



**POWER OF SIMPLICITY**

## **User Manual – Voucher Authorization**

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Version: User Manual – Voucher Authorization/1.0/October 2009

## Voucher Authorization

This User Manual contains details of customization developed for ‘**Voucher Type Security Control**’.

1. Attach the **VoucherAuthorization.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 **voucherAuthorization.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. Goto > **Gateway of Tally > Company Info [Alt + F3] >Alter.**

The screenshot shows the Tally.ERP 9 software interface. The main window is titled 'Gateway of Tally' and contains a menu for 'Company Info'. The menu options are: Select Company, CoNnect Company, SHut Company, Create Company, Create Group Company, **Alter** (highlighted), SEcurity Control, Change TallyVault, SPlit Company Data, Backup, Restore, and Quit. The left pane shows the 'List of Selected Companies' with 'ABC Company Ltd' and '8-Sep-2009' as the date of last entry. The bottom status bar shows the Tally logo, version information, and the current date and time.

**Gateway of Tally**

Current Period: 1-4-2009 to 31-3-2010  
Current Date: Tuesday, 8 Sep, 2009

List of Selected Companies

Name of Company	Date of Last Entry
ABC Company Ltd	8-Sep-2009

**Gateway of Tally ....  
Company Info.**

- Select Company
- CoNnect Company
- SHut Company
- Create Company
- Create Group Company
- Alter**
- SEcurity Control
- Change TallyVault
- SPlit Company Data
- Backup
- Restore
- Quit

**Product** Tally.ERP 9  
**Version** Series A Latest Release 1.5 2.52 Available  
**License** Serial Number 790003098  
**Configuration** Stat B9 Latest  
**Calculator** Ctrl + N

1 11:37:47 : Connected to Tally.NET  
2 163751:ABC Company Ltd - Company connected successfully  
3 163751:ABC COMPANY LTD - Company Disconnected  
4 >

Tally MAIN --> Gateway of Tally --> Company Info. (c) Tally Solutions Pvt. Ltd., 1988-200 Wed, 30 Sep, 200 16:21:54

5. Set the **Security Control** for the company as shown below:
  - a. Set the option **Use Security Control** to **Yes**.
  - b. Fill the options **Administrator**, **Password**, **Retype Password** etc.

**Tally.ERP 9**

P: Print   E: Export   M: E-Mail   O: Upload   G: Language   K: Keyboard   K: Control Centre   H: Support Centre   H: Help

**Company Alteration** Ctrl + M

Name : **ABC Company Ltd**

<b>Mailing &amp; Contact Details</b>		<b>Company Details</b>	
Mailing Name	: <b>ABC Company Ltd</b>	Currency Symbol	: <b>Rs.</b>
Address	: <b>5, 9th Cross Margosa Road Malleswaram</b>	Maintain	: <b>Accounts with Inventory</b>
		Financial Year from	: <b>1-4-2007</b>
		Books beginning from	: <b>1-4-2007</b>

<b>Statutory compliance for</b>		<b>Security Control</b>	
State	: <b>India</b>	Use Security Control	? <b>Yes</b>
PIN Code	: <b>Karnataka</b>	(Enable Security to avail Tally.NET Features)	
Telephone No.	: <b>560022</b>	Name of Administrator	: <b>a</b>
Mobile No.	: <b>098234723</b>	Password	: <b>*</b>
E-Mail	: <b>contact@abc.com</b>	Repeat Password	: <b>*</b>
		Use Tally Audit Features	? <b>Yes</b>
		Disallow opening in Educational mode	? <b>No</b>

**Base Currency Information**

Base Currency Symbol	: <b>Rs.</b>	Show Amounts in Millions	? <b>No</b>
Formal Name	: <b>Indian Rupees</b>	Put a SPACE between Amount and Symbol	? <b>Yes</b>
Number of Decimal Places	: <b>2</b>	Decimal Places for Printing Amounts in Words	: <b>2</b>
Is Symbol SUFFIXED to Amounts	? <b>No</b>		
Symbol for Decimal Portion	: <b>paise</b>		

Q: Quit

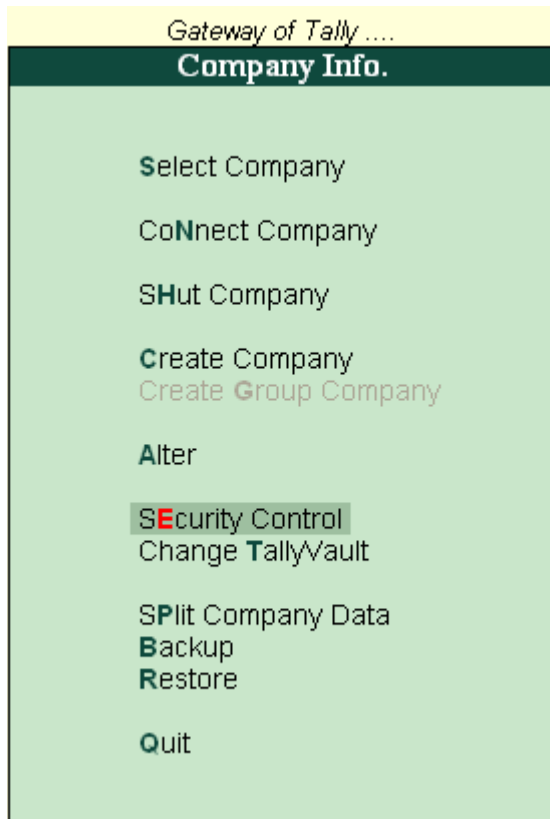
Product	Version	License	Configuration	Calculator
 <b>Tally.ERP 9</b> POWER OF SIMPLICITY	Series A Release 1.5	Serial Number 780003099 Site ID Auditor1.5 Account ID tally1@tallysolutions.com	Stat 89 90 Available 1 TDLS Loaded Proxy None	Calculator Ctrl + N
	Latest Latest	Auditor Unlimited	Server Port 9000 Running as ODBC Server	

Tally MAIN --> Gateway of Tally --> Company Info. --> Company Alteration

(c) Tally Solutions Pvt. Ltd., 1988-2007 Mon, 21 Sep, 2009 11:44:21

6. Accept the Screen or **Ctrl+A**.

7. Goto **Gateway of Tally > Company Info > Security Control**.



8. Select **Users and Passwords** from **Security Control Info** Menu.



9. Create **list of users** for the selected company as shown below.

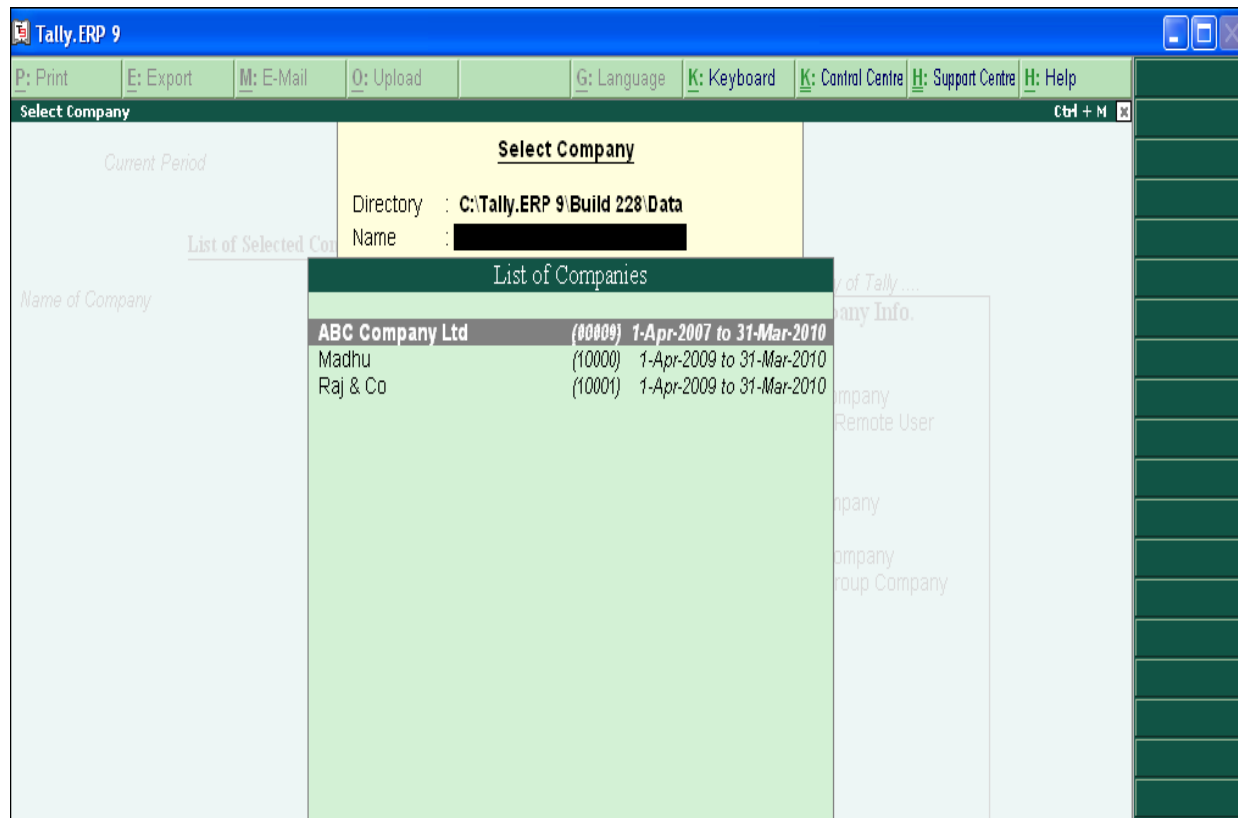
<u>List of Users for Company</u>						
Name : ABC Company Ltd						
Security Level	Name of User	Password (if any)	Allow Remote Access	Allow Local TDL	Mobile Number	Vch. Authorized?
Owner	1	*	Yes	No	9623457896	Yes
Data Entry	2	*	No	No	9620589647	No

Accept ?  
Yes or No

**Note:**

- *'Vch. Authorised' is set to Yes for the User 1 since he is the owner of the company and he is authorized to pass and edit any vouchers.*
- *'Vch. Authorised' is set to No for the User 2 where he is not authorized to edit the vouchers passed. He is authorized only to pass the vouchers.*

10. Goto **Gateway of Tally > Shut Company [Alt + F1] > Select the company as ABC Company Ltd.**





a. Log in with the **User name 1** with the password **1**.

**Company Login** Ctrl + M

Current Period

Select Company

Directory : C:\Tally.ERP 9\Build 228\Data

Name : ABC Company Ltd

List of Selected Companies

Name of Company

Date of Last Entry

Gateway of Tally ....

Company Info.

Select Company

Login as Remote User

Company

Company

Company

Group Company

Company : ABC Company Ltd

Name of User : 1

Password (if any) : \*

Backup

Restore

Quit

Q: Quit

Product	Version	License	Configuration	Calculator
<b>Tally</b> POWER OF SIMPLICITY <b>Tally.ERP 9</b>	Series A Latest Release 1.5 2.52 Available	Serial Number 790003098 Site ID General/1.5 Account ID tally2@tallysolutions.com	Stat 89 Latest 3 (2) TDLs Loaded Proxy None Server Port 9000 Running as ODBC Server	1 11:37:47 : Connected to Tally.NET 2 11:37:51: ABC Company Ltd - Company connected successfully 3 12:56:47 : ABC COMPANY LTD - Company disconnected 4 >

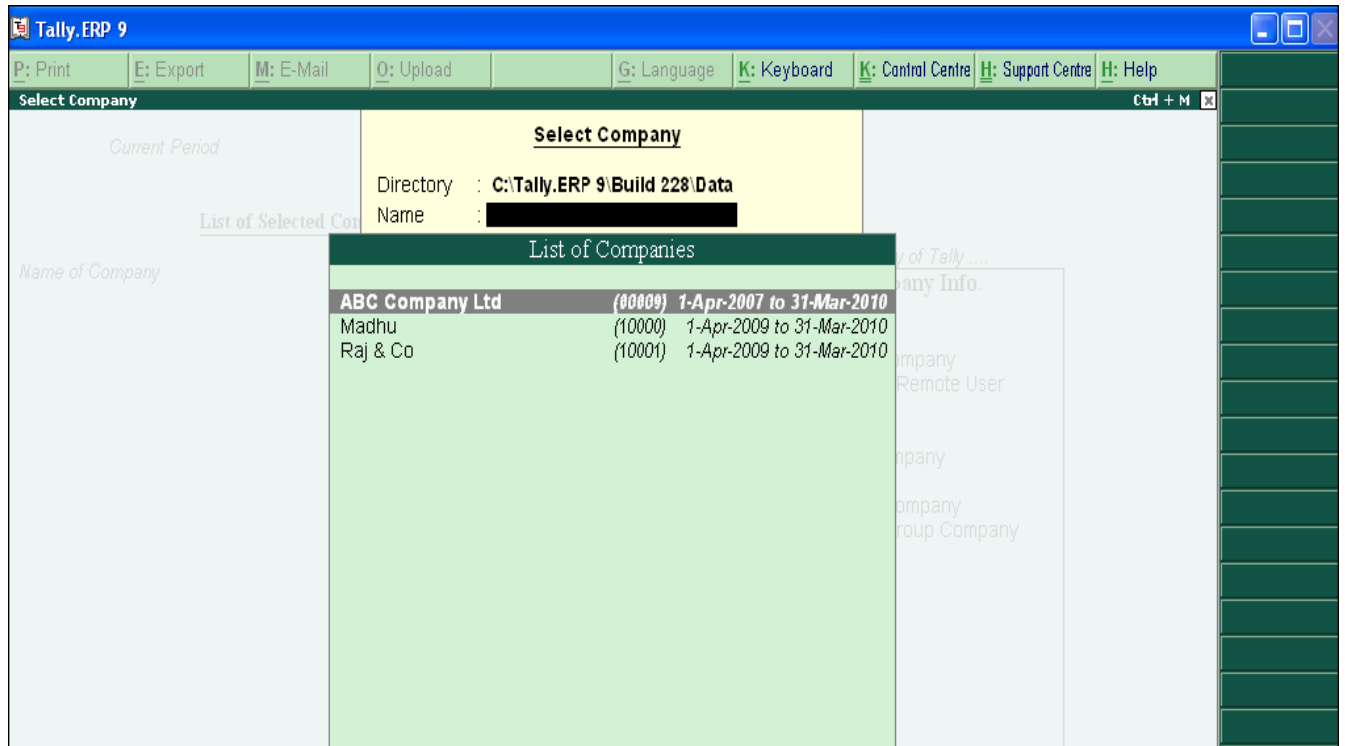
# 11. Goto Gateway of Tally > Accounting Vouchers > F8 Sales.

- Pass the Sales Item Invoice as shown.
- F12: Authorisation button is inactive since the User 1 is been authorized to pass and edit vouchers as he is the owner.
- Press **Enter** to accept the screen.

Accounting Voucher Creation		ABC Company Ltd		Ctrl + M
<b>Sales</b>	No.			8-Sep-2009 Tuesday
Ref. :				
Party's A/c Name : <b>Adview Consultants</b>				
Current Balance : 35,000.00 Dr				
Name of Item	Quantity	Rate per	Amount	
Nokia	10 Nos	10,000.00 Nos	1,00,000.00	
<input type="checkbox"/> End of List				
Narration:		10 Nos		<div>Accept ?</div> <div>Yes or No</div>
Q: Quit	A: Accept	D: Delete	X: Cancel	Ctrl + N

F1: Inventory Buttons  
F1: Payroll Buttons  
F2: Date  
F3: Company  
F4: Contra  
F5: Payment  
F6: Receipt  
F7: Journal  
F8: Sales  
F8: Credit Note  
F9: Purchase  
F9: Debit Note  
F10: Rev Jnl  
F10: Memos  
F12: Authorisation  
  
I: Acct Invoice  
V: As Voucher  
I: Post-Dated  
L: Optional  
  
F11: Features  
F12: Configure

12. Goto Gateway of Tally > Shut Company [Alt + F1] > Select the company as ABC Company Ltd.



a. Log in with the User name **2** with the password **2**.

The screenshot shows the 'Company Login' window of Tally ERP 9. The window has a title bar with 'Company Login' and 'Ctrl + M'. The main area is divided into several sections. On the left, there are labels for 'Current Period', 'List of Selected Companies', and 'Name of Company'. In the center, there is a 'Select Company' dialog box with the following text: 'Directory : C:\Tally.ERP 9 Build 228\Data', 'Name : ABC Company Ltd', and 'Date of Last Entry'. Below this, there is a 'Company Info.' section with options: 'Select Company', 'Log on as Remote User', 'Log on to Company', 'Log on to Group', 'Restore', and 'Quit'. At the bottom, there is a 'Quit' button. A login dialog box is overlaid in the center, titled 'Company : ABC Company Ltd', with fields for 'Name of User : 2' and 'Password (if any) : \*' (the password is masked with a black box).

Company Login

Ctrl + M

Current Period

List of Selected Companies

Name of Company

Select Company

Directory : C:\Tally.ERP 9 Build 228\Data

Name : ABC Company Ltd

Date of Last Entry

Company Info.

Select Company

Log on as Remote User

Log on to Company

Log on to Group

Restore

Quit

Company : ABC Company Ltd

Name of User : 2

Password (if any) : \*

Quit

13. Goto **Gateway of Tally > Display > Daybook.**

- Edit the voucher giving some other rate and amount.
- Tally restricts from accepting the voucher since **User 2** is not authorized to edit the Voucher apart from passing the voucher.

Accounting Voucher Alteration (Secondary)		ABC Company Ltd		Ctrl + M	
<b>Sales</b> No.		8-Sep-2009 Tuesday		<b>F1:</b> Inventory Buttons <b>F1:</b> Payroll Buttons <b>F2:</b> Date <b>F3:</b> Company <b>F4:</b> Contra <b>F5:</b> Payment <b>F6:</b> Receipt <b>F7:</b> Journal <b>F8:</b> Sales <b>F9:</b> Credit Note <b>F9:</b> Purchase <b>F9:</b> Debit Note <b>F10:</b> Rev Jnl <b>F10:</b> Memos <b>F12:</b> Authorisation  <b>I:</b> Acct Invoice <b>V:</b> As Voucher <b>T:</b> Post-Dated <b>L:</b> Optional  <b>F11:</b> Features <b>F12:</b> Configure	
Ref. : Party's A/c Name : <b>Advview Consultants</b> Current Balance : <b>1,55,000.00 Dr</b>					
Name of Item	Quantity	Rate	per	Amount	
Nokia	12 Nos	12,000.00	Nos	1,44,000.00	
<input type="checkbox"/> End of List					
Narration:		12 Nos		<div style="border: 1px solid black; padding: 5px; text-align: center;"> <b>Error!</b>  <b>Eh ?</b>              Voucher Alteration            is not allowed         </div>	
<b>Q:</b> Quit <b>A:</b> Accept <b>D:</b> Delete <b>X:</b> Cancel				Ctrl + N	

14. To accept the voucher, **User 1** has to authorize.

- a. Press **Esc** and press **F12: Authorisation button** on the right hand side of the screen.
- b. Give the user name as **1** and password as **1**.

Authorisation		ABC Company Ltd		Ctrl + M	
Sales	No.			8-Sep-2009 Tuesday	
Ref :					
Party's A/c Name : Advview Consultants					
Current Balance : 1,55,000.00 Dr					
Name of Item		Quantity	Rate	per	Amount
Nokia		12 Nos	12,000.00	Nos	1,44,000.00
<input type="checkbox"/> End of List					
<div><div>Company : ABC Company Ltd</div><div>Name of User : 1</div><div>Pass Word(if any) : *</div><div>Level : Owner</div></div>					
Narration:		12 Nos	1,44,000.00		

c. Press **Enter** or **Ctrl + A** to accept the voucher.

Accounting Voucher Alteration (Secondary)

ABC Company Ltd

Ctrl + M

Sales

No.

8-Sep-2009

Tuesday

Ref. :

Party's A/c Name : Advview Consultants

Current Balance : 1,55,000.00 Dr

Name of Item	Quantity	Rate	per	Amount
Nokia	12 Nos	12,000.00	Nos	1,44,000.00
<div> <div>End of List</div> </div>				
<div> <div>Narration:</div> <div> <div>12 Nos</div> <div>Accept ?</div> <div>Yes or No</div> </div> </div>				

Q: Quit

A: Accept

D: Delete

X: Cancel

F1: Inventory Buttons

F1: Payroll Buttons

F2: Date

F3: Company

F4: Contra

F5: Payment

F6: Receipt

F7: Journal

F8: Sales

F8: Credit Note

F9: Purchase

F9: Debit Note

F10: Rev Jml

F10: Memos

F12: Authorisation

I: Acct Invoice

V: As Voucher

T: Post-Dated

L: Optional

F11: Features

F12: Configure

15. To print the invoice, **Alt+P** is inactive for User 2 since he is not authorized.
- Left side on the top print button is disabled.

**Tally.ERP 9**

P: Print E: Export M: E-Mail O: Upload G: Language K: Keyboard K: Control Centre H: Support Centre H: Help

**Accounting Voucher Alteration (Secondary)** ABC Company Ltd Ctrl + M

**Sales** No. [Redacted] 8-Sep-2009 Tuesday

Ref. :

Party's A/c Name : **Adview Consultants**  
Current Balance : **1,99,000.00 Dr**

Name of Item	Quantity	Rate per	Amount
Nokia	12 Nos	12,000.00 Nos	1,44,000.00

Narration:

12 Nos	1,44,000.00
--------	-------------

Q: Quit A: Accept D: Delete X: Cancel

Tally MAIN --> Gateway of Tally --> Display Menu --> Day Book --> Accounting Voucher Alteration (Secondary) (c) Tally Solutions Pvt. Ltd., 1988-200 Wed, 30 Sep, 200 16:53:08

Ctrl + N

F1: Accounts Buttons  
 F1: Inventory Buttons  
 F1: Payroll Buttons  
 F2: Date  
 F3: Company  
 F4: Contra  
 F5: Payment  
 F6: Receipt  
 F7: Journal  
 F8: Sales  
 F8: Credit Note  
 F9: Purchase  
 F9: Debit Note  
 F10: Rev Jml  
 F10: Memos  
 F12: Authorisation  
 I: Acct Invoice  
 V: As Voucher  
 T: Post-Dated  
 L: Optional  
 F11: Features  
 F12: Configure



b. **Print button** is active for **User 1**.

**Tally.ERP 9**

**P: Print** **E: Export** **M: E-Mail** **O: Upload** **G: Language** **K: Keyboard** **K: Control Centre** **H: Support Centre** **H: Help** **Ctrl + M**

**Accounting Voucher Alteration (Secondary)** **ABC Company Ltd** **8-Sep-2009** **Tuesday**

**Sales** No. **Ref. :**

Party's A/c Name : **Advview Consultants**  
Current Balance : **1,99,000.00 Dr**

Name of Item	Quantity	Rate per	Amount
Nokia	12 Nos	12,000.00 Nos	1,44,000.00
Narration:			12 Nos <b>1,44,000.00</b>

**Q: Quit** **A: Accept** **D: Delete** **X: Cancel** **Ctrl + N**

**F1: Accounts Buttons**  
**F1: Inventory Buttons**  
**F1: Payroll Buttons**  
**F2: Date**  
**F3: Company**  
**F4: Contra**  
**F5: Payment**  
**F6: Receipt**  
**F7: Journal**  
**F8: Sales**  
**F8: Credit Note**  
**F9: Purchase**  
**F9: Debit Note**  
**F10: Rev Jml**  
**F10: Memos**  
**F12: Authorisation**  
**I: Acct Invoice**  
**V: As Voucher**  
**T: Post-Dated**  
**L: Optional**  
**F11: Features**  
**F12: Configure**