

ADD-ON: VOUCHER CHECK AND APPROVE

Add-On: Voucher Approval System

This add-on introduces an advanced **Voucher Approval** mechanism in Tally Prime to ensure accurate and authorized transactions before finalization.

Features:

1. **Approval Levels:** Configure multiple levels of approval based on voucher type
2. **User Roles and Permissions:** Assign approvers and restrict unauthorized users from finalizing vouchers without approval.
3. **Voucher Types Coverage:** Apply the approval mechanism to specific vouchers like payments, sales, purchases, or journal entries.

Benefits:

1. **Enhanced Security:** Prevent unauthorized or erroneous transactions by implementing a strict approval process.
2. **Operational Efficiency:** Automate approvals and ensure timely processing with streamlined workflows.
3. **Accountability:** Keep an audit trail of all approvals and rejections for better financial control.
4. **Customization:** Adapt approval settings based on your business hierarchy and specific requirements.

This feature ensures greater accuracy, accountability, and compliance in financial operations, making it essential for businesses seeking robust financial control.

Steps to Configure

After Load Add-on file with Tally Prime

To Add Locally Add-on File (Save addon tcp file in Tally Folder)

F1: Help > TDL & Add-on > F4: Manage Local TDL > Load Selected TDL File on Startup: YES & Enter

Select File from Drop Down List > YES

Open Company with Administrator Logon

and F1: Help > TDL & Add-on > F6: Enable Add-on: YES

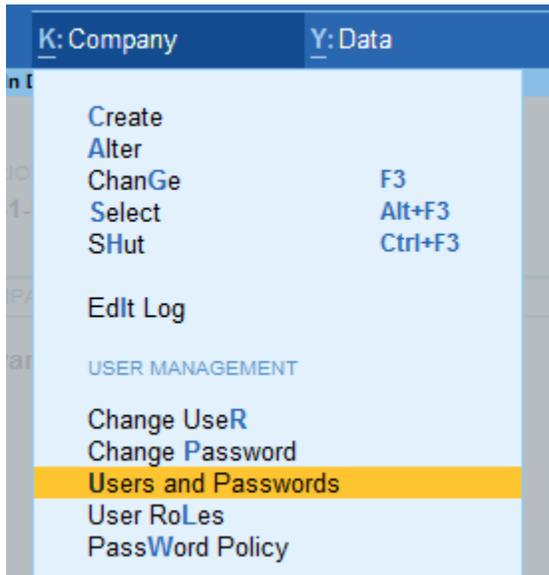
Add-On Features

Enable Voucher Approval Controls ? **Yes**

Enable Vouchers Check before Approval ? **Yes**

Set YES to Both Approval & Checking

Now from Company Menu > Users & Passwords



Name: Patel Software : Tally Partner

User Roles	Username	Password (if any)	Allow Browser Access	Allow Remote Access	Allow Local TDL Files	Check Rights?	Appl. Rights?	
Owner	b	*	No	No	No	No	No	
Owner	c	*	No	No	No	No	No	
Data Entry	d	*	No	No	No	No	No	
Data Entry	e	*	No	No	No	No	No	
Owner	o	*	No	No	No	Yes	Yes	
Sales	s	*	No	No	No	Yes	No	Yes / No
Purchase	p	*	No	No	No	Yes	No	No
Sales	s2	*	No	No	No	No	Yes	No
Purchase	p2	*	No	No	No	No	Yes	Yes
Data Entry	new	*	No	No	No	No	No	

Here User O is having both rights Check & Approval

S and P having Check Rights, and S2 and P2 having Approval rights

Now Alter Voucher Type to include in Checking & Approval System

Required Approval	: Yes	
Checked By	: ramesh	suresh
Approved By	: akash	vikash
Allow narration in voucher	: Yes	

Here Set YES to Require Approval

And select Checked by User and Approved by User from List

Now Close Administrator Logon and Login with Data Entry User to make New Transactions

Example Login with Data Entry user "E"

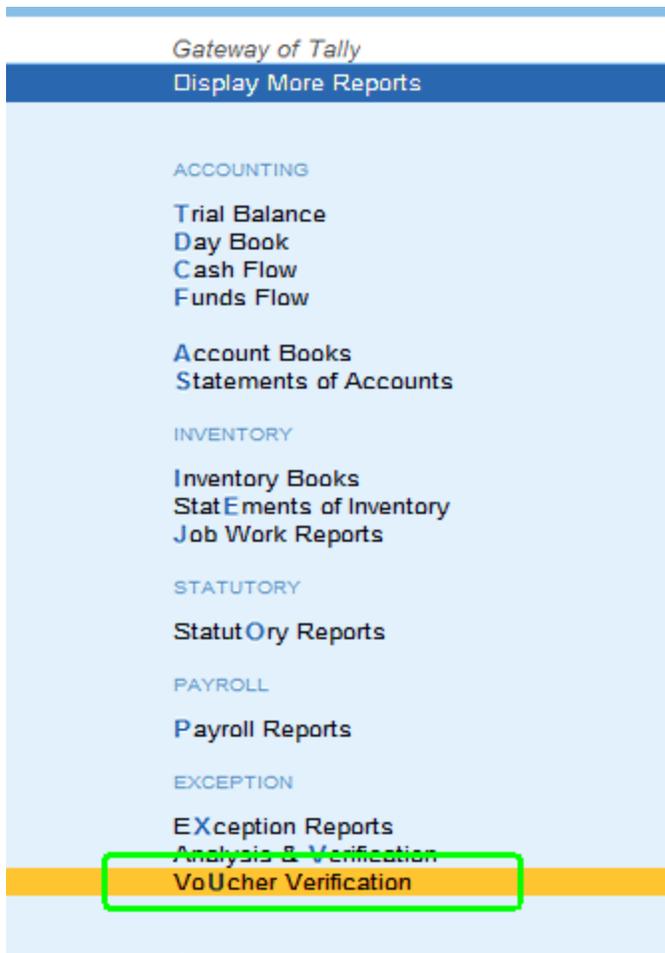
And make Sales Transaction, it will show "Pending for Approval"

The screenshot shows the 'Accounting Voucher Creation (in Developer mode)' window. The title bar includes 'Sales GST' and 'No. 5'. The 'Party A/c name' field is empty. The 'Status' field is highlighted with a red box and contains the text 'Pending for Approval'. Below the status field is a table with columns 'Name of Item' and 'Quantity'. On the right side, there is a 'List of Ledger' dropdown menu with the following items: ABC Buyer Co, ABC Company, AGGARWAL S, Amazon E-Con, Anb Transport, A R PACKAGIT, Ashok Kumar &, Avanthi Constr, Axis Bank, Bhagwati Stat, Cash, Cash Sale, CENTRAL BAN, Customer, and Dubai Jewell C.

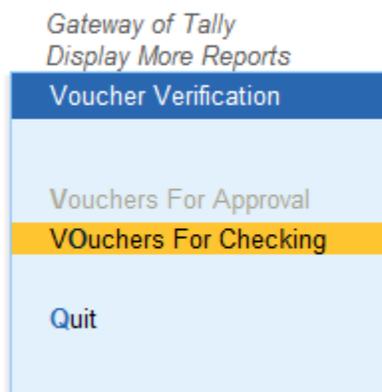
Now Login with Checking Rights User

Login with "S"

Go to Display more Report >



New Menu Show "Voucher Verification"



Enter on Vouchers for Checking

Vouchers for Checking						For 1-Apr-23
Date	Particulars	Vch Type	Vch No.	Debit Amount Inwards Qty	Credit Amount Outwards Qty	
1-Apr-23	New Party and Co	e Sales GST	5	1,793.60		

F2: Udate
 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

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 **1: Check Vouchers**

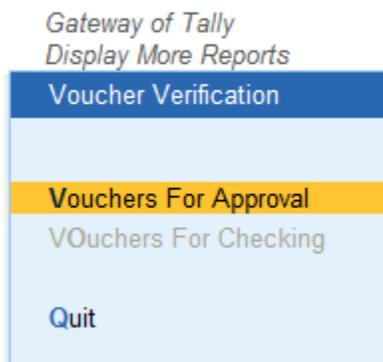
In Report shows List of Pending Vouchers to Check

Select Lines by pressing Space Bar to make Checked, and click Button “Check Vouchers”

Now checked vouchers moved to Approval

Login with Approval Rights, here Login with “S2”

Go to Display More Report > Voucher Verification



Here “S2” have Voucher Approval Rights, so no access of Checking

Enter Vouchers for Approval Report

