User Manual

2 - Level Voucher Approval Module

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2 - Level Voucher Approval Module

Introduction:

The **2 - Level Voucher Approval Module** is designed to introduce a controlled and secure Checking and 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 Checking and Approval* and can only be posted to accounts after approval by an authorized user (Checker) and 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 Checking & 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.

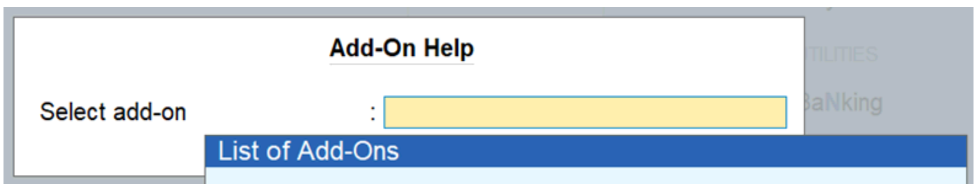
Once you try/purchase this add-on, follow this step below to configure the add-on and use it.

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

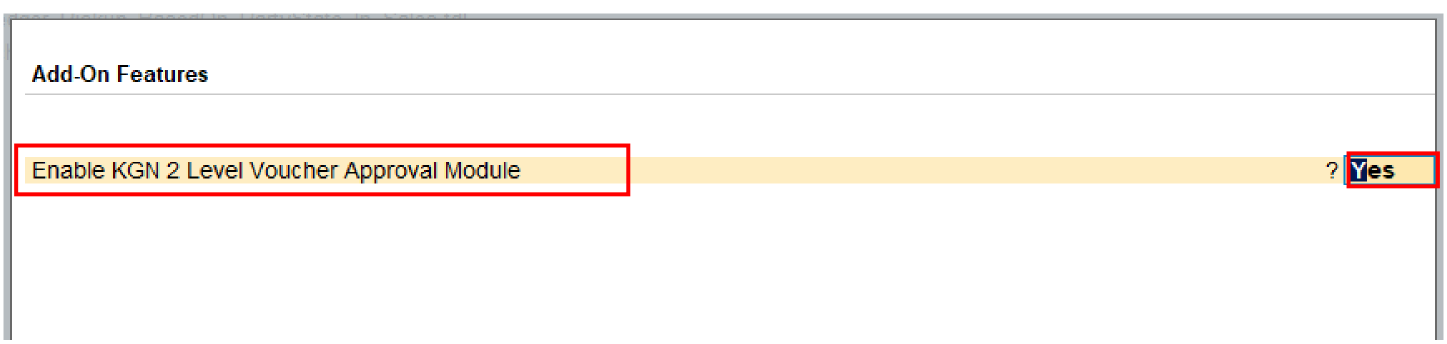


Activate the Add-on for Tally Prime

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

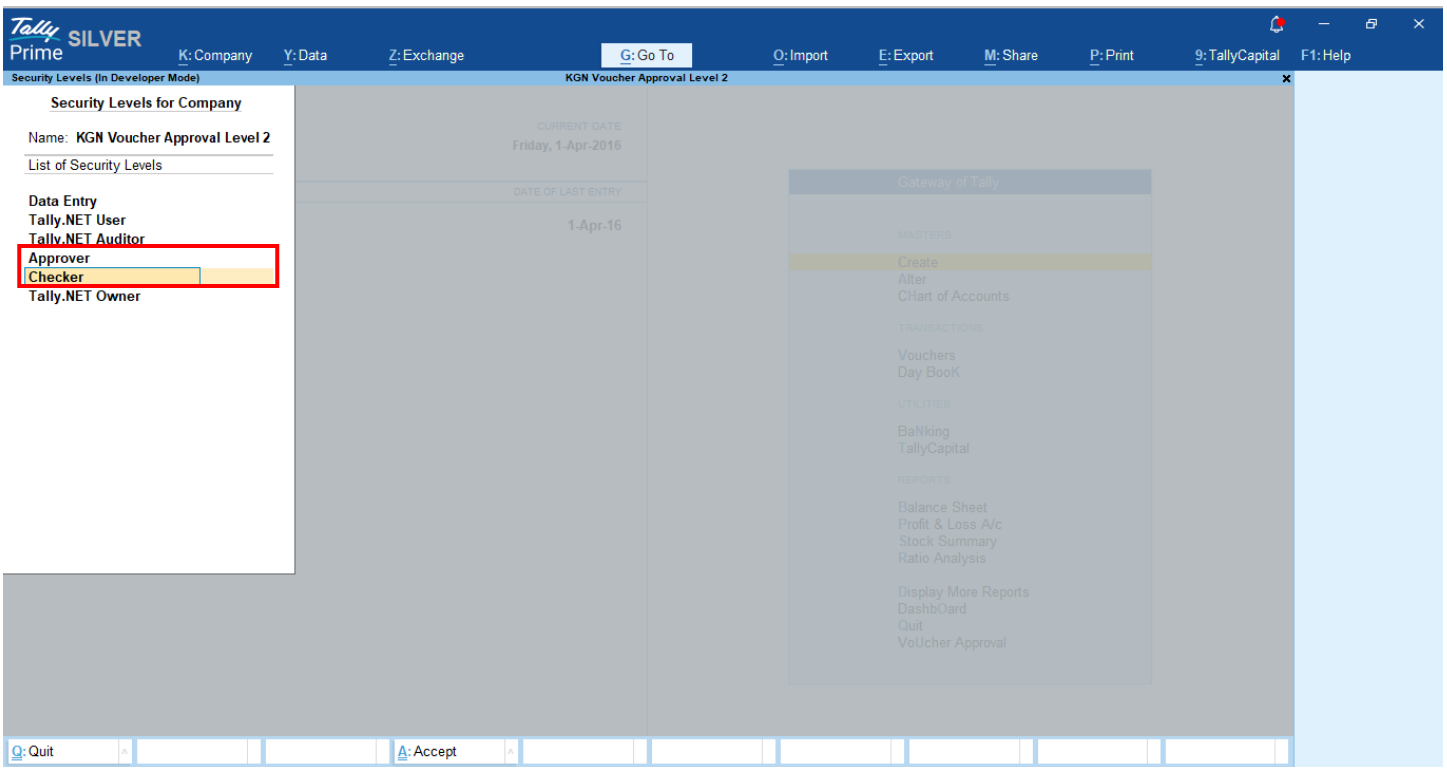
Click On F6: Add-on Features
Set "Yes" to the option **"Enable KGN 2 Level Voucher Approval Module"**



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

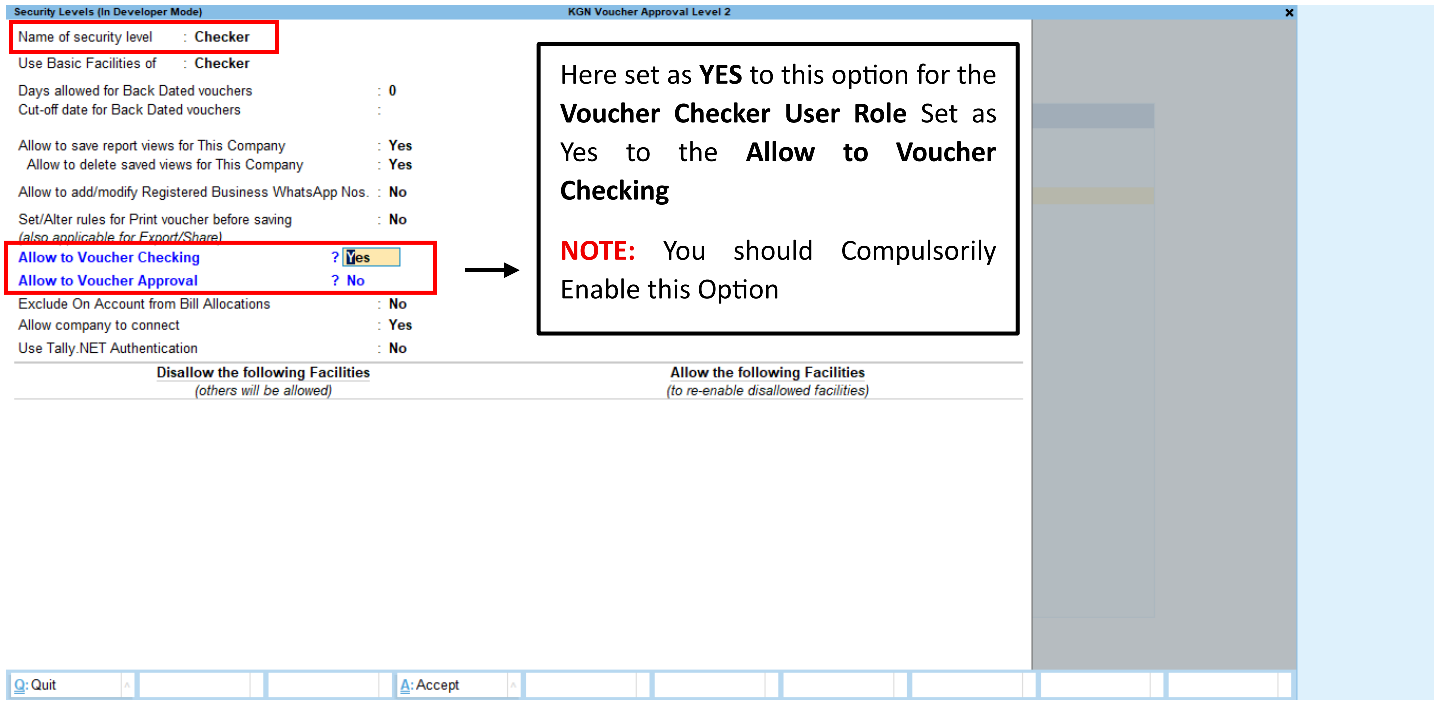
In Admin/Owner Level:

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

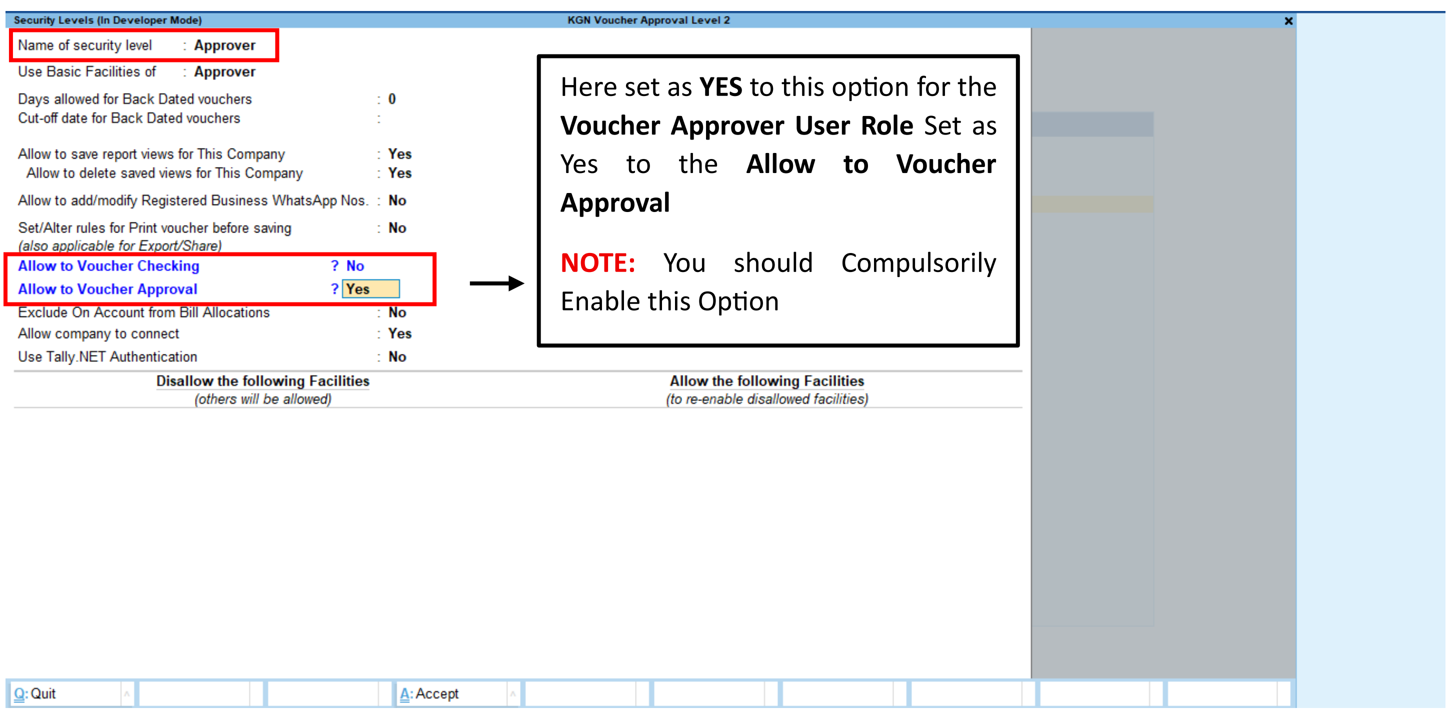


After entering the User Role Name press enter Key on the Created User Role Name

For Checker User Role:



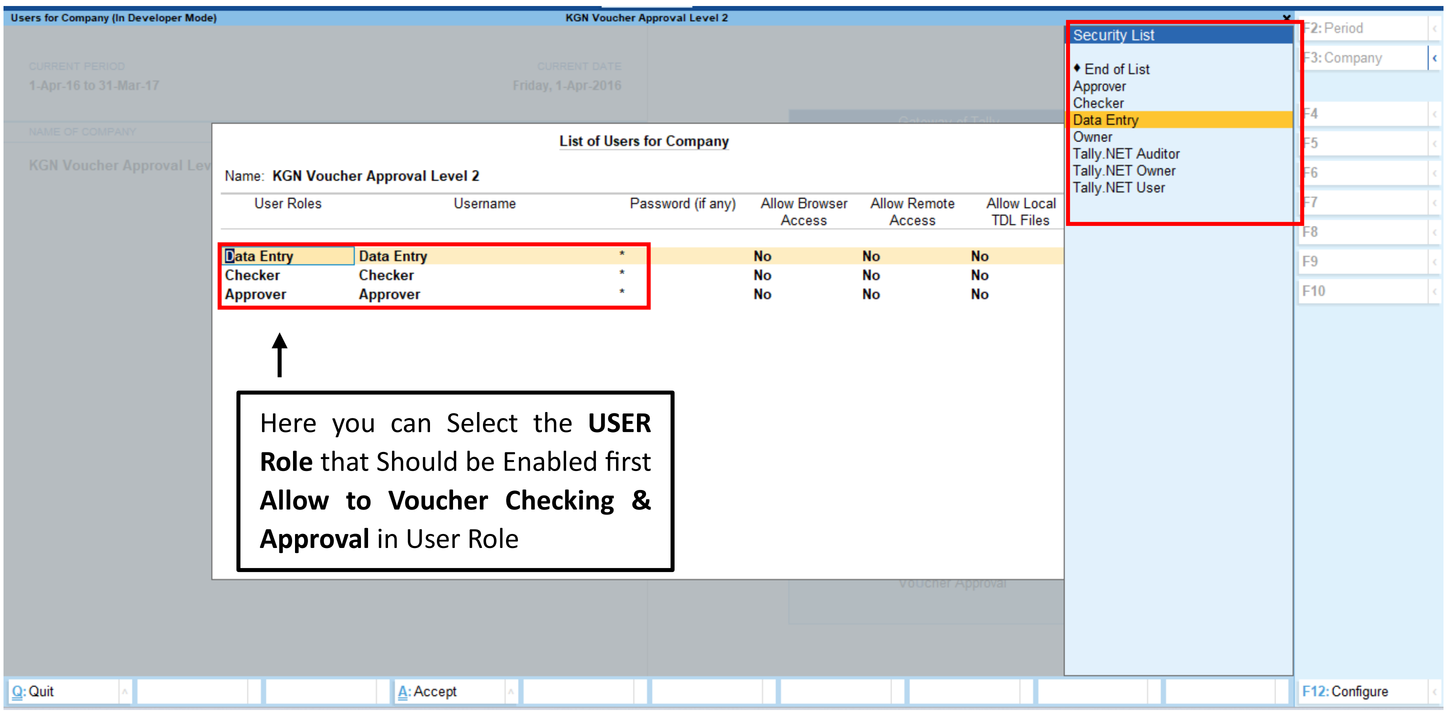
for Approver User Role:



After setting as YES Save the form

After that **Create a USER** with the **Created USER Role** for the **Voucher Checker & Approver**

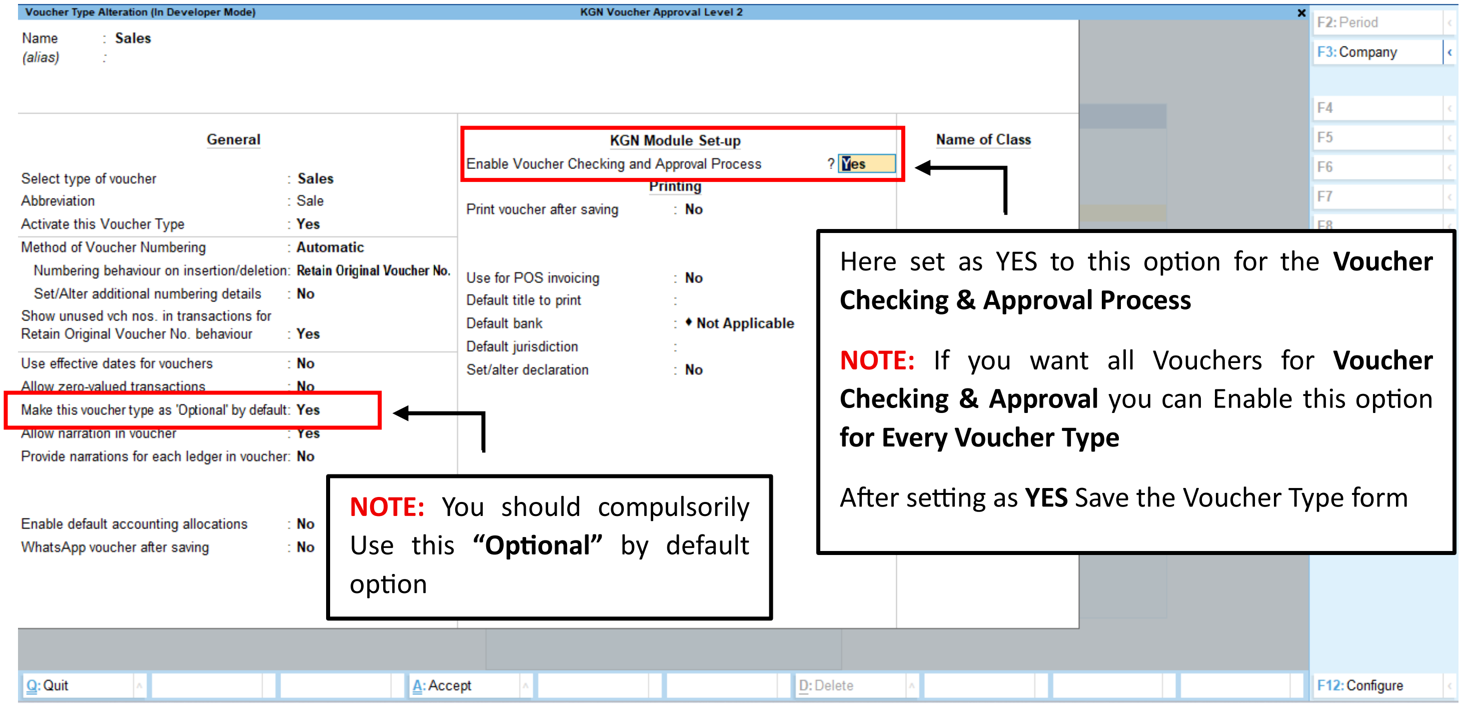
Gateway of Tally ⟶ Alt + K: Company ⟶ Users and Passwords



After that Save the form

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

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

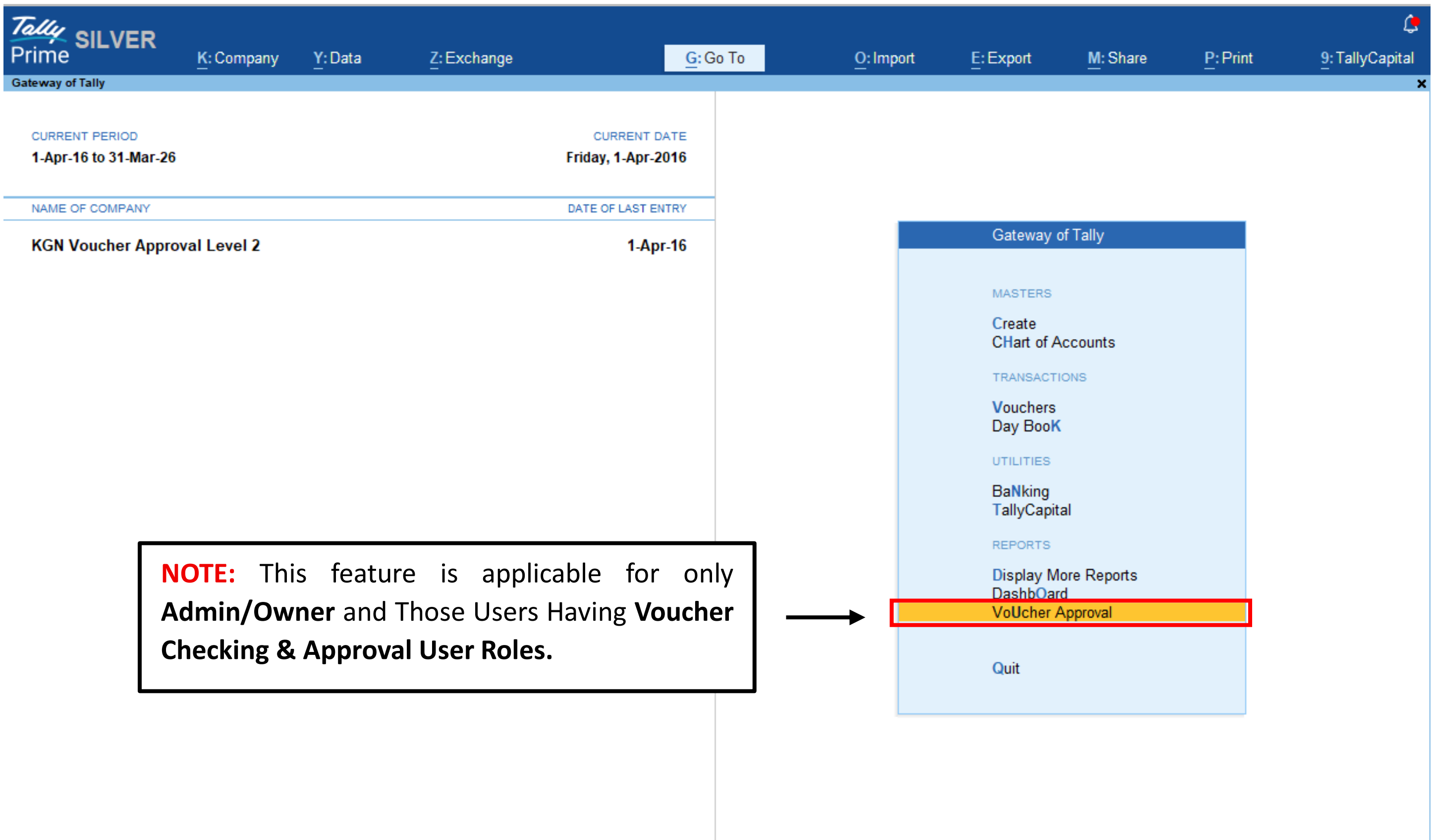


Now let's change the User to the **Data Entry User**

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

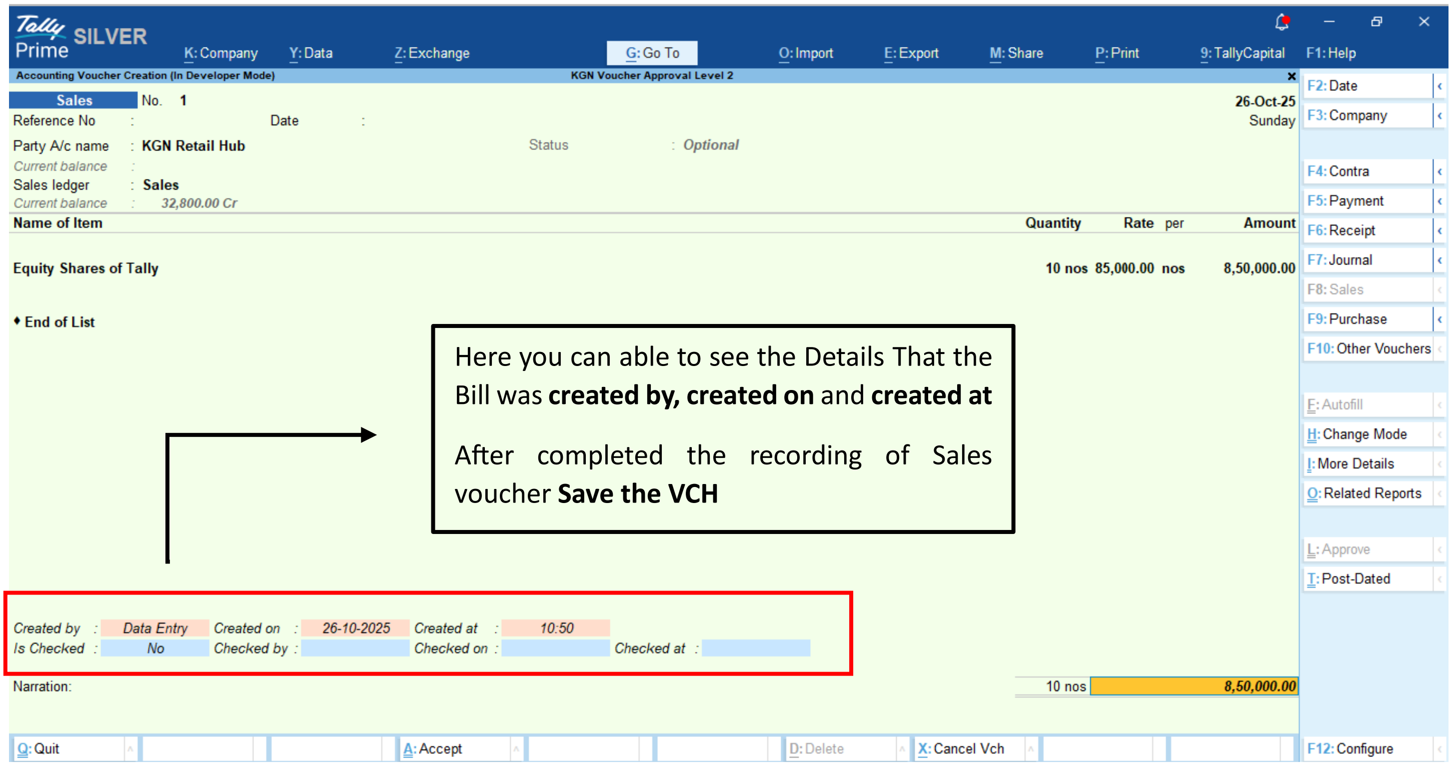
<u>In Data Entry Level:</u>

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 Checking & Approval User Roles.**

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

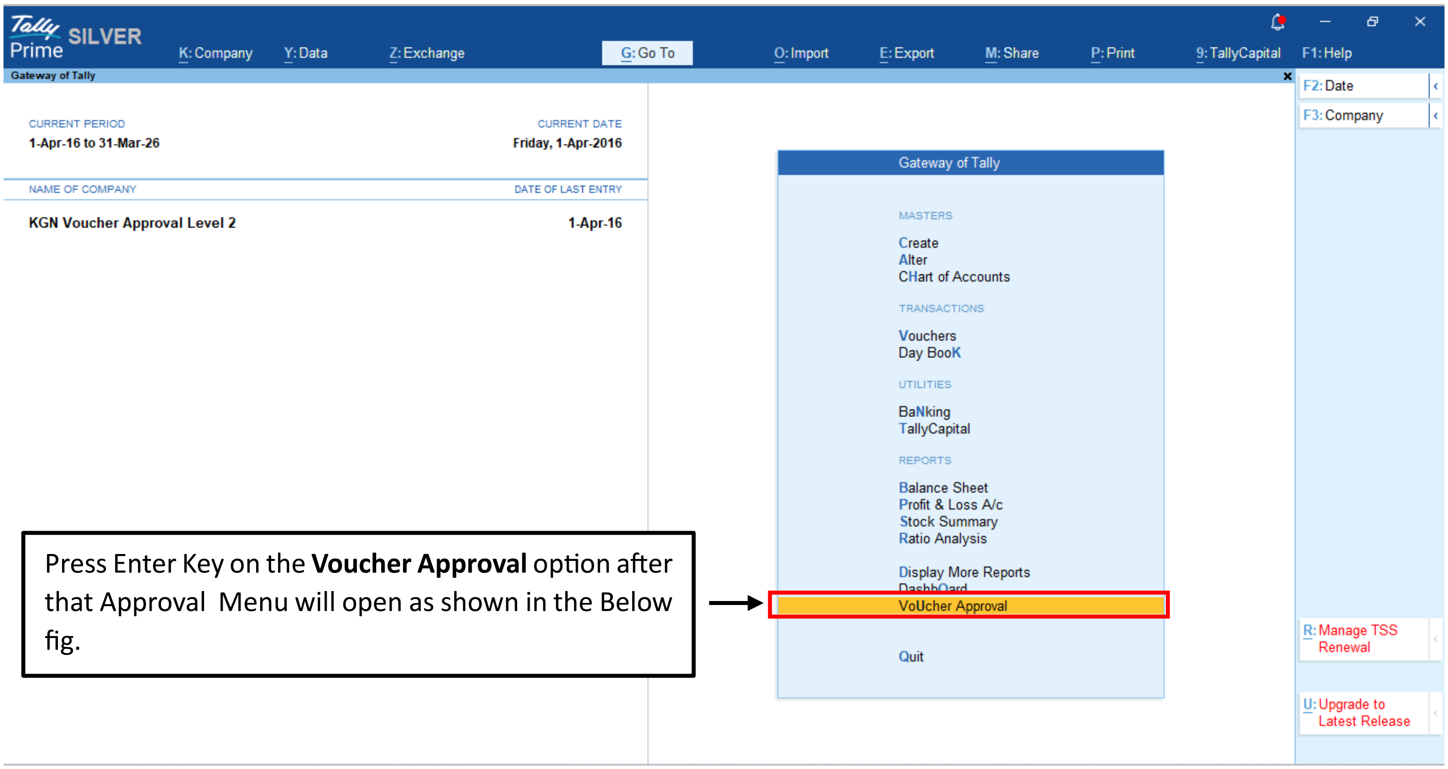


After saving the Voucher it will comes to **Voucher Checking Process**

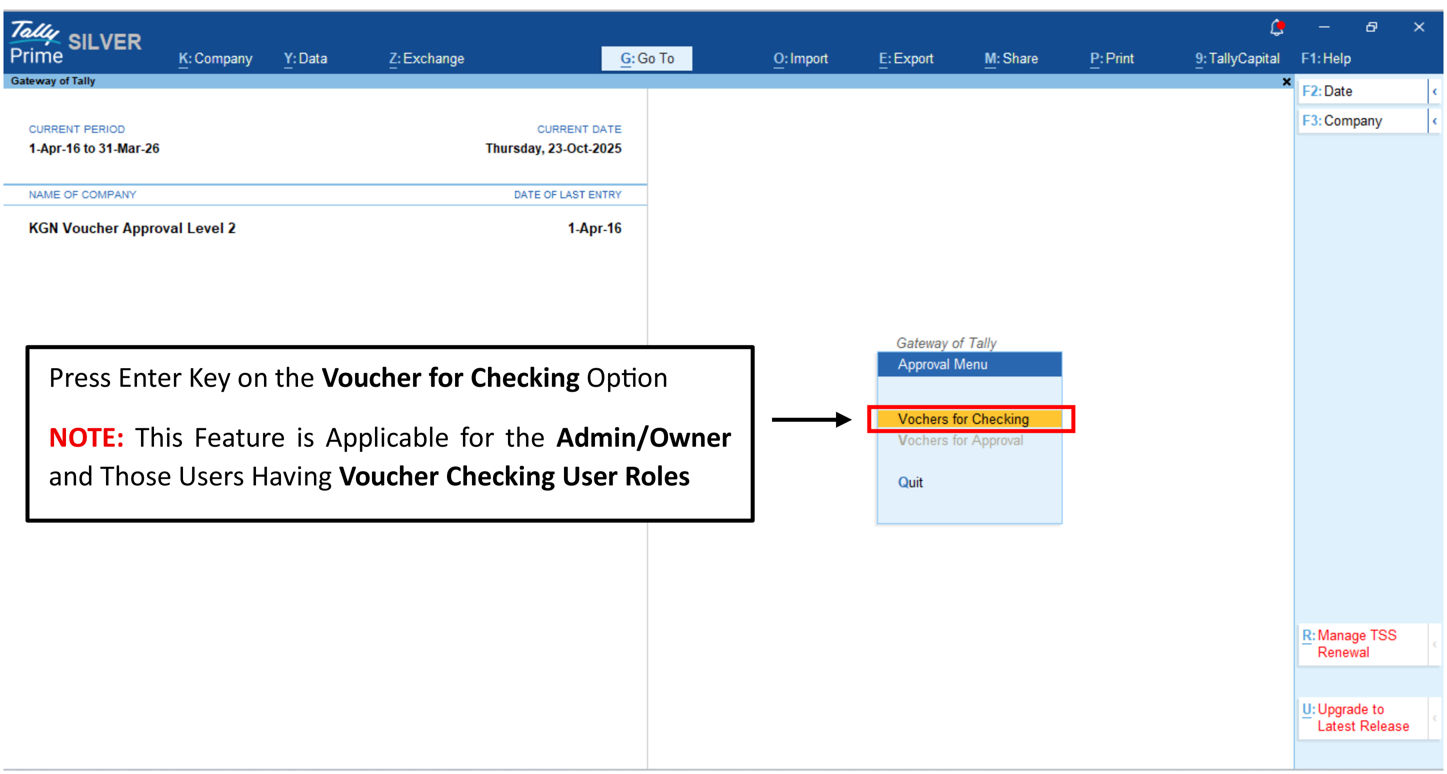
Now let's change the User to the **Admin** or **Voucher Checking USER**

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

<u>In Admin/Voucher Checking User Level:</u>

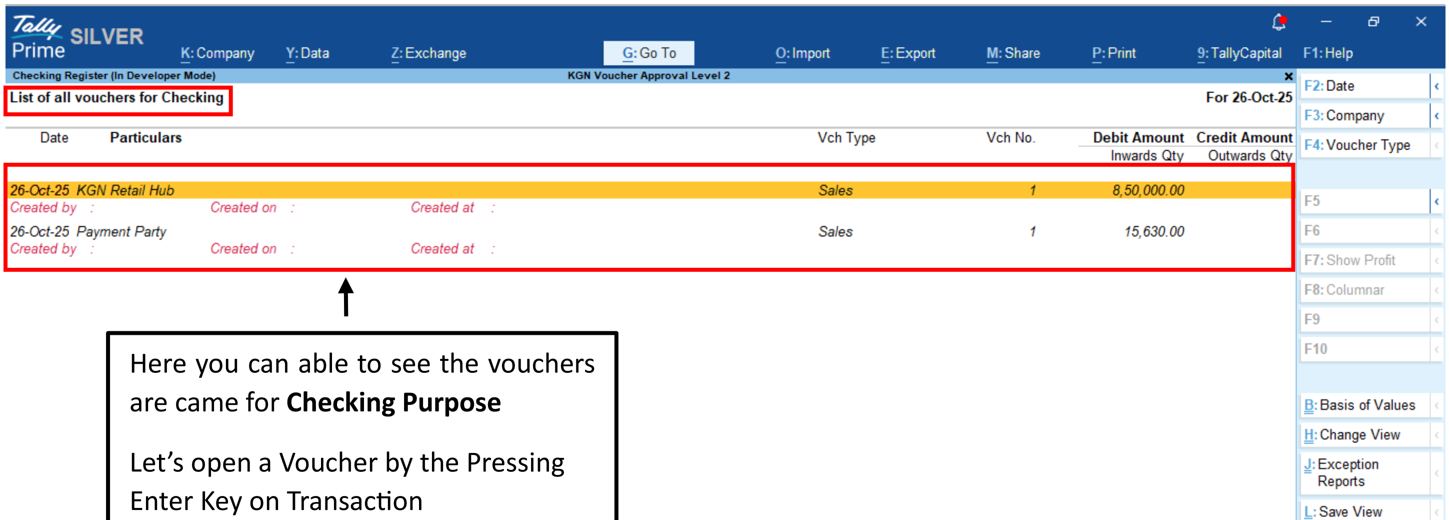


Press Enter Key on the **Voucher Approval** option after that Approval Menu will open as shown in the Below fig.



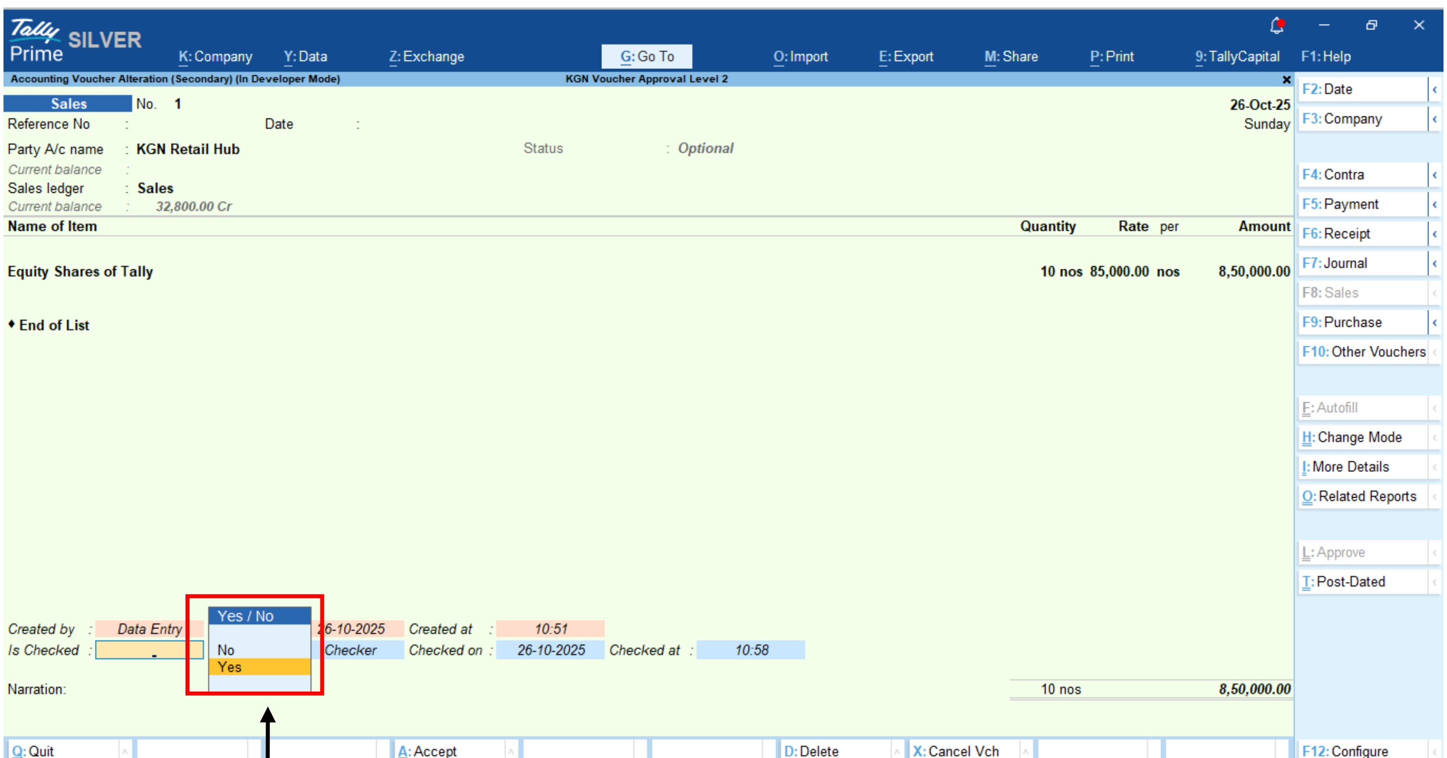
Press Enter Key on the **Voucher for Checking** Option

NOTE: This Feature is Applicable for the **Admin/Owner** and Those Users Having **Voucher Checking User Roles**

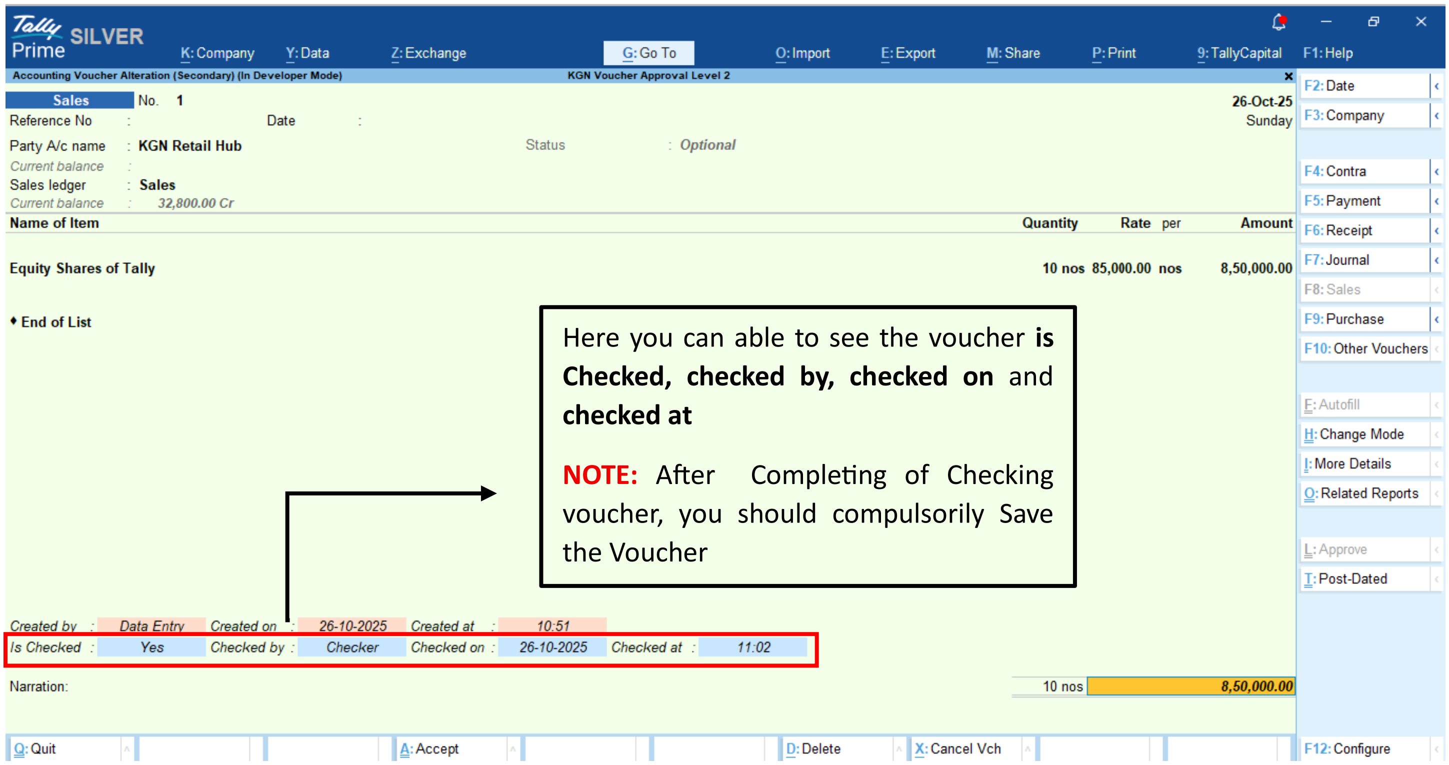


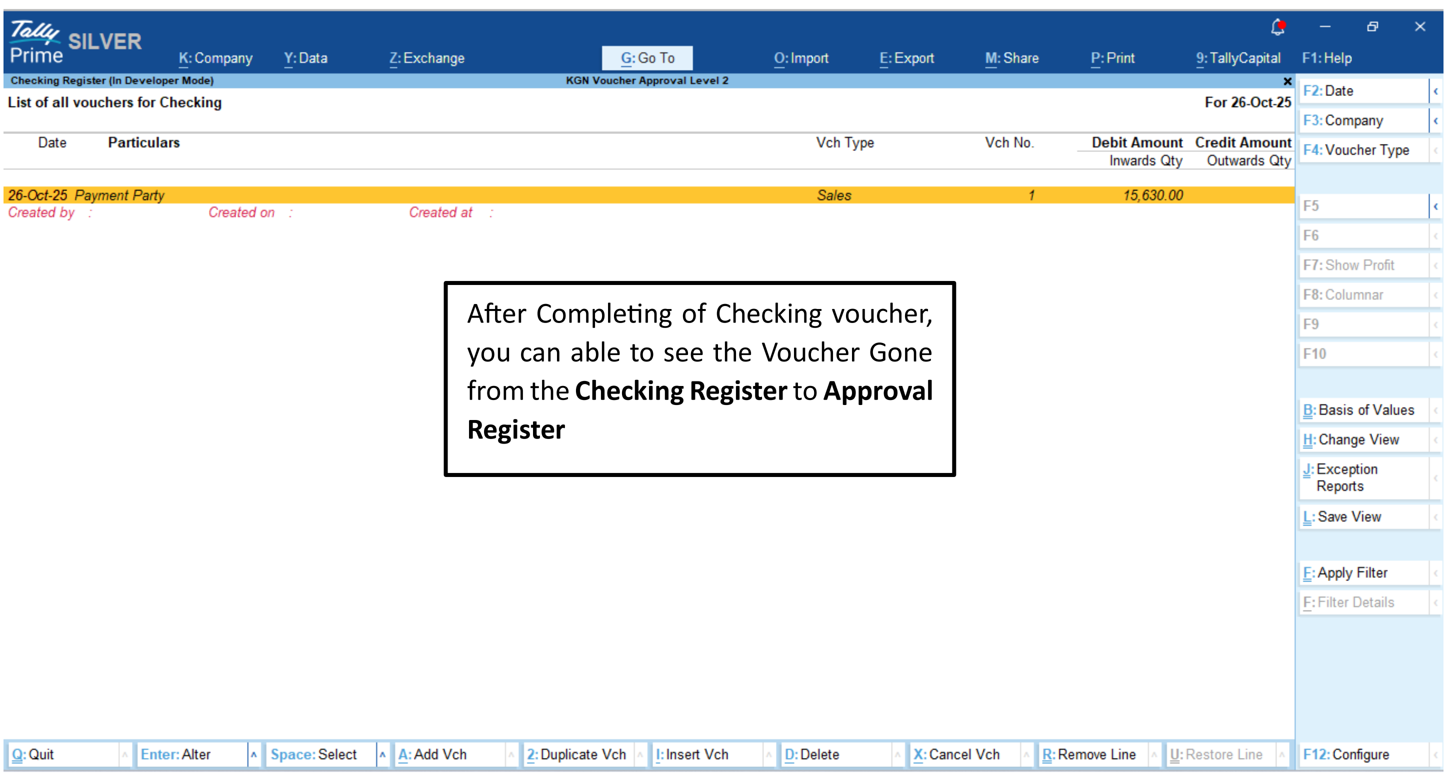
Here you can able to see the vouchers are came for **Checking Purpose**

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



Once the **Checker User** is **checked the Voucher**. Here you can select **YES** for the **Conformation of Checked the Voucher.**


Tally Prime SILVER
K: Company
Y: Data
Z: Exchange
G: Go To
O: Import
E: Export
M: Share
P: Print
9: TallyCapital
F1: Help
Accounting Voucher Alteration (Secondary) (In Developer Mode)
KGN Voucher Approval Level 2
Sales No. 1
26-Oct-25
Sunday
Reference No
Date
Party A/c name : KGN Retail Hub
Status : Optional
Current balance
Sales ledger : Sales
Current balance : 32,800.00 Cr
Name of Item
Quantity
Rate per
Amount
Equity Shares of Tally
10 nos 85,000.00 nos 8,50,000.00
End of List
Here you can able to see the voucher **is Checked, checked by, checked on** and **checked at**
NOTE: After Completing of Checking voucher, you should compulsorily Save the Voucher
Created by : Data Entry Created on : 26-10-2025 Created at : 10:51
Is Checked : Yes Checked by : Checker Checked on : 26-10-2025 Checked at : 11:02
Narration:
10 nos 8,50,000.00
Q: Quit
A: Accept
D: Delete
X: Cancel Vch
F12: Configure
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

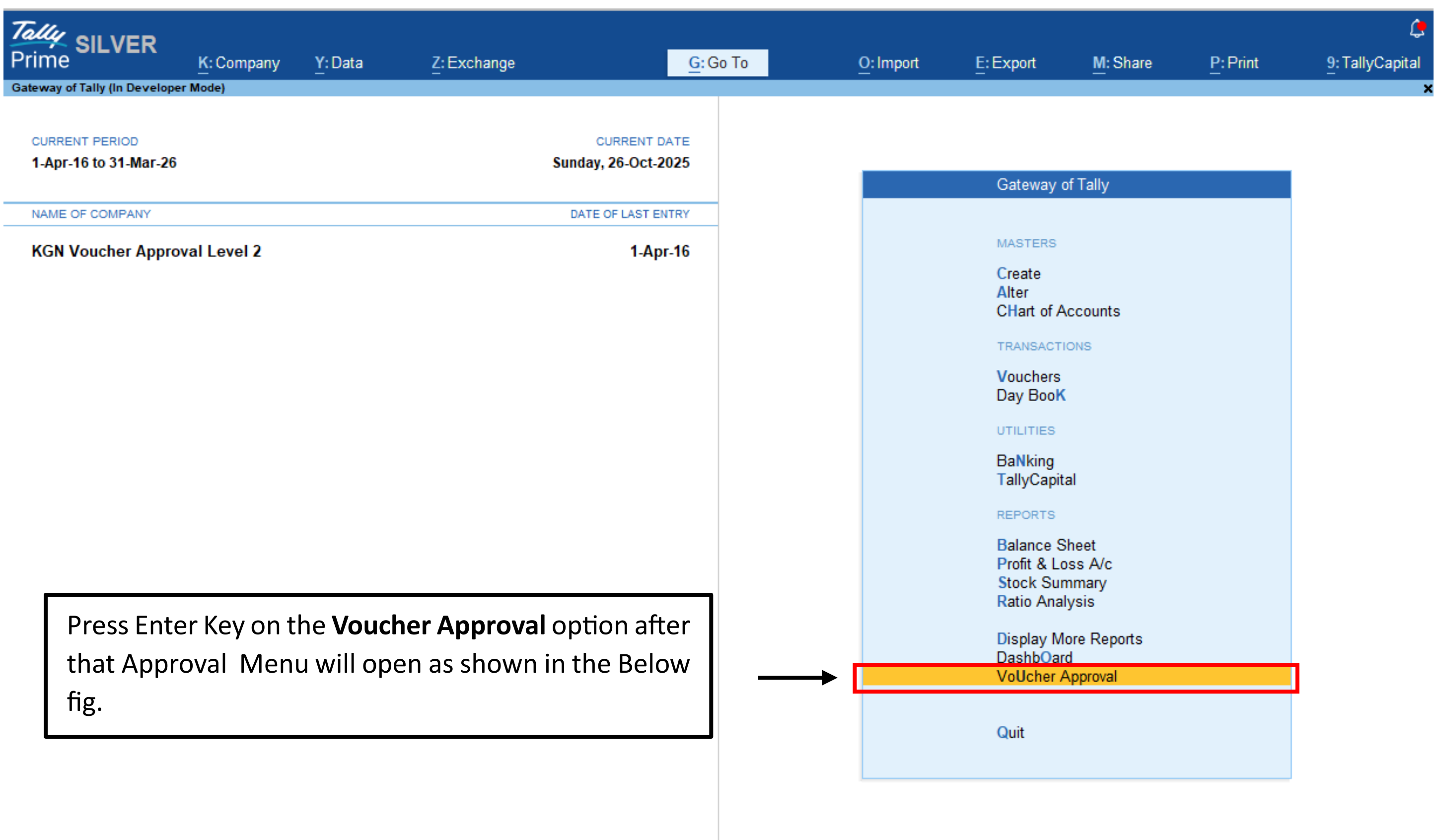

Tally Prime SILVER
K: Company
Y: Data
Z: Exchange
G: Go To
O: Import
E: Export
M: Share
P: Print
9: TallyCapital
F1: Help
Checking Register (In Developer Mode)
KGN Voucher Approval Level 2
List of all vouchers for Checking
For 26-Oct-25
Date
Particulars
Vch Type
Vch No.
Debit Amount
Inwards Qty
Credit Amount
Outwards Qty
26-Oct-25 Payment Party Sales 1 15,630.00
Created by : Created on : Created at :
After Completing of Checking voucher, you can able to see the Voucher Gone from the **Checking Register** to **Approval Register**
Q: Quit
Enter: Alter
Space: Select
A: Add Vch
2: Duplicate Vch
I: Insert Vch
D: Delete
X: Cancel Vch
R: Remove Line
U: Restore Line
F12: Configure
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

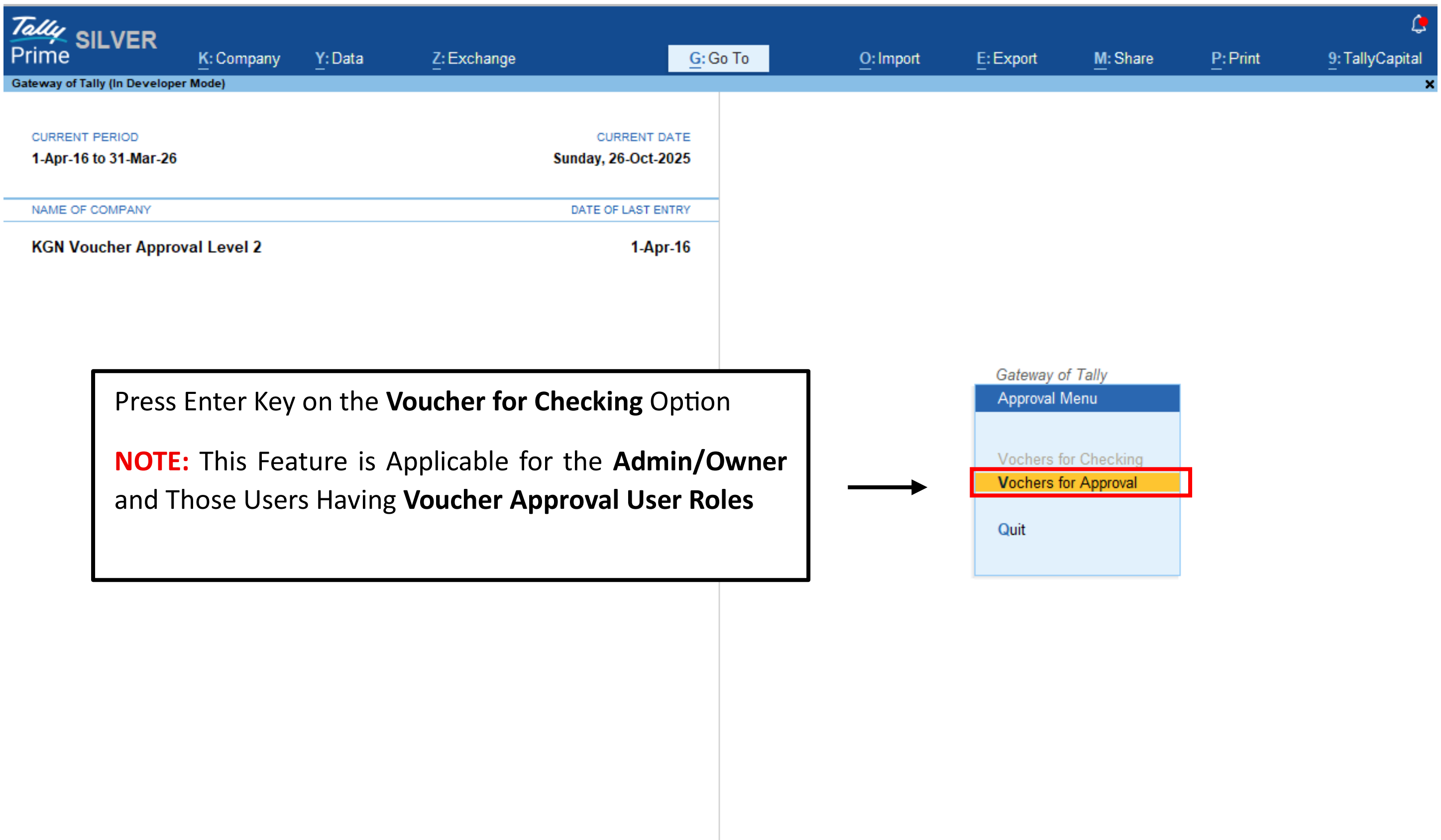
After that the Voucher it will comes to **Voucher Approval Process**

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

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

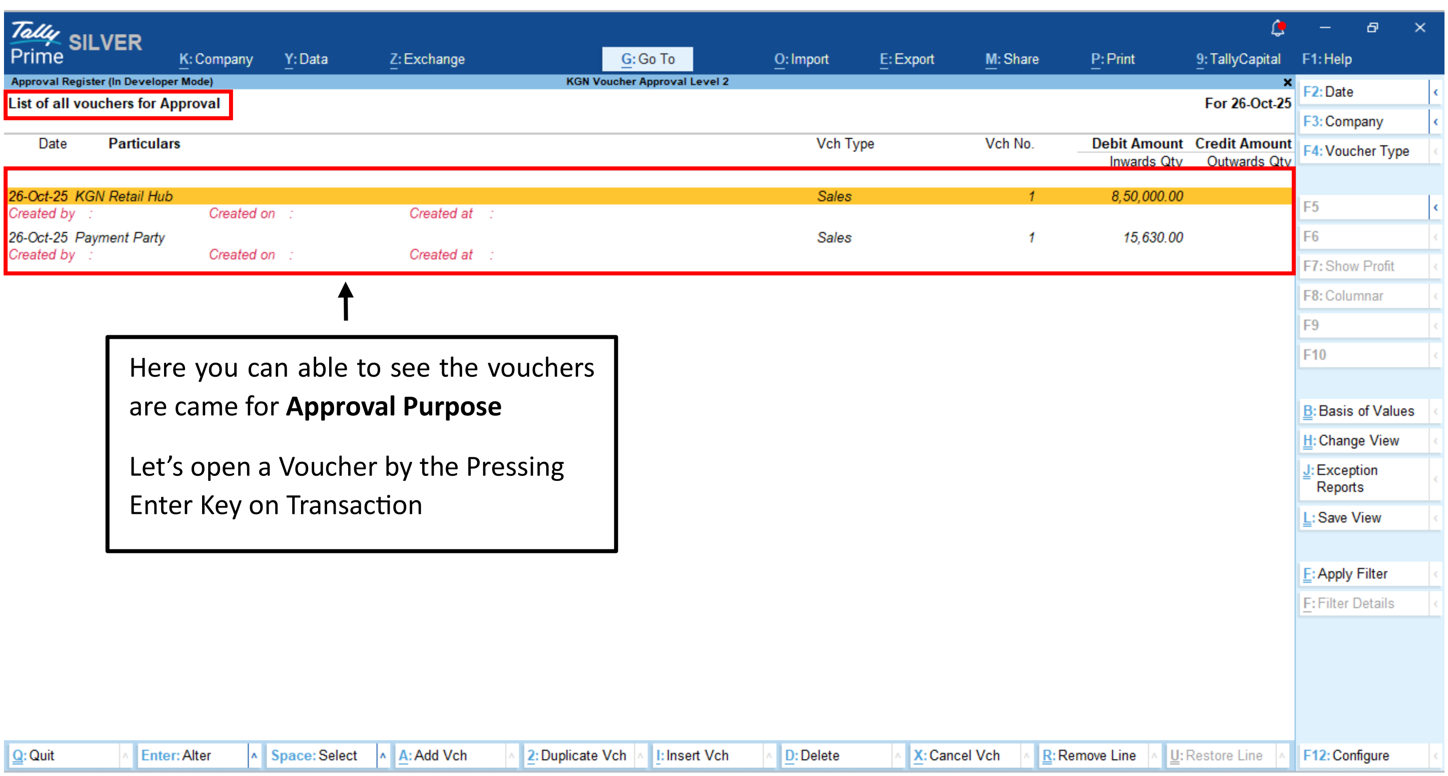
<u>In Admin/Voucher Approval User Level:</u>





Press Enter Key on the **Voucher for Checking** Option

NOTE: This Feature is Applicable for the **Admin/Owner** and Those Users Having **Voucher Approval User Roles**



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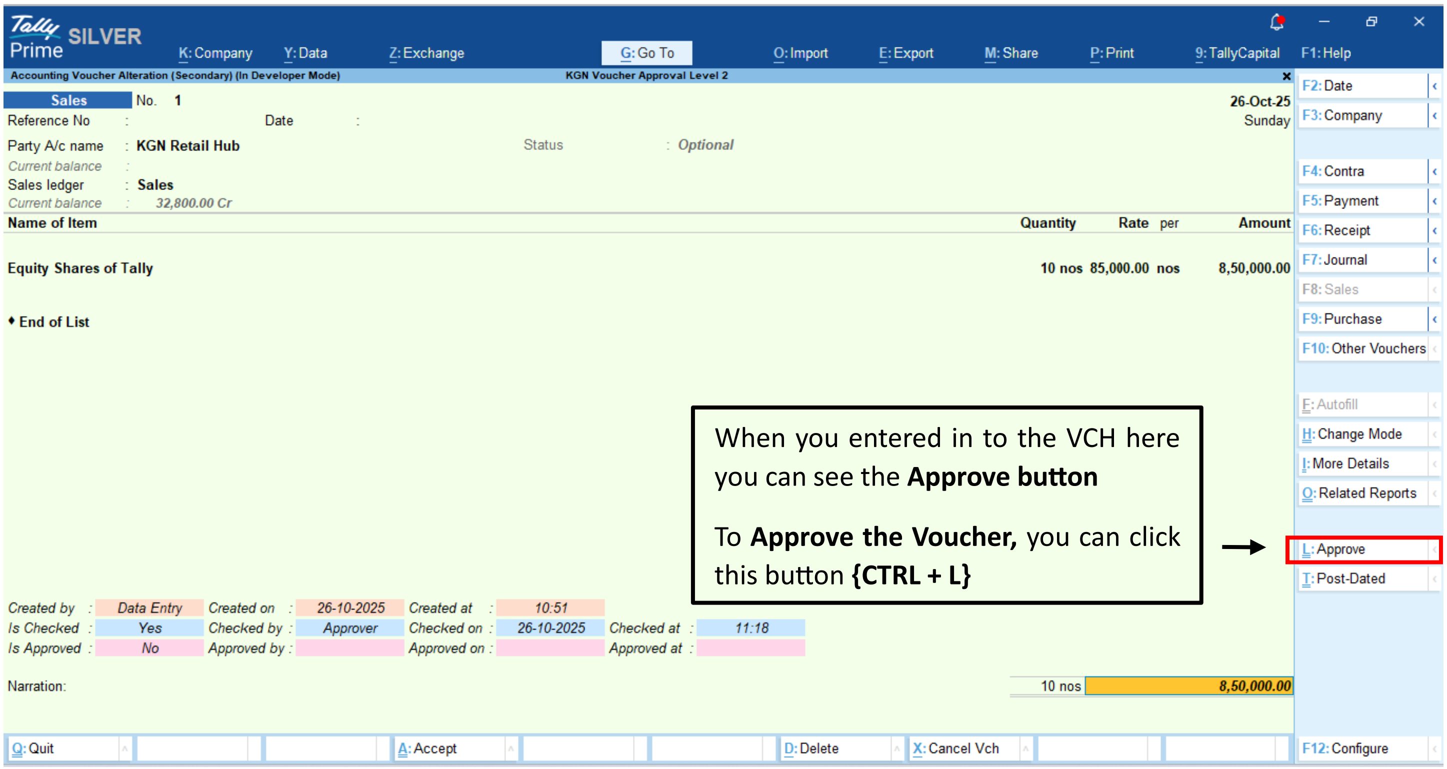
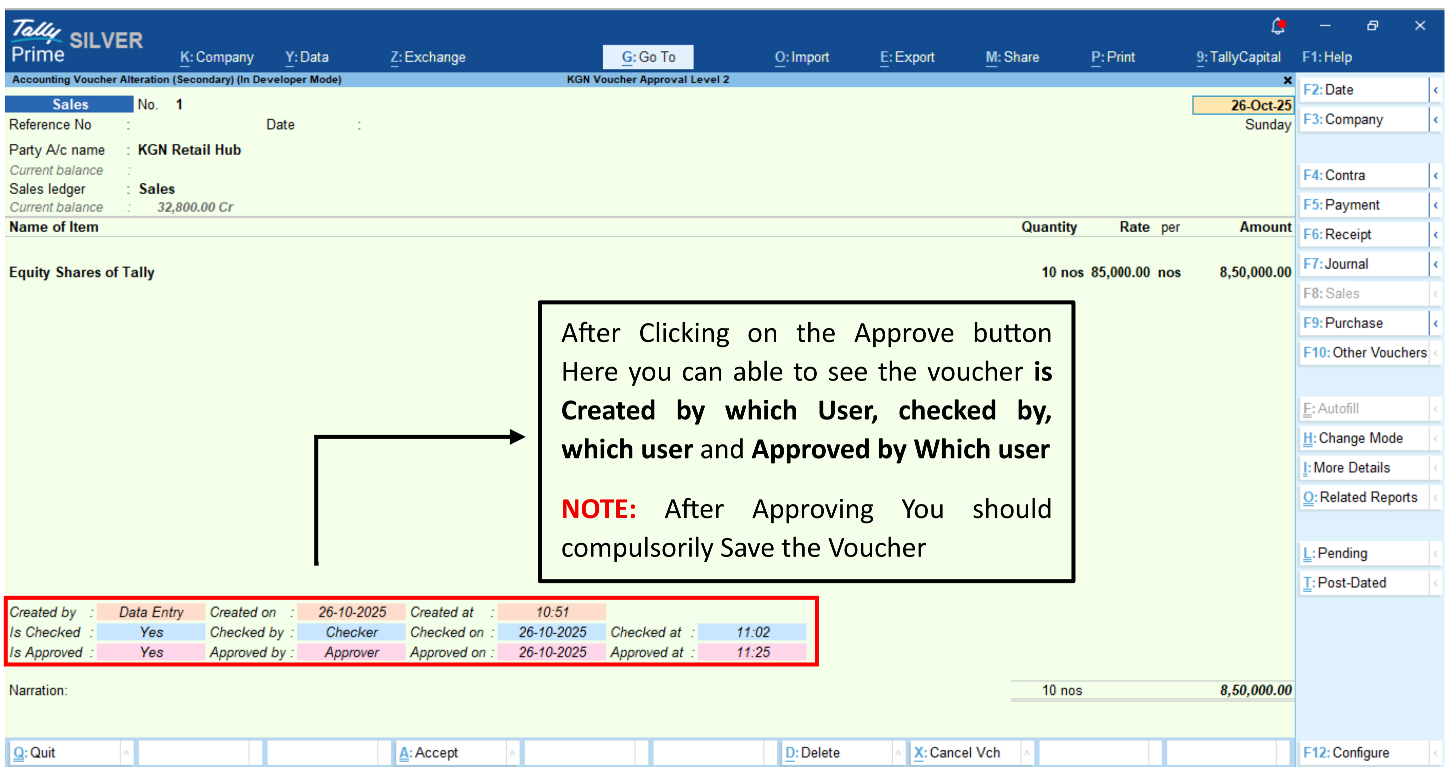
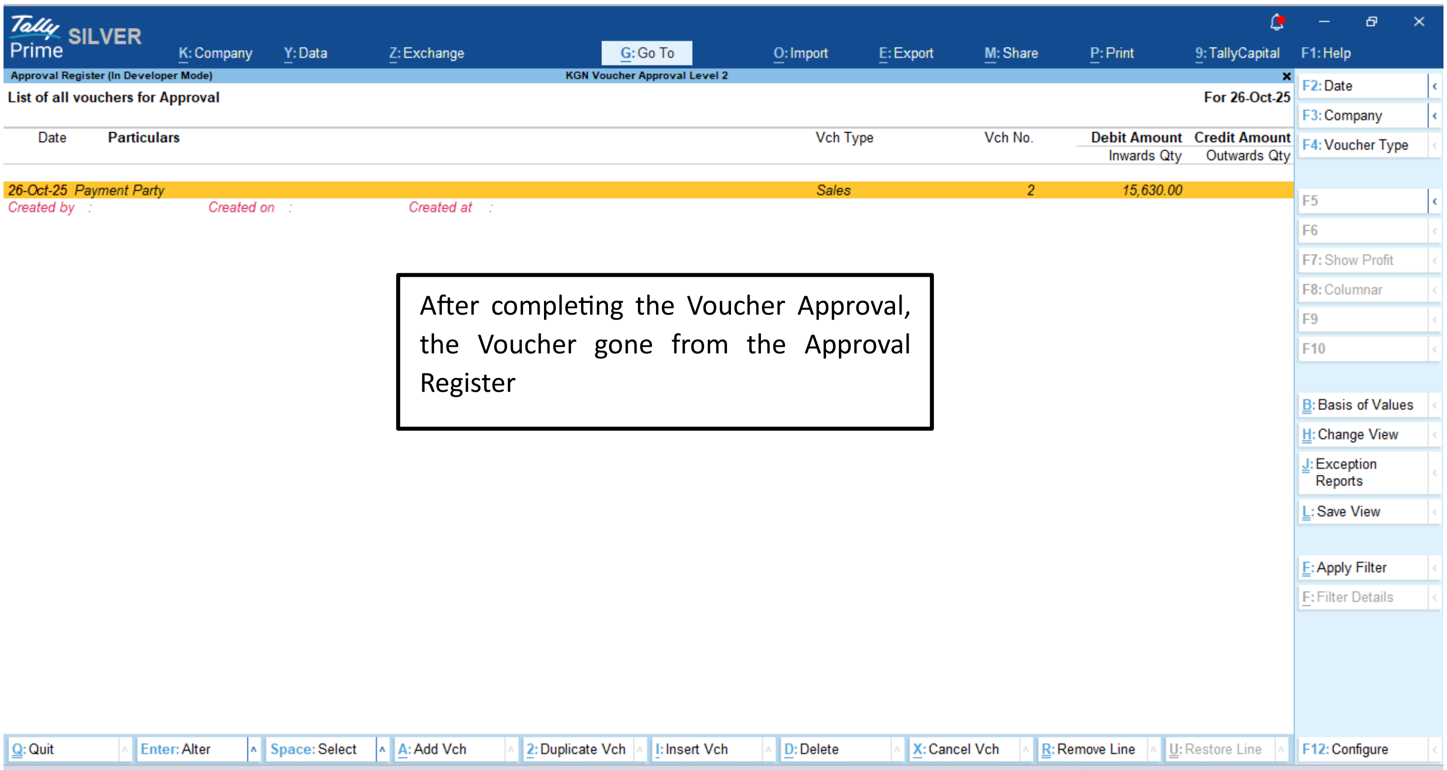
Let's open a Voucher by the Pressing Enter Key on Transaction


Tally Prime SILVER
Accounting Voucher Alteration (Secondary) (In Developer Mode)
KGN Voucher Approval Level 2
Sales No. 1
26-Oct-25
Sunday
Party A/c name : KGN Retail Hub
Status : Optional
Sales ledger : Sales
Current balance : 32,800.00 Cr
Name of Item Quantity Rate per Amount
Equity Shares of Tally 10 nos 85,000.00 nos 8,50,000.00
♦ End of List
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}**
L: Approve
Created by : Data Entry Created on : 26-10-2025 Created at : 10:51
Is Checked : Yes Checked by : Approver Checked on : 26-10-2025 Checked at : 11:18
Is Approved : No Approved by : Approved on : Approved at :
Narration: 10 nos 8,50,000.00


Tally Prime SILVER
Accounting Voucher Alteration (Secondary) (In Developer Mode)
KGN Voucher Approval Level 2
Sales No. 1
26-Oct-25
Sunday
Party A/c name : KGN Retail Hub
Sales ledger : Sales
Current balance : 32,800.00 Cr
Name of Item Quantity Rate per Amount
Equity Shares of Tally 10 nos 85,000.00 nos 8,50,000.00
After Clicking on the Approve button Here you can able to see the voucher **is Created by which User, checked by, which user** and **Approved by Which user**
NOTE: After Approving You should compulsorily Save the Voucher
L: Pending
Created by : Data Entry Created on : 26-10-2025 Created at : 10:51
Is Checked : Yes Checked by : Checker Checked on : 26-10-2025 Checked at : 11:02
Is Approved : Yes Approved by : Approver Approved on : 26-10-2025 Approved at : 11:25
Narration: 10 nos 8,50,000.00



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, Checked and Approved by which User.

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

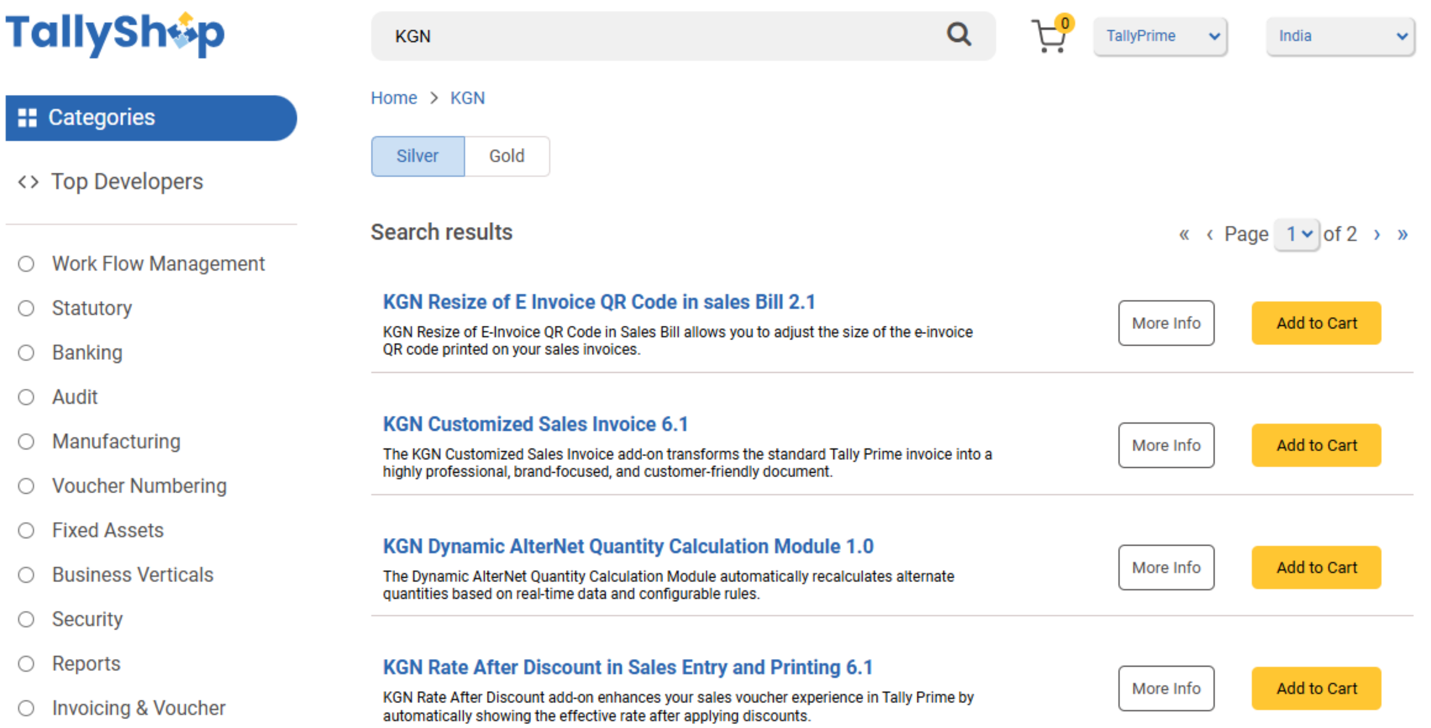
For Any Additional Customization Please Contact Our Senior Developer :

+91 9063604900/+91 9849234327

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