



# User Manual

## Voucher Type Security to Users

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# Voucher Type Security to Users

## Introduction:

This Add-On was Useful for Who maintained Users in Tally Prime. With the help of this Add-On, Owner can give Voucher Type Security to users in their firm **“It Means which User can Create Vouchers and Which user can Alter the Vouchers etc.”** Let’s see how this Add-On will Work in Tally Prime

## Features:

- Applicable to **Every Users** in the Firm
- Provided Voucher Wise security to users
- Flexibility Can be enabled or disabled as per the business requirement in Users and Passwords.

### 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.

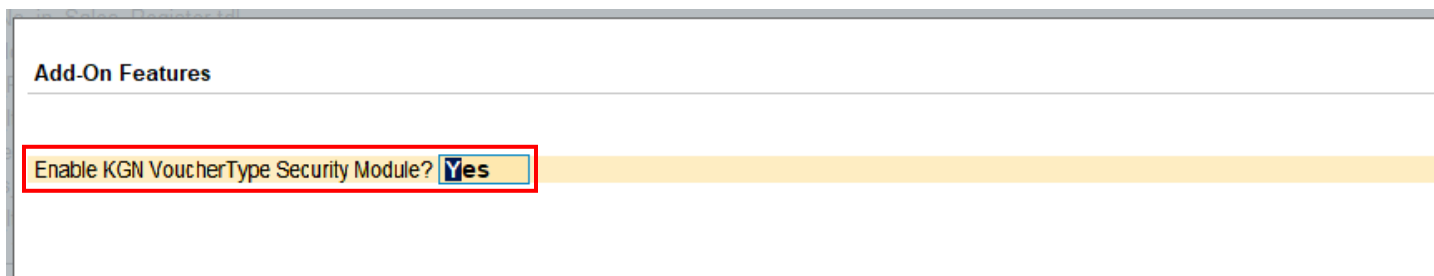
## Activate the Add-on for Tally Prime

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 KNG Voucher Type Security Module**”



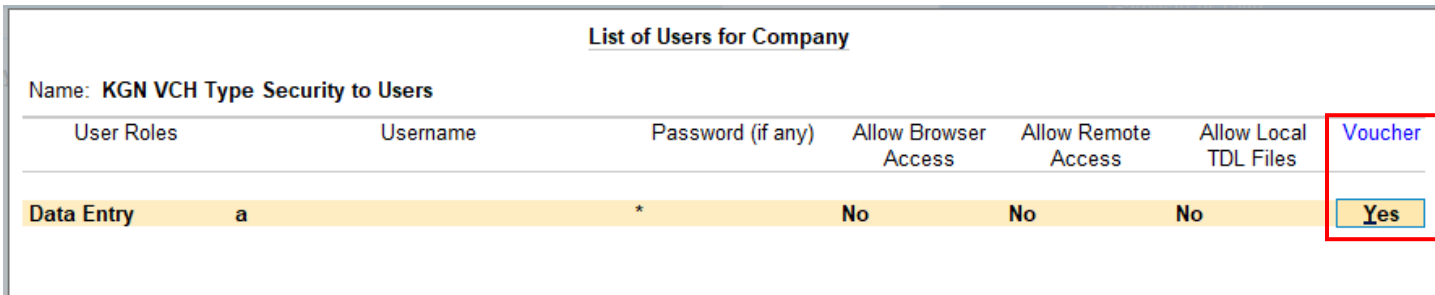
**Add-On Features**

Enable KNG VoucherType Security Module? **Yes**

After Enabled in the Company Level Option You can see an Additional feature in the “**Users and Passwords**” Navigate,

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

You can able to see an Additional Feature in this form that is “**Voucher**” set as YES to that feature as show in the below fig.



**List of Users for Company**

Name: **KGN VCH Type Security to Users**

User Roles	Username	Password (if any)	Allow Browser Access	Allow Remote Access	Allow Local TDL Files	Voucher
Data Entry	a	*	No	No	No	<b>Yes</b>

After setting YES to that option a new form will open as shown as below fig.

GR Security (In Developer Mode) KGN VCH Type Security to Users

CURRENT PERIOD: 1-Apr-24 to 31-Mar-26 CURRENT DATE: Tuesday, 1-Apr-2025

NAME OF COMPANY: KGN VCH Type Security

Name: KGN VCH Type Security

User Roles: Data Entry

Security Details for a (Select the Voucher Types that You Want to Give Access to this User)

Voucher Type	Level	Delete	Cancel	Print	Back Days	Back Date
Sales	Create	No	No	Yes	5	1-9-2025
Purchase	Create/Alter	Yes	No	No	2	2-9-2025
Payment	View	No	Yes	No	1	1-9-2025

Levels: Create, Create/Alter, Full, View

Here You can Select the Voucher Type and Give the level of User and If Owner wants the user to delete Voucher Type, cancel Voucher Type and Print Voucher Type then set as Yes that Options.

If the owner wants the user to enter the bill in the backwards Days enter the days in the "BACK DAYS"

If the owner wants the user to enter the bill in the backwards Date enter the Date for which you want to enter the bill in "BACK DATE"

List of Voucher Types

- End of List
- Attendance
- Contra
- Credit Note
- Debit Note
- Delivery Note
- Job Work In Order
- Job Work Out Order
- Journal
- Material In
- Material Out
- Memorandum
- Payment
- Payroll
- Physical Stock
- Purchase
- Purchase Order
- Receipt
- Receipt Note
- Rejections In
- Rejections Out
- Reversing Journal
- Sales
- Sales Order
- Stock Journal

Q: Quit A: Accept

After that save the Form

Now it will be applicable to that User. Once change the user and see how it will work

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

As shown in the below fig the user cannot have the access to Alter the Voucher Bill

**Accounting Voucher Alteration (Secondary) (In Developer Mode)** KGN VCH Type Security to Users

1-Sep-25 Monday

Reference No : 7 Date : 1-Sep-25

Party A/c name : Cash

Current balance : 49,189.00 Cr

Sales ledger : Sales

Current balance : 1,060.00 Cr

Name of Item

Quantity	Rate (Incl. of Tax)	Rate per	Disc %	Amount
10 Nos	35.40	30.00	Nos	300.00

\* End of List

Narration: 10 Nos

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

**Error**  
Oops!  
Hi a !!!  
No Alteration allowed for Voucher : Sales

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  
Q: Related Reports  
L: Optional  
T: Post-Dated

**Day Book (In Developer Mode)** KGN VCH Type Security to Users

Day Book For 1-Sep-25

Date	Particulars	Vch Type	Vch No.	Debit Amount Inwards Qty	Credit Amount Outwards Qty
1-Sep-25	Cash	Sales	7	300.00	
1-Sep-25	Cash	Purchase	2		2,500.00

Q: Quit Enter: Alter Space: Select A: Add Vch Z: Duplicate Vch I: Insert Vch D: Delete K: Cancel Vch B: Remove Line U: Restore Line F12: Configure

Here You can able to see the Delete Button Will Disable to this User

Like this with the help of this Add-on Owner can give Voucher Type Security to users in their firm.

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

**Check your Requirement and try the Demo.**

All the above our Listed Add-on as **Video Tutorial** also available in our **YouTube Channel**

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Click on: [www.youtube.com/@kgnsoftsolutions](http://www.youtube.com/@kgnsoftsolutions)

Add-on Related Any Support Contact: **9063604900**. If You need any type of customization, contact us, we can customize your Requirements.