



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 activating the Add-on.

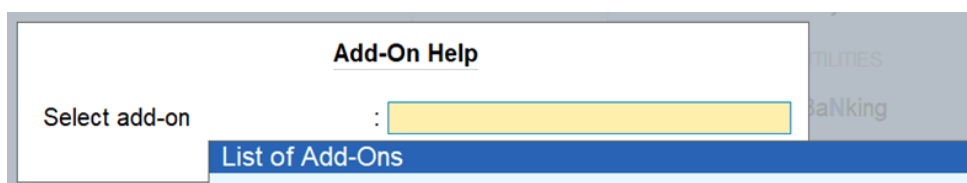
Once you try/purchase this add-on, follow this step below to configure the add-on and use it.

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**

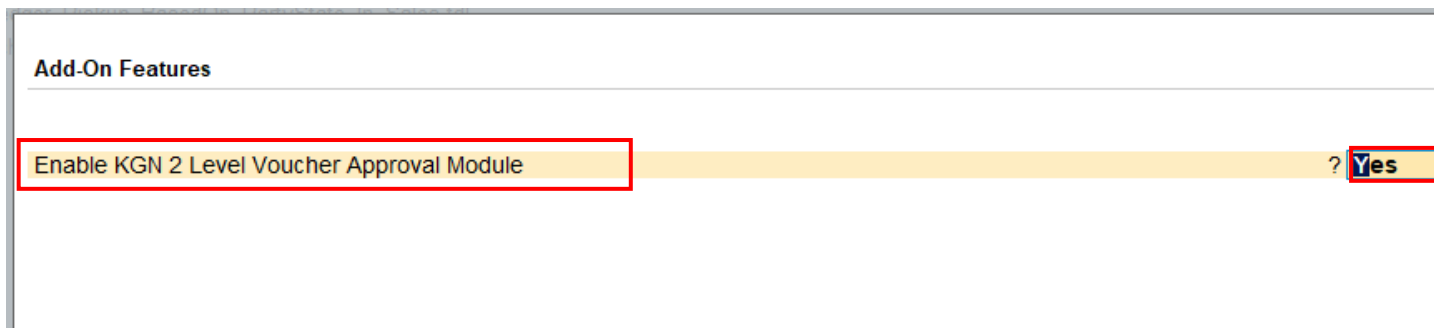
Click on F4: Manage Local TDLs

Load Selected TDL files on Start Up – Yes

Selected the TDL from the list and make it yes

Click On F6: Add-on Features

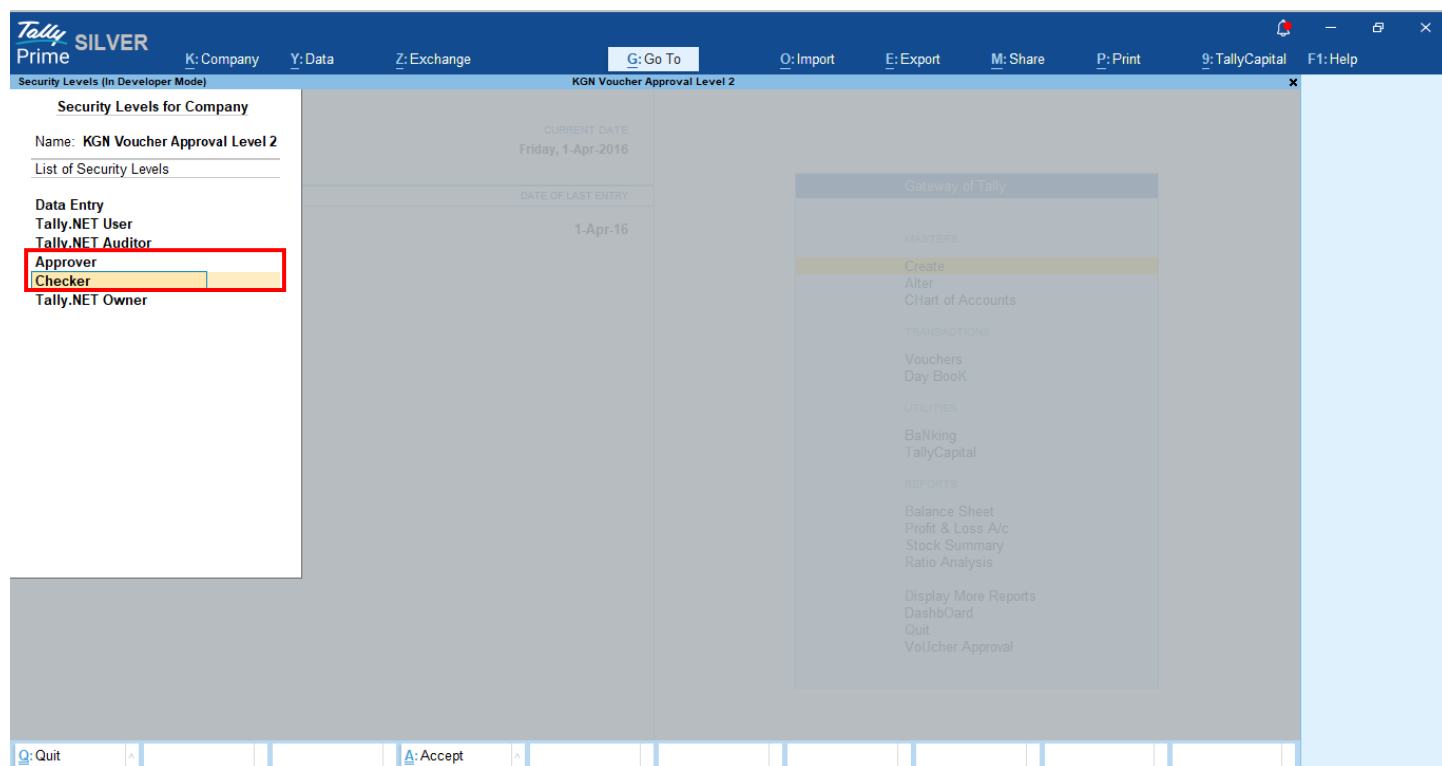
Set “Yes” to the option “**Enable KGN 2 Level Voucher Approval Module**”



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:

Security Levels (In Developer Mode) KGN Voucher Approval Level 2

Name of security level : **Checker**

Use Basic Facilities of : **Checker**

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

Allow to Voucher Checking ? Yes

Allow to Voucher Approval ? No

Exclude On Account from Bill Allocations : No

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)

Here set as **YES** to this option for the **Voucher Checker User Role** Set as Yes to the **Allow to Voucher Checking**

NOTE: You should Compulsorily Enable this Option

Quit Accept

for Approver User Role:

Security Levels (In Developer Mode) KGN Voucher Approval Level 2

Name of security level : **Approver**

Use Basic Facilities of : **Approver**

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

Allow to Voucher Checking ? No

Allow to Voucher Approval ? Yes

Exclude On Account from Bill Allocations : No

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)

Here set as **YES** to this option for the **Voucher Approver User Role** Set as Yes to the **Allow to Voucher Approval**

NOTE: You should Compulsorily Enable this Option

Quit Accept

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

The screenshot shows the 'Users for Company (In Developer Mode)' window for 'KGN Voucher Approval Level 2'. The 'List of Users for Company' table is displayed with the following data:

User Roles	Username	Password (if any)	Allow Browser Access	Allow Remote Access	Allow Local TDL Files
Data Entry	Data Entry	*	No	No	No
Checker	Checker	*	No	No	No
Approver	Approver	*	No	No	No

The 'Data Entry' role is highlighted in the table. A red box highlights the 'Data Entry' role in the 'Security List' on the right. A text box with an arrow points to the 'Data Entry' role in the table, stating: 'Here you can Select the **USER Role** that Should be Enabled first **Allow to Voucher Checking & Approval** in User Role'.

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 }**

Voucher Type Alteration (In Developer Mode) KGN Voucher Approval Level 2

Name : Sales
(alias) :

F2: Period
F3: Company
F4:
F5:
F6:
F7:
F8:

General	KGN Module Set-up	Name of Class
Select type of voucher : Sales	Enable Voucher Checking and Approval Process ? Yes	
Abbreviation : Sale	Printing	
Activate this Voucher Type : Yes	Print voucher after saving : No	
Method of Voucher Numbering : Automatic	Use for POS invoicing : No	
Numbering behaviour on insertion/deletion: Retain Original Voucher No.	Default title to print :	
Set/Alter additional numbering details : No	Default bank : ♦ Not Applicable	
Show unused vch nos. in transactions for Retain Original Voucher No. behaviour : Yes	Default jurisdiction :	
Use effective dates for vouchers : No	Set/alter declaration : 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 default accounting allocations : No		
WhatsApp voucher after saving : No		

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

Here set as YES to this option for the **Voucher Checking & Approval Process**

NOTE: If you want all Vouchers for **Voucher Checking & Approval** you can Enable this option for Every Voucher Type

After setting as YES Save the Voucher Type form

Q: Quit A: Accept D: Delete F12: Configure

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

Tally SILVER
Prime

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

Gateway of Tally

CURRENT PERIOD 1-Apr-16 to 31-Mar-26	CURRENT DATE Friday, 1-Apr-2016
NAME OF COMPANY KGN Voucher Approval Level 2	DATE OF LAST ENTRY 1-Apr-16

Gateway of Tally

- MASTERS
 - Create
 - Chart of Accounts
- TRANSACTIONS
 - Vouchers
 - Day Book
- UTILITIES
 - Banking
 - TallyCapital
- REPORTS
 - Display More Reports
 - Dashboard
 - Voucher Approval**
- Quit

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**

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 Level 2

Sales No. 1 26-Oct-25 Sunday

Reference No. : Date : Status : Optional

Party A/c name : KGN Retail Hub

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 Details That the Bill was **created by**, **created on** and **created at**

After completed the recording of Sales voucher **Save the VCH**

Created by : Data Entry Created on : 26-10-2025 Created at : 10:50

Is Checked : No Checked by : Checked on : Checked at :

Narration:

10 nos 8,50,000.00

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

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

In Admin/Voucher Checking User Level:

Tally Prime SILVER

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

Gateway of Tally

CURRENT PERIOD: 1-Apr-16 to 31-Mar-26 CURRENT DATE: Friday, 1-Apr-2016

NAME OF COMPANY: KGN Voucher Approval Level 2 DATE OF LAST ENTRY: 1-Apr-16

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
- Voucher Approval**
- Quit

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

F2: Date F3: Company R: Manage TSS Renewal U: Upgrade to Latest Release

Tally Prime SILVER

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

Gateway of Tally

CURRENT PERIOD: 1-Apr-16 to 31-Mar-26 CURRENT DATE: Thursday, 23-Oct-2025

NAME OF COMPANY: KGN Voucher Approval Level 2 DATE OF LAST ENTRY: 1-Apr-16

Gateway of Tally Approval Menu

- Vouchers for Checking**
- Vouchers for Approval
- Quit

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**

F2: Date F3: Company R: Manage TSS Renewal U: Upgrade to Latest Release

Tally SILVER Prime 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	KGN Retail Hub Created by : Created on : Created at :	Sales	1	8,50,000.00	
26-Oct-25	Payment Party Created by : Created on : Created at :	Sales	1	15,630.00	

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

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

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 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

Created by : Data Entry 26-10-2025 Created at : 10:51
Is Checked : No 26-10-2025 Checked on : 26-10-2025 Checked at : 10:58

Narration:

10 nos 8,50,000.00

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

Yes / No
No
Yes

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

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

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 Alteration (Secondary) (In Developer Mode) KGN Voucher Approval Level 2

Sales No. 1 Date 26-Oct-25 Sunday

Reference No. : 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

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

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

Tally SILVER Prime 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 Z: Duplicate Vch I: Insert Vch D: Delete X: Cancel Vch R: Remove Line U: Restore Line F12: Configure

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

In Admin/Voucher Approval User Level:

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

Gateway of Tally (In Developer Mode)

CURRENT PERIOD	CURRENT DATE
1-Apr-16 to 31-Mar-26	Sunday, 26-Oct-2025

NAME OF COMPANY	DATE OF LAST ENTRY
KGN Voucher Approval Level 2	1-Apr-16

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

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
 - Voucher Approval**
 - Quit

CURRENT PERIOD
1-Apr-16 to 31-Mar-26

CURRENT DATE
Sunday, 26-Oct-25

NAME OF COMPANY

DATE OF LAST ENTRY

KGN Voucher Approval Level 2

1-Apr-16

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

Gateway of Tally

Approval Menu

Vouchers for Checking

Vouchers for Approval

Quit

List of all vouchers for Approval

Date	Particulars	Vch Type	Vch No.	Debit Amount Inwards Qty	Credit Amount Outwards Qty
26-Oct-25	KGN Retail Hub	Sales	1	8,50,000.00	
Created by :	Created on :	Created at :			
26-Oct-25	Payment Party	Sales	1	15,630.00	
Created by :	Created on :	Created at :			

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

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

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 Alteration (Secondary) (In Developer Mode) KGN Voucher Approval Level 2

Sales No. 1 Date : 26-Oct-25 Sunday

Reference No : 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

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

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 F11: AutoFill H: Change Mode I: More Details O: Related Reports L: Approve T: Post-Dated

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}

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 Alteration (Secondary) (In Developer Mode) KGN Voucher Approval Level 2

Sales No. 1 Date : 26-Oct-25 Sunday

Reference No : Party A/c name : KGN Retail Hub

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

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

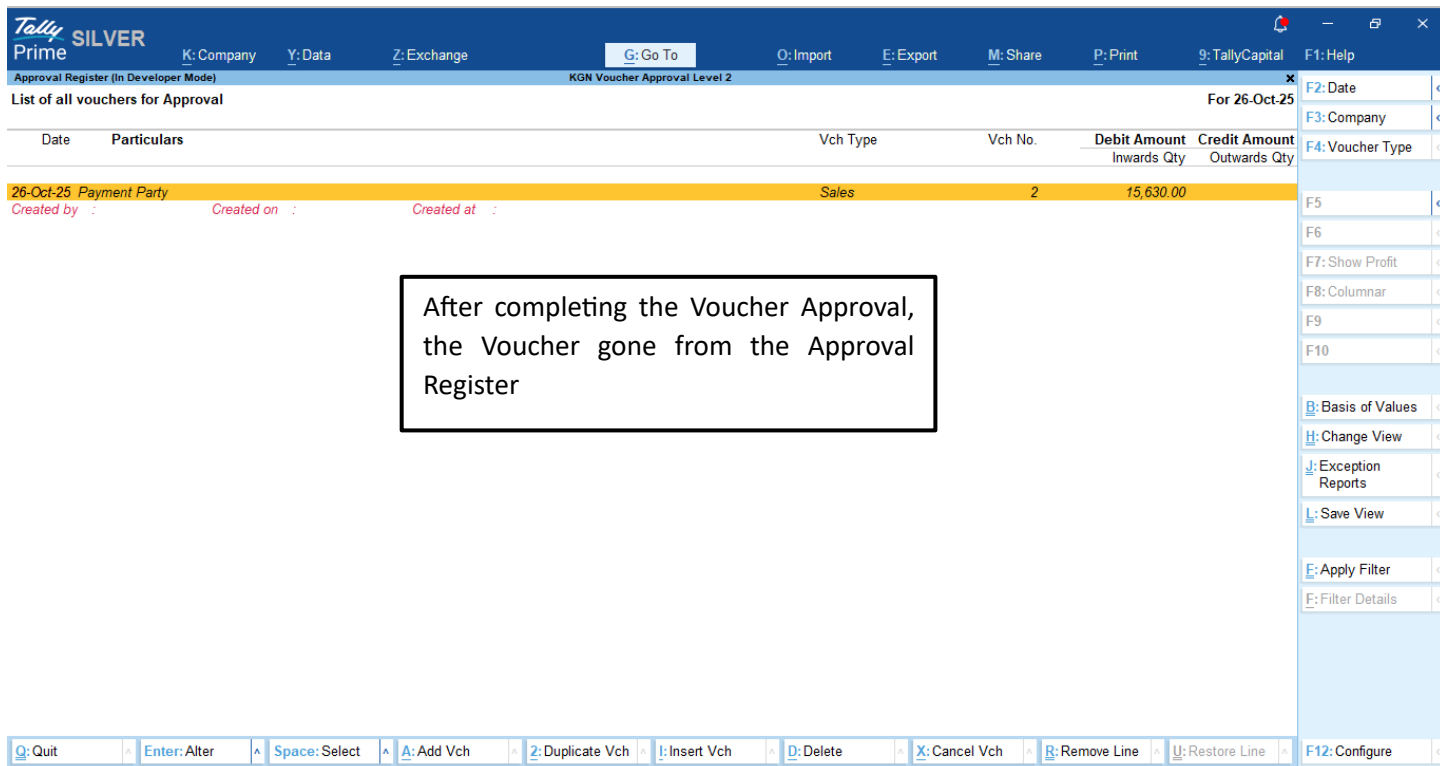
Narration: 10 nos 8,50,000.00

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 F11: AutoFill H: Change Mode I: More Details O: Related Reports L: Pending T: Post-Dated

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



Tally Prime SILVER

Approval Register (In Developer Mode) KGN Voucher Approval Level 2

List of all vouchers for Approval For 26-Oct-25

Date	Particulars	Vch Type	Vch No.	Debit Amount Inwards Qty	Credit Amount Outwards Qty
26-Oct-25	Payment Party	Sales	2	15,630.00	

Created by : Created on : Created at :

After completing the Voucher Approval, the Voucher gone from the Approval Register

Quit Alter Select Add Vch Duplicate Vch Insert Vch Delete Cancel Vch Remove Line Restore Line Configure

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**

TallyShop

Categories

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- ☐ Fixed Assets
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- ☐ Security
- ☐ Reports
- ☐ Invoicing & Voucher

KGN   TallyPrime India

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Silver Gold

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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