

Add-On: Archive Ledger Transactions

Description: The *Archive Ledger Transactions* Add-On for **Tally Prime** allows users to efficiently manage and declutter their ledger views by archiving old or irrelevant vouchers. This feature provides the ability to temporarily hide selected transactions from a ledger, keeping the working environment clean and focused. Archived vouchers remain securely stored and can be easily retrieved when needed, ensuring that important data is never lost.

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Key Features

- **Archive Selected Vouchers:**
Select one or multiple vouchers from a ledger and click the **“Archive”** button to hide them from regular view.
- **Hidden from that Ledger Reports:**
Archived vouchers remain invisible even after reopening Tally Prime or viewing ledger reports, maintaining a clutter-free workspace.
- **Show Archived Button** – to show all archived Transactions of Ledger
- **Un-Archive Button:**
A dedicated **“Un-Archive”** button allows you to temporarily view all archived vouchers. Selected vouchers can then be restored to regular view with a single click.
- **Secure Data Handling:**
Archived vouchers are not deleted; they are only hidden from display, ensuring data integrity and audit compliance.
- **Smooth Integration:**
Fully compatible with Tally Prime’s ledger interface, providing seamless navigation and quick archiving options.

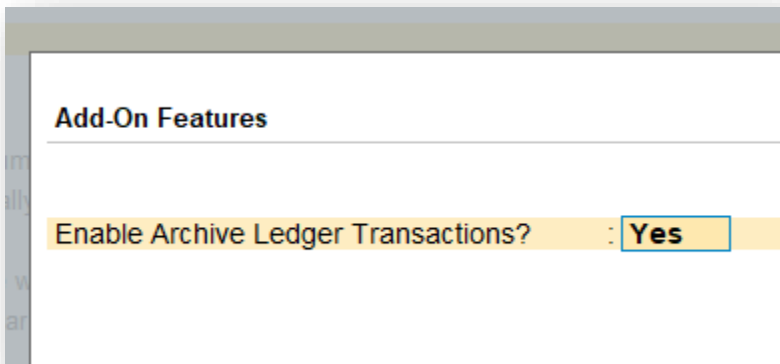
Benefits

-  **Improves Ledger Readability** — Helps focus on current, relevant transactions by hiding old or unnecessary entries.

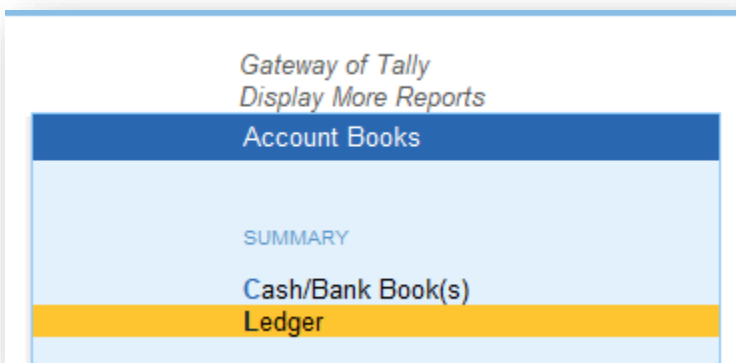
-  **Saves Time** — Quickly manage and filter ledgers without the need to delete or permanently modify data.
-  **Enhances Confidentiality** — Hide sensitive transactions from general users while keeping them securely stored.
-  **Easy Retrieval** — Instantly restore archived transactions when required.
-  **Reduces Errors** — Prevents accidental edits or deletions of old records.

How to Configure

After Load TCP Add-On File with Tally Prime, Open Company and Enable it from TDL Management



Now Open a Ledger from Gateway of Tally > Display > Ledger > Select a Ledger from List



Here Ledger Screen Opens with all transactions, and there is Three New Buttons

Ledger: KOMAL ENTERPRISES

1-Aug-25 to 7-Oct-25

Date	Particulars	Vch Type	Vch No.	Debit	Credit
23-Aug-25	A Sales GST	Sales GST	2025-26/0097	43,825.40	
23-Aug-25	Cash	Bank Receipt	2025-26/0081		15,500.00
24-Aug-25	Union Bank of India	Bank Receipt	2025-26/0082		1,500.00
7-Oct-25	A Sales GST	Sales GST	2025-26/0105	21,627.45	
7-Oct-25	A Sales GST	Credit Note	2		21,627.45

Opening Balance : 29,61,269.21
Current Total : 65,452.85
Closing Balance : 29,88,094.61

Calculator

1 FUNCTION: 'ArchiveVchFunc' LABEL: 05 : Invalid Method Name: HPVchApproval
2 FUNCTION: 'ArchiveVchFunc' LABEL: 05 : Action execution failed!
3 FUNCTION: 'ArchiveVchFunc' LABEL: 05 : Action execution failed!

Buttons: 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

Right Panel Buttons: F3: Period, F4: Company, F4: Ledger, F5: Bill-wise, F6: Monthly, F7: GST Info, F8: Columnar, F9: Ledger Vouchers - GST, F10, B: Basis of Values, H: Change View, J: Exception Reports, L: Save View, E: Apply Filter, E: Filter Details, R: Reconcile, S: Contact, W: GST Portal View, V: Set GST Status, A: Archive, Z: Hide Archived, U: Un-Archive, F5: Form27D Reconcile

Annotations:

- Select Lines and Click to Archive
- Click to Show All Archived Vouchers
- Select Lines and Click to UnArchive Vouchers

Archive: Selected Line Vouchers will hidden, **Show Archived/Hide Archived:** it will show or hide all archived vouchers, and **Un-Archived:** selected line vouchers will convert to regular to show always.

Below selected few Lines and click to Archive

Ledger: KOMAL ENTERPRISES

1-Aug-25 to 7-Oct-25

Date	Particulars	Vch Type	Vch No.	Debit	Credit
23-Aug-25	A Sales GST	Sales GST	2025-26/0097	43,825.40	
23-Aug-25	Cash	Bank Receipt	2025-26/0081		15,500.00
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Calculator

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Right Panel Buttons: F3: Company, F4: Ledger, F5: Bill-wise, F6: Monthly, F7: GST Info, F8: Columnar, F9: Ledger Vouchers - GST, F10, B: Basis of Values, H: Change View, J: Exception Reports, L: Save View, E: Apply Filter, E: Filter Details, R: Reconcile, S: Contact, W: GST Portal View, V: Set GST Status, A: Archive, Z: Hide Archived, U: Un-Archive, F5: Form27D

Annotation: Selected Lines, click Archive Button

It will hidden and when we re open tally, still it is hidden

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23-Aug-25	A Sales GST	Sales GST	2025-26/0097	43,825.40		
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7-Oct-25	A Sales GST	Credit Note	2		21,627.45	

Vouchers Archived, and will not show, even if re-open report or tally, it is archived

Here Tally Re Opened, but hidden vouchers is not showing

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Click to show all archived vouchers

Calculator

If we want to show all hidden vouchers, click button **Show Archived**, it will show all hidden vouchers also.

Date of Archived/hidden vouchers is in Red color, to identify easily

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Archived vouchers date showing in Red

Calculator

Now select few Archived Vouchers and click button **Un-Archive**

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7-Oct-25	A Sales GST	Credit Note	2		21,627.45

Opening Balance : 29,61,269.21
Current Total : 65,452.85 38,627.45
Closing Balance : 29,88,094.61

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

Calculator

Un-Archive

Now selected Archived vouchers converted to regular and will show always

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Calculator

Un-Archive

THANKS & REGARDS