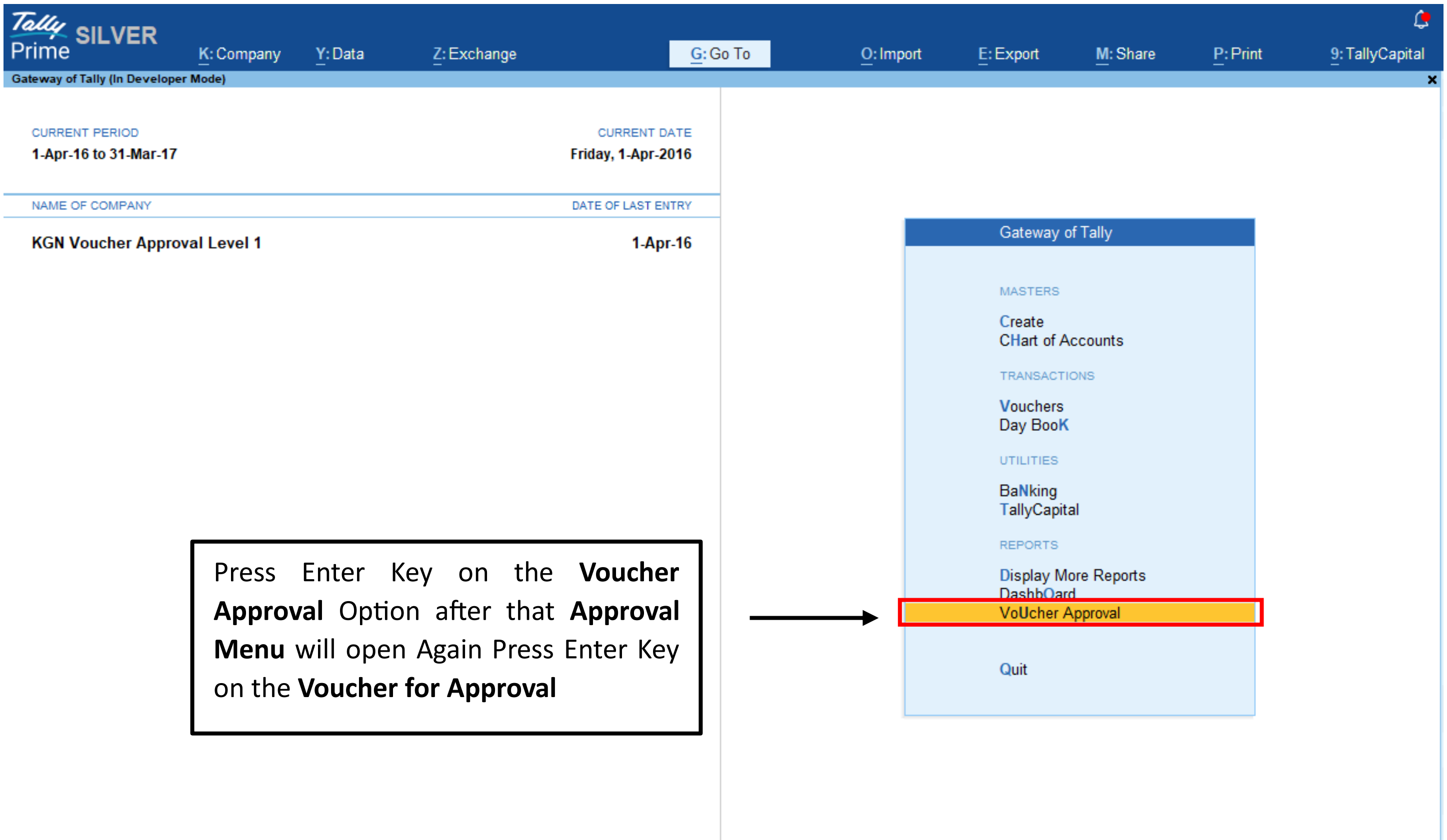


After saving the Voucher it will comes to **Voucher Approval Process**

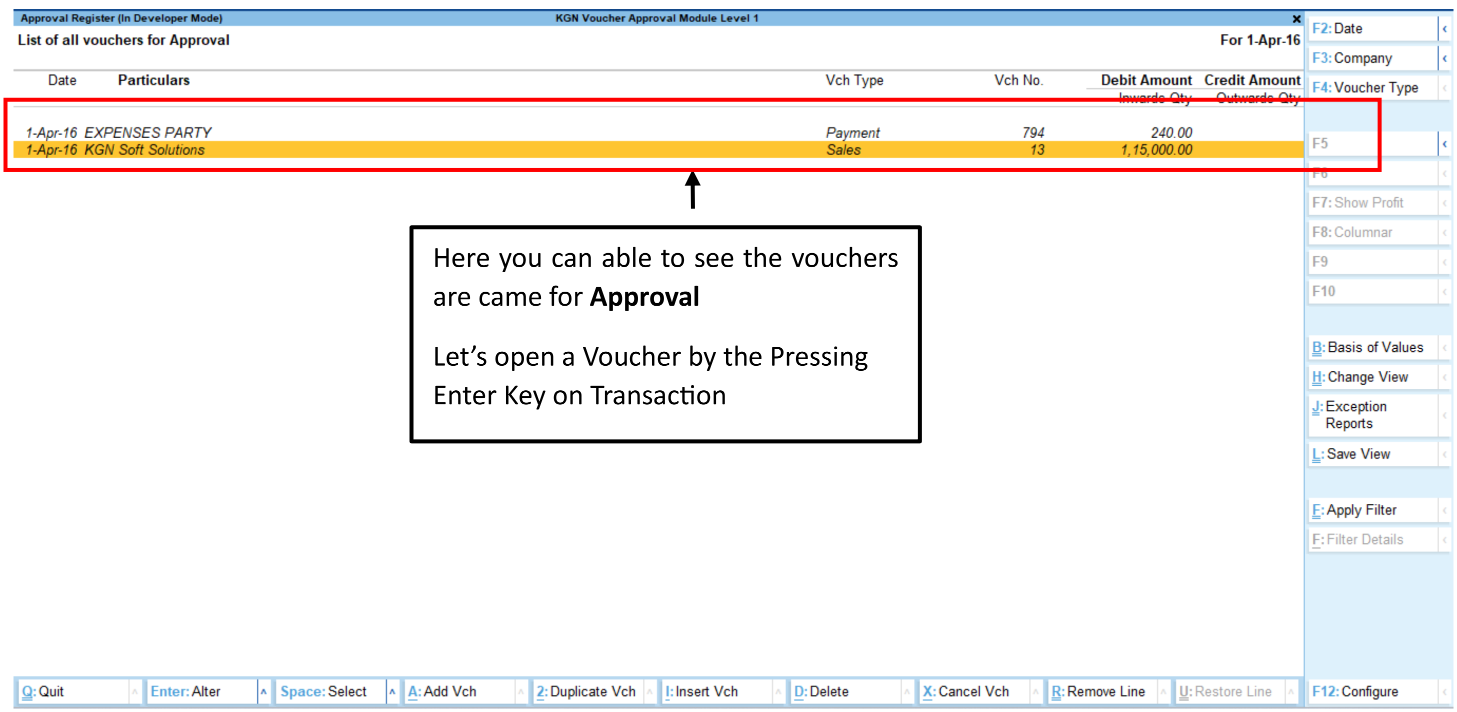
Now let's change the User to the **Admin** or **Voucher Approval USER**

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

<u>In Admin/Voucher Approval User Levels:</u>

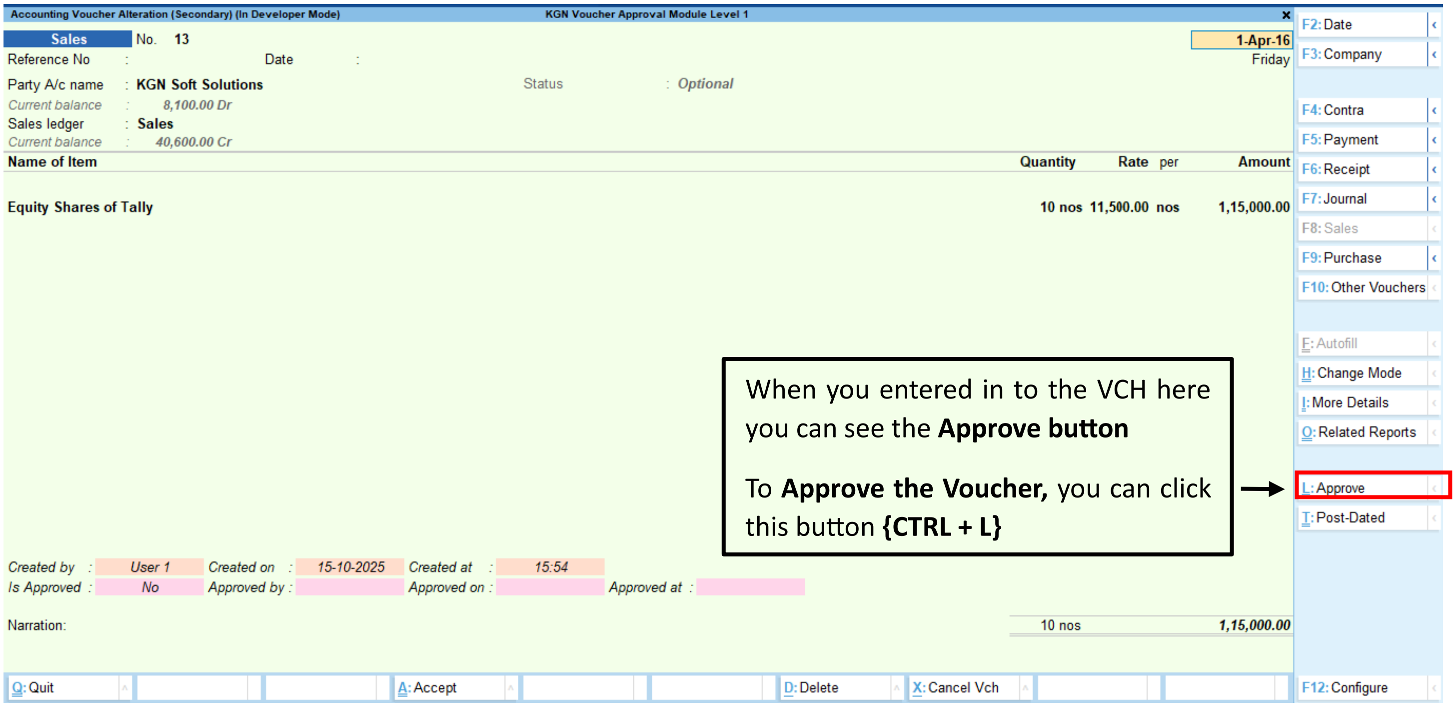


Press Enter Key on the **Voucher Approval** Option after that **Approval Menu** will open Again Press Enter Key on the **Voucher for Approval**



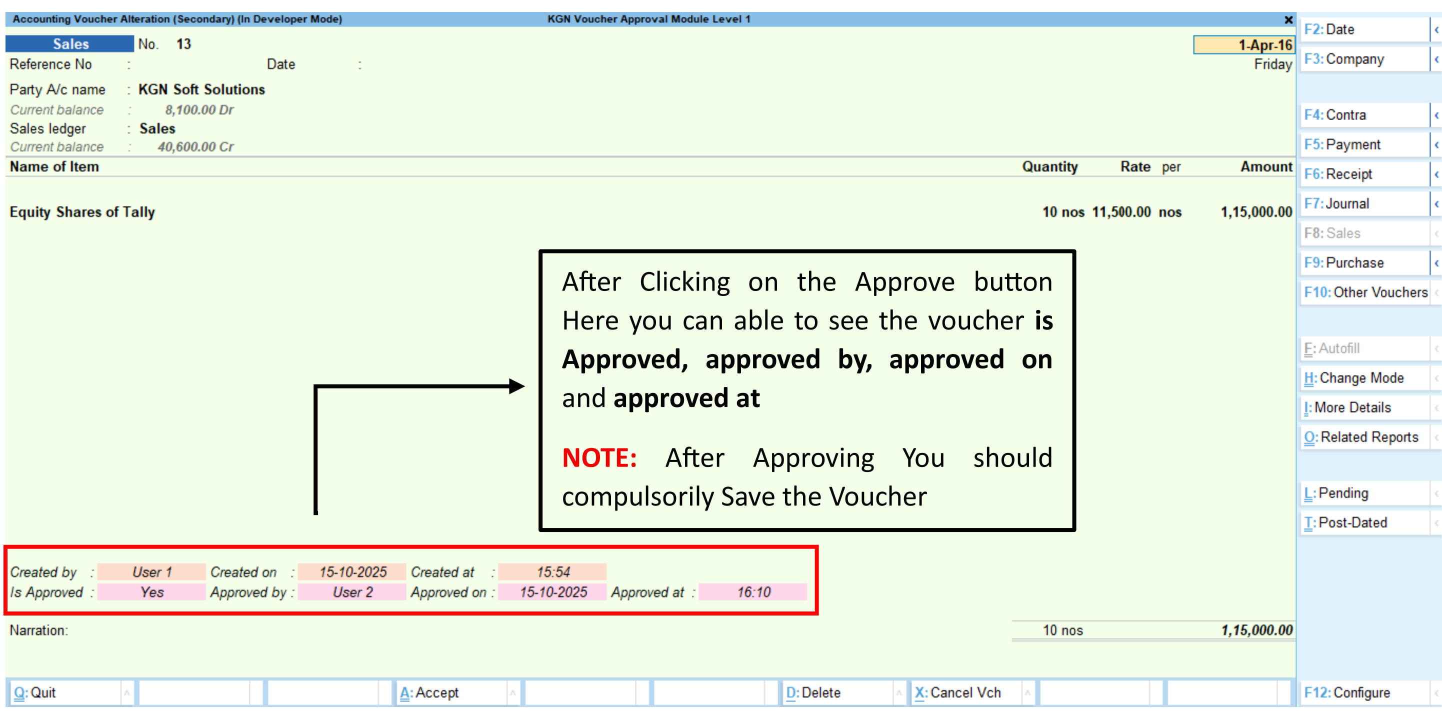
Here you can able to see the vouchers are came for **Approval**

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



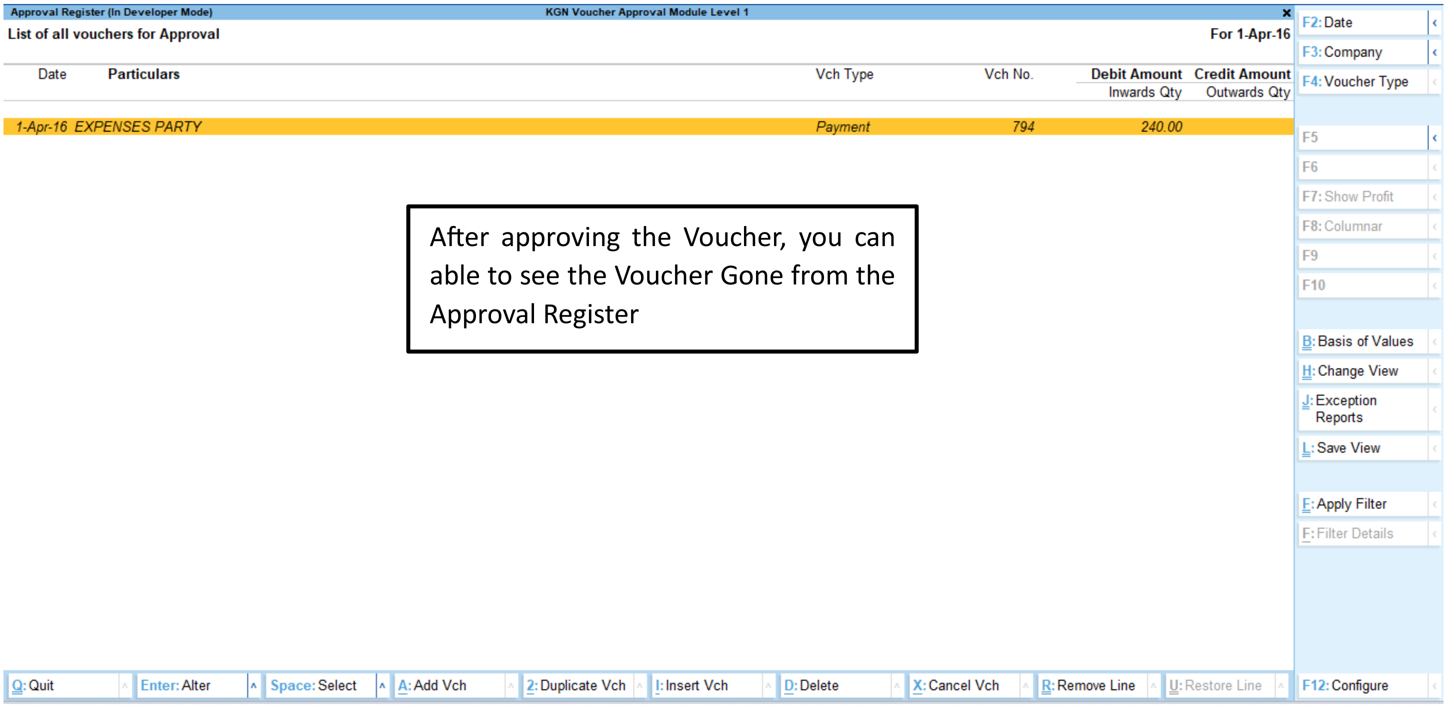
When you entered in to the VCH here you can see the **Approve button**

To **Approve the Voucher,** you can click this button **{CTRL + L}**



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



Like this the With the Help of this Add-On Business Man can view After Some time or Some days, Vouchers are created by Which user is created and approved by which User.

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

For Any Additional Customization Please Contact Our Senior Developer :

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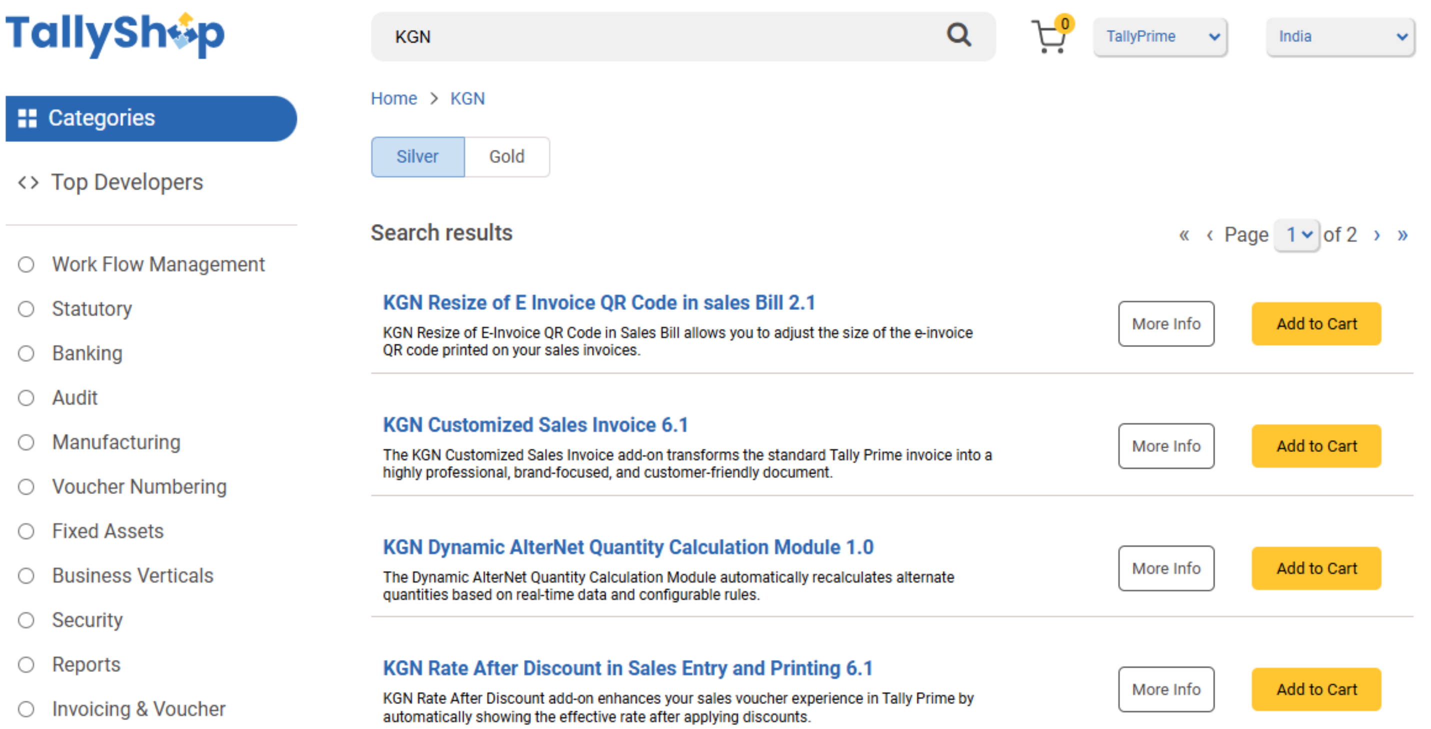
If You need any type of customization, contact us, we can customize your Requirements.

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**



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