User Manual

Prepared By, Checked By & Approved By Printing in Vouchers

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Introduction:

KGN Prepare By, Checked By & Approved By Printing in Vouchers is a TallyPrime add-on allows users to enter the names of the person who prepared, checked, and approved a voucher during voucher entry. These details are automatically printed at the bottom of the voucher, providing a clear and professional presentation of the document. **This feature is available in Payment, receipt, contra and journal Vouchers only.** Let's see how this Add-On will Work in Tally Prime

Features:

- Automatically prints the **Prepared By**, **Checked By**, and **Approved By** details on voucher printouts.
- Allows users to enter the names of the responsible personnel for each voucher.
- Print **Prepared By**, **Checked By**, and **Approved By** individually, in any combination, or all three together with a simple configuration.
- Enhances the professional appearance of printed vouchers.

Important Alert!

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

Support Related Terms & Conditions

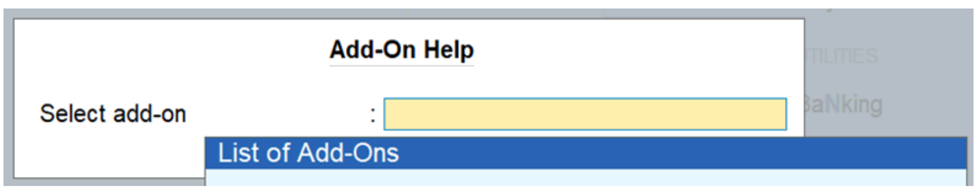
1. **One-Time Free Support:** Free support is provided **only once,** either during the trial period or after purchase add-on.
2. **Additional Support:** Any further support will be chargeable based on the duration of the support required.
3. Remote support will be provided during working hours on business 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

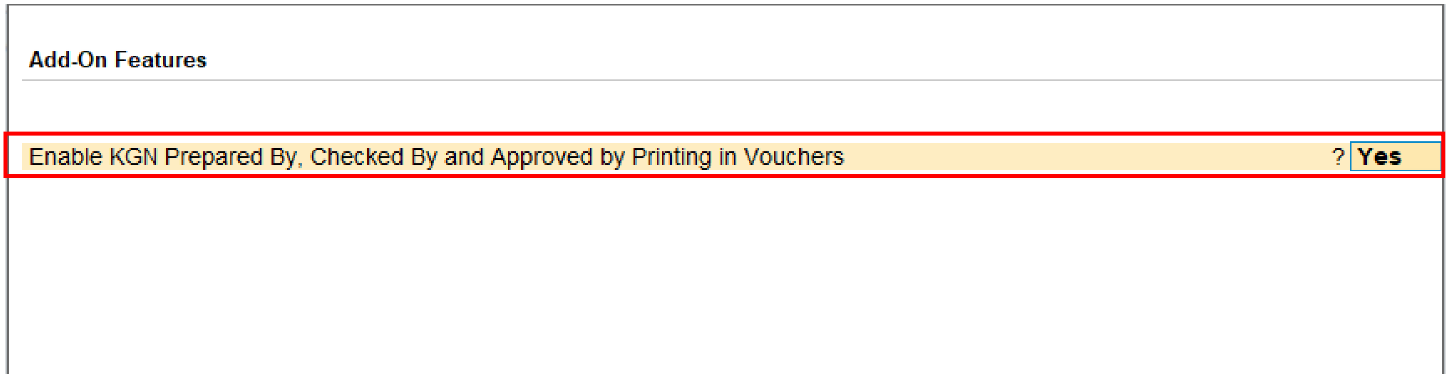


Activate the Add-on for Tally Prime

Go to **Gateway of Tally → F1: Help → TDL & Add-on**
Click on F4: Manage Local TDLs

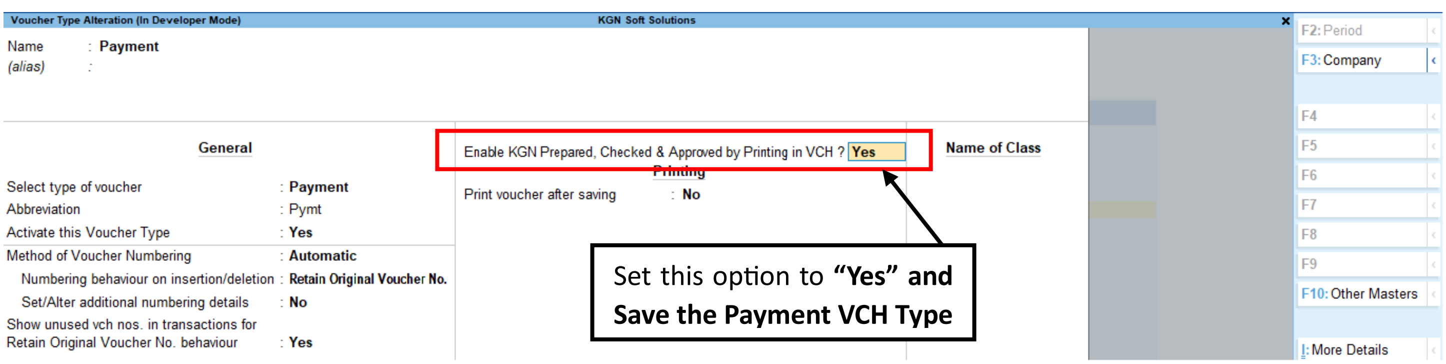
Load Selected TDL files on Start Up – Yes
Selected the TDL from the list and make it yes

Click On F6: Add-on Features
Set "Yes" to the option **"Enable KGN Prepared By, checked By and Approved By Printing in Vouchers"**



After enabling company level option. You can see an Additional **Features** in **Voucher Types, (Payment, receipt, contra** and **journal)**

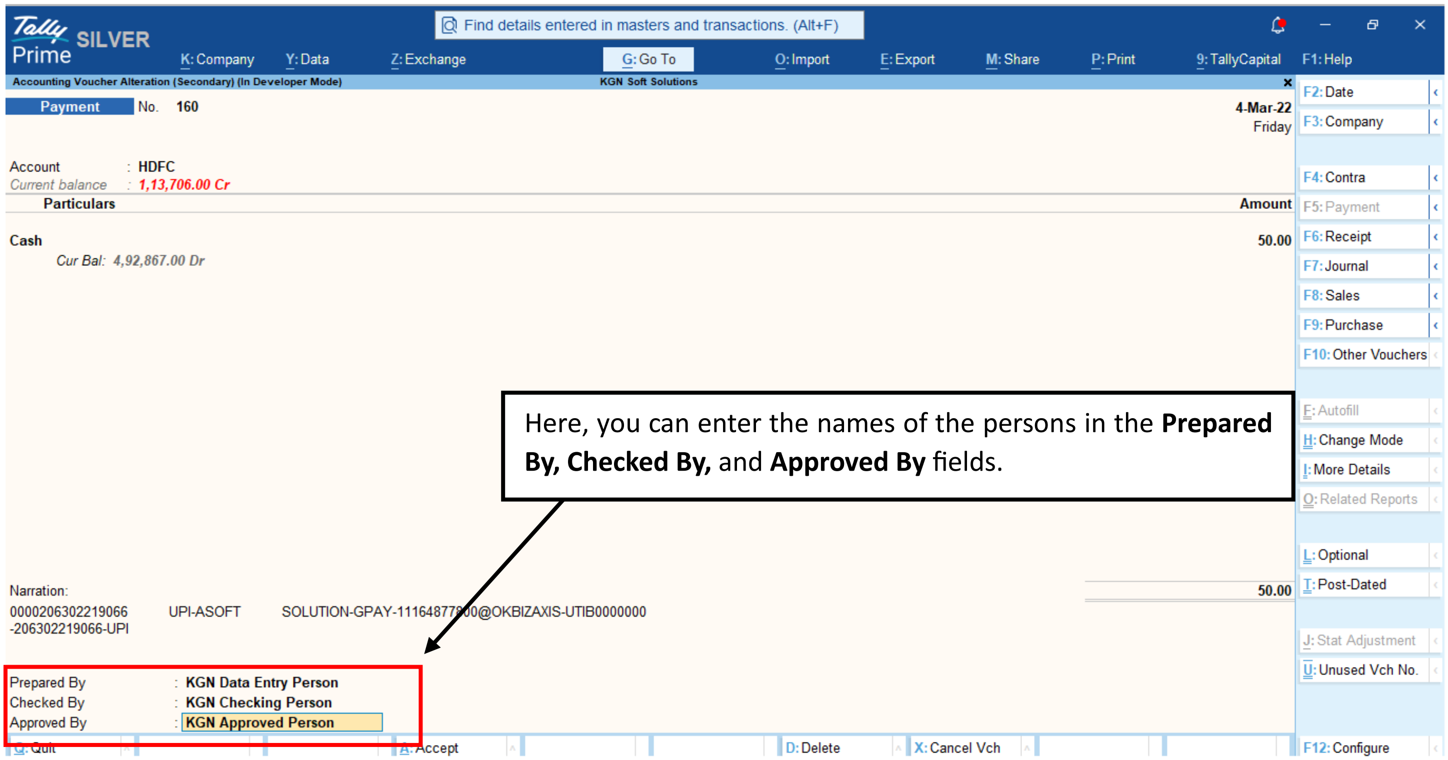
Goto: Gateway of Tally → Alter → Voucher Type → Payment



Similarly, you can enable this feature for **Receipt, Contra,** and **Journal** vouchers.

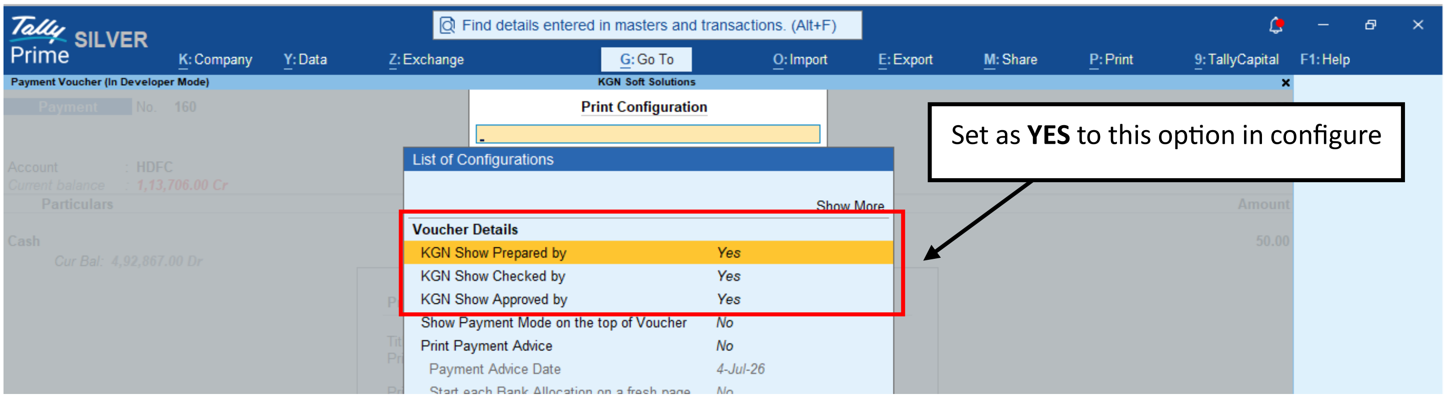
Now go to Voucher Creation **(Payment, receipt, contra** and **journal)**

Payment Voucher Creation:



Now let's see payment Voucher Print preview

Payment Voucher → Alt + P → Current → Configure



Payment Voucher Print Preview

Through :

HDFC

Amount (in words) :

INR Fifty Only

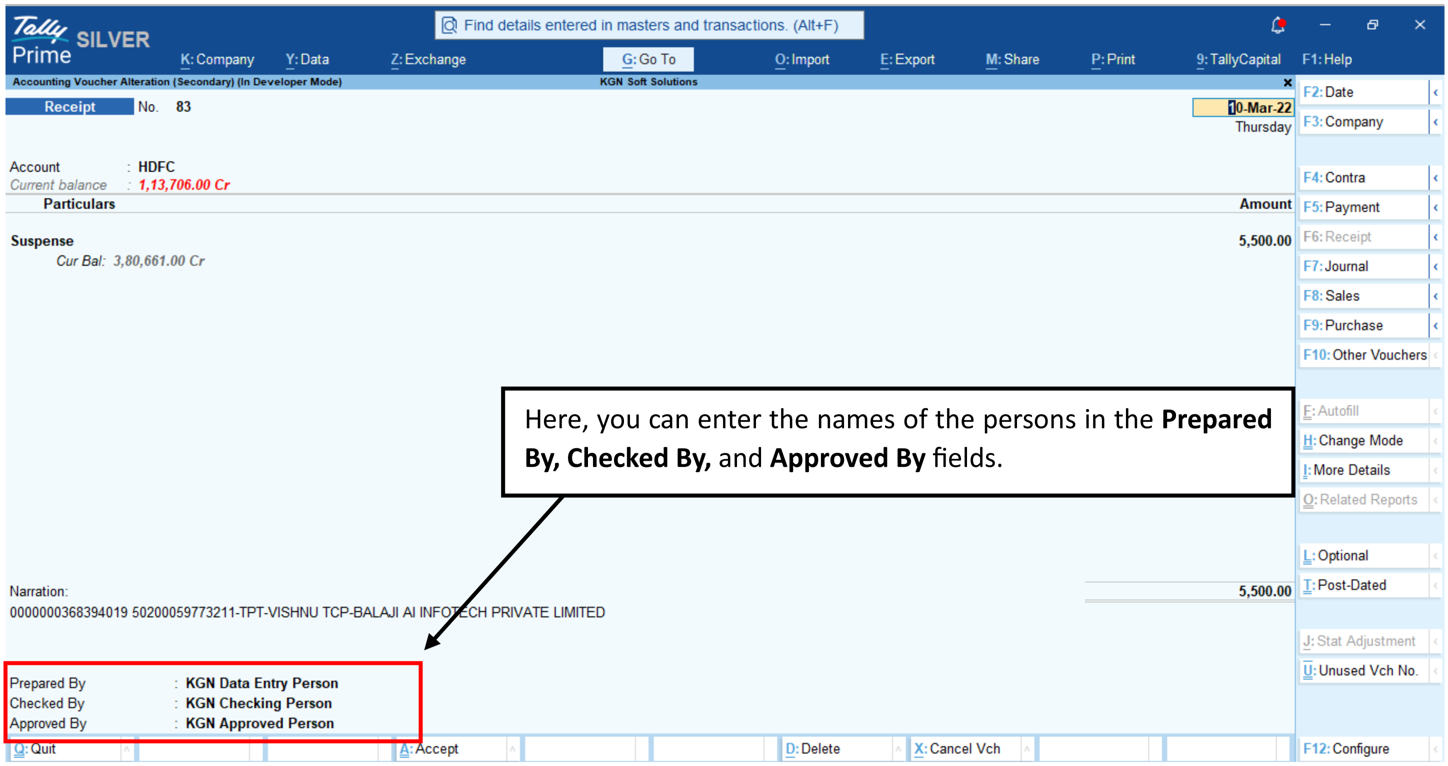
₹ 50.00

Here in bottom, you can see the **Prepared by, checked by** and **Approved By**

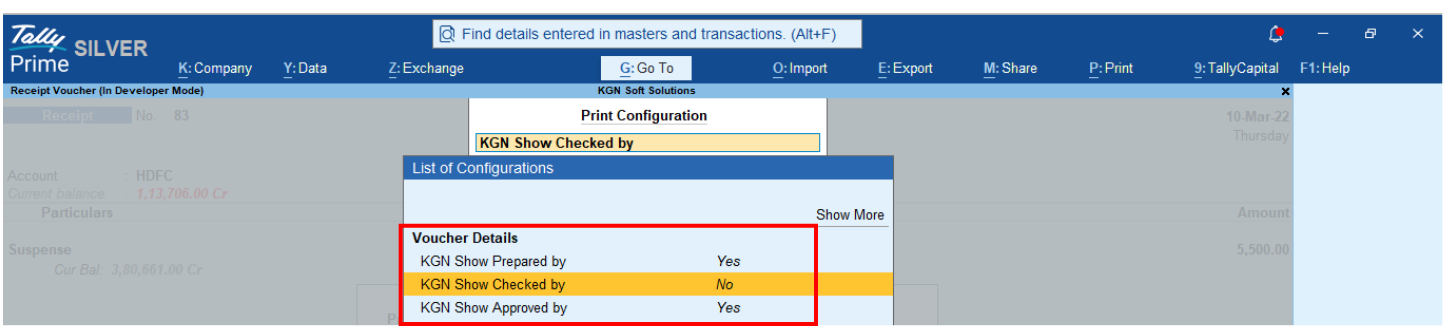
Receiver's Signature: Authorised Signatory

Prepared by	Checked by	Approved by
KGN Data Entry Person	KGN Checking Person	KGN Approved Person

Receipt Voucher Creation



Receipt Voucher Printing Configuration



Receipt Voucher Print Preview

Through :
HDFC
Amount (in words) :
INR Five Thousand Five Hundred Only

₹ 5,500.00

You can print **Individually in any combination,** or **all three together**

Authorised Signatory

Prepared by
KGN Data Entry Person

Approved by
KGN Approved Person

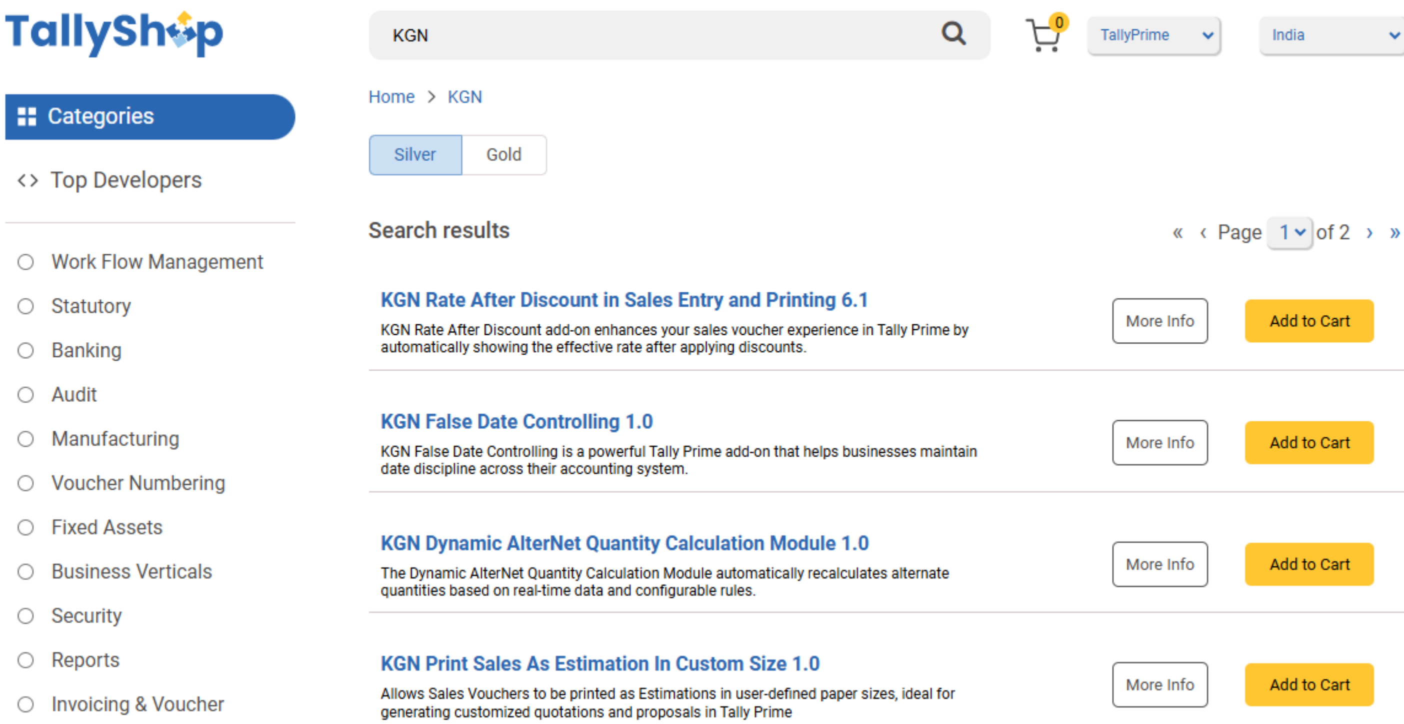
Similarly, this functionality is also available for Contra and Journal vouchers.

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

For Any Additional Customization Please Contact Our Senior Developer : +91 9849234327

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