



**POWER OF SIMPLICITY**

## **User Manual – Cheque Number Tracking**

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Version: User Manual – Cheque Number Tracking/1.0/October 2009

## Cheque Number Tracking

This Customization will help us to track the Cheque Number from the List of Vouchers of the user specified Bank Ledger. A separate field is given in the voucher for capturing Cheque Number instead of entering the same in Narration. Based on the user entered Cheque Number, we can search or filter the Voucher Details. Cheque Number is captured in Payment as well as Receipt vouchers.

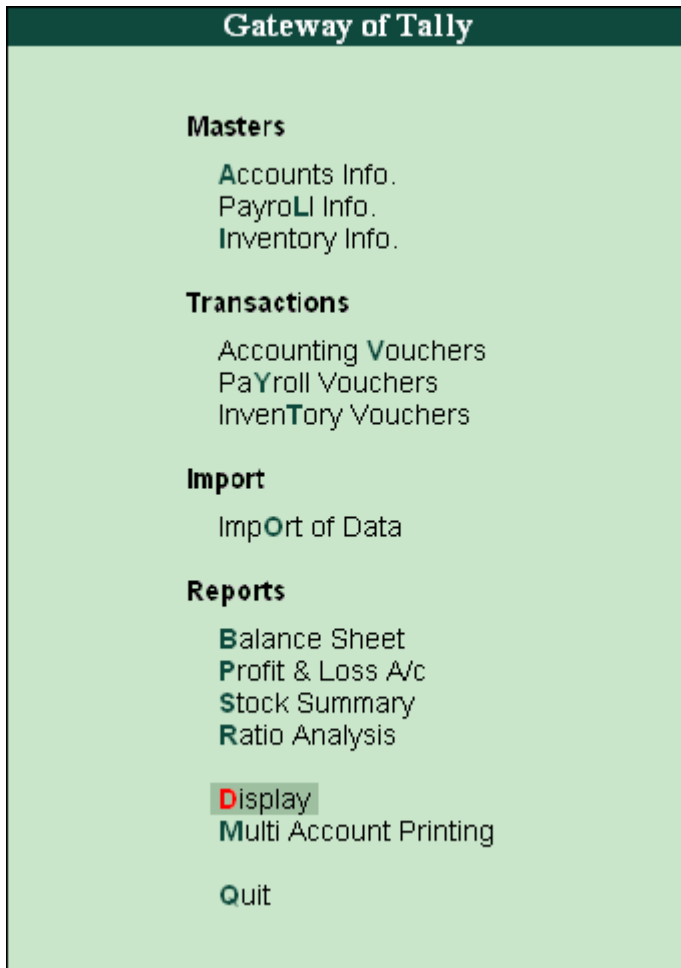
1. Attach the **ChequeNoTracking.TDL** file as Account TDLs

Now **Tally.ERP 9** users can upload the customized TDL programs from the Web Control Centre. To achieve this facility, user need to create a configuration pack and deploy it across sites belonging to an account. Uploading the customised TDL program files is a simple and easy task and the updates are dynamic. Please refer **CBD for Account TDLs** for more details.

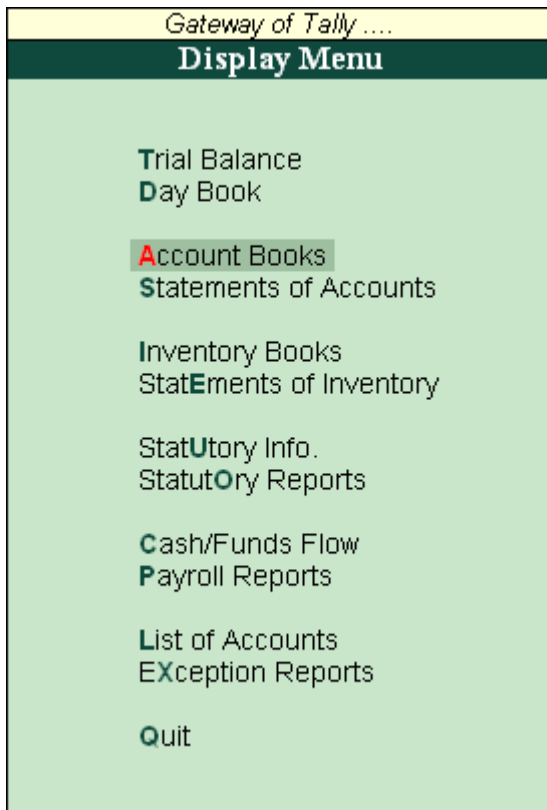
OR

2. Attach the **ChequeNoTracking.TDL** in Tally.ERP 9. Now user can attach TDLs using the following three ways.
  - a. Using **Tally.ini**
    - i. Open Tally.ERP 9 folder
    - ii. Open Tally.ini file
    - iii. Include TDL filename and save
  - b. Using **F12** Configuration
    - i. From **Gateway of Tally** menu Select **F12:Configure** Screen
    - ii. Select the option TDL Configuration
    - iii. click **F4:Local TDLs** on button bar
    - iv. Add the file name with directory path
3. Run **Tally.ERP 9**

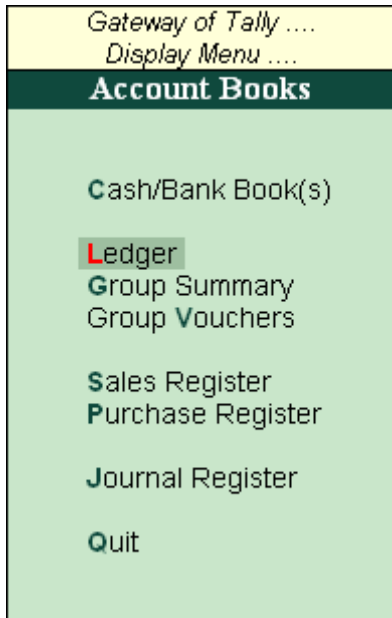
4. From **Gateway of Tally**, Select **Display** and pres **Enter**.



5. Select **Accounts Book** from the **Display Menu** and press **Enter**.



6. Select **Ledger** from the **Accounts Books** and Press **Enter**.



7. Type **Axis Bank** to select the proper ledger from the drop down list and press **Enter**.

<u>Name of Ledger</u>
<b>Ax</b>
List of Ledgers
ABC & Co
ABC India Pvt. Ltd.
Accum. Dep. on Airconditioner
Accum. Dep. on Building
Accum. Dep. on Computer & Per.
Accum. Dep. on Furn. & Fixt.
Accum. Dep. on Motor Car
Accum. Dep. on P & M - I
Accum. Dep. on P & M - II
Advance Tax
Advertisement Charges
Adview Consultants
Airconditioner
All India Computer Institute
Amar Computer Peripherals
Arvind Kumar
Ashok Financiers
Assembling Charges
Avanthi Constructions
AVT Computers
<b>Axis Bank</b>
Balasubramanian's Share Capital A/c
Bank Charges
Bank of India
Basic Pay
244 more ... ↓

8. Ledger voucher screen will appear as below when the Ledger **Axis bank** is selected.

Ledger Vouchers		ABC Company Ltd		Ctrl + M	
Ledger: Axis Bank		1-Sep-2009 to 8-Sep-2009			
Date	Particulars	Vch Type	Vch No.	Debit	Credit
7-9-2009	ABC & Co	Payment	3		5,000.00
8-9-2009	Ashok Financiers	Receipt	2	5,000.00	
				Opening Balance :	30,000.00
				Current Total :	5,000.00
				Closing Balance :	30,000.00
					5,000.00



9. Select and press **Enter** on **Payment** to view the **Accounting Voucher Alteration (Secondary)** screen for **Payment voucher** as displayed below.

Accounting Voucher Alteration (Secondary)		ABC Company Ltd	Ctrl + M
<b>Payment</b>	No. 3	7-Sep-2009 Monday	
Particulars	Debit	Credit	
Dr <b>ABC &amp; Co</b>	5,000.00		
<i>Cur Bal: 3,86,500.00 Dr</i>			
Cr <b>Axis Bank</b>		5,000.00	
<i>Cur Bal: 30,000.00 Dr</i>			
Cheque No(s) : A001001		Dt. : 7-9-2009	
Narration:		5,000.00	5,000.00
Ch. No. :A001001			

- a) Similar steps to view the **Receipt Voucher**.  
b) Press **Esc** to come back to the **Ledger Voucher screen** as shown in Point 7.

10. Select **F12: Configure** button or press **F12** to configure.

- Select '**All vouchers**' for the option '**Select vouchers to show**'.
- Select '**Detailed**' for the option '**Format**'.
- Set **Yes** to **Show Cheque No(s)**.
- Give the **Starting** and **Ending Cheque No(s)**.

Configuration		ABC Company Ltd		Ctrl + M	
Ledger: Axis Bank				1-Sep-2009 to 8-Sep-2009	
Date	Particulars	Vch Type	Vch No.	Debit	Credit
7-9-2009	ABC & Co	Payment	3		5,000.00
8-9-2009	Ashok Financiers	Receipt	2	5,000.00	
<div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"> <p style="text-align: center;"><b>Configuration</b></p> <p>Select vouchers to show : <b>All Vouchers</b></p> <p>Format : <b>Detailed</b></p> <p>Show Billwise Details also ? <b>No</b></p> <p>Show Cost Centre Details also ? <b>No</b></p> <p>Show Inventory Details also ? <b>No</b></p> <p>Show Narrations also ? <b>No</b></p> <p>Show Forex details also ? <b>No</b></p> <p>Show Forex Transactions only ? <b>No</b></p> <p>Include Opening Balances ? <b>Yes</b> (set as 'no' to remove from filtered reports)</p> <p>Show Cheque No(s). ? <b>Yes</b></p> <p>Starting Cheque No(s). ? <b>1001</b></p> <p>Ending Cheque No(s). ? <b>2005</b></p> <p>Appearance of Names : <b>Name Only</b></p> <p>Sorting Method : <b>Default</b></p> <p>Show Running Balance ? <b>No</b></p> </div>					
				Opening Balance :	30,000.00
				Current Total :	5,000.00 5,000.00
				Closing Balance :	30,000.00

11. Cheque number appears for each voucher when the configuration is set accordingly.

Ledger Vouchers		ABC Company Ltd			Ctrl + M	
Ledger: Axis Bank		1-Sep-2009 to 8-Sep-2009				
Date	Particulars	Cheque No	Vch Type	Vch No.	Debit	Credit
7-9-2009	ABC & Co	A001001	Payment	3		5,000.00
8-9-2009	Ashok Financiers	M002005	Receipt	2	5,000.00	
					Opening Balance :	30,000.00
					Current Total :	5,000.00
					Closing Balance :	30,000.00
						5,000.00

12. To view the Single Payment or Receipt Voucher, In **Ledger Voucher** screen press **F2** or select **F2: Period** button and change the date accordingly.

Change Period

ABC Company Ltd

Ctrl + M

Ledger: Axis Bank

1-Apr-2009 to 8-Sep-2009

Date	Particulars	Cheque No	Vch Type	Vch No.	Debit	Credit
7-9-2009	ABC & Co	A001001	Payment	3		5,000.00
8-9-2009	Ashok Financiers	M002005	Receipt	2	5,000.00	

13. **Single Payment Voucher** displayed as below.

Ledger Vouchers		ABC Company Ltd		Ctrl + M		
Ledger: Axis Bank			For 7-Sep-2009			
Date	Particulars	Cheque No	Vch Type	Vch No.	Debit	Credit
7-9-2009	ABC & Co	A001001	Payment	3		5,000.00
					Opening Balance :	30,000.00
					Current Total :	5,000.00
					Closing Balance :	25,000.00

**Note:** Repeat *Step 11* to view *Single Receipt Voucher*.