



POWER OF SIMPLICITY

User Manual – Auto Manual Voucher Numbering

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Auto Manual Voucher Numbering

This TDL is used for customizing voucher numbers such that number gets incremented automatically, however after deletion or cancellation voucher numbers should be persistent.

1. Attach the **AutoManualVoucherNumbering.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 **AutoManualVoucherNumbering.TDL** file in Tally.ERP 9 as Local TDLs

- a. Using **Tally.ini**

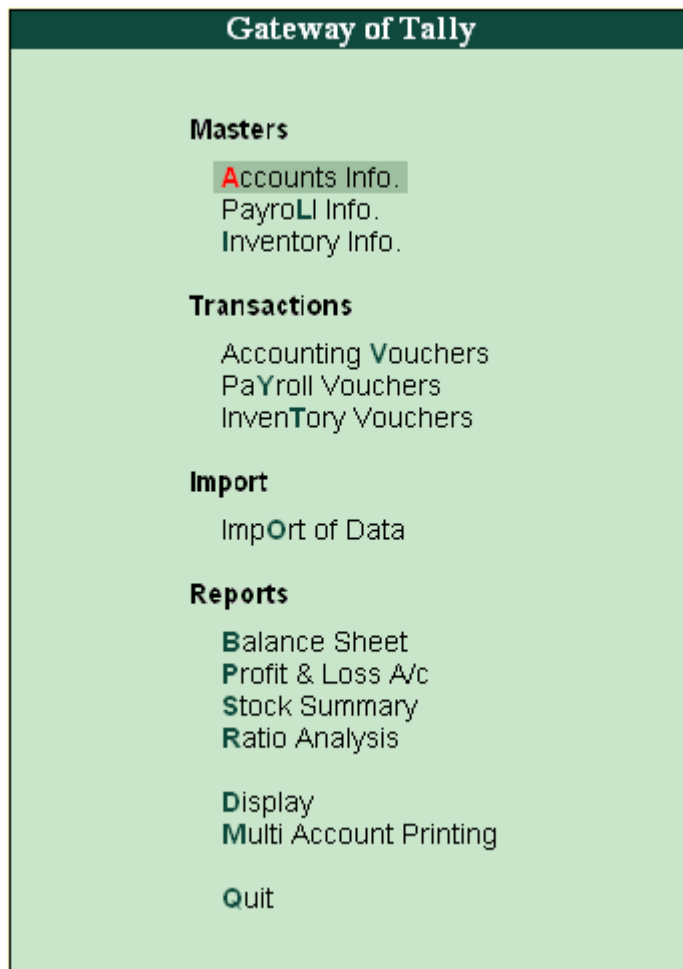
- i. Open Tally.ERP 9 folder
- ii. Open .ini file
- iii. Include TDL filename and save

- b. Using **F12** Configuration

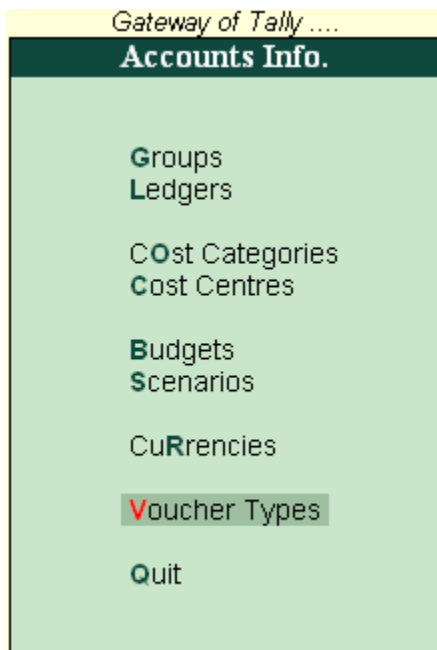
- i. From Gateway of Tally menu Select F12:Configure Screen
- ii. Select the option TDL Configuration
- iii. Press **F4:Local TDLs** on button bar
- iv. Add the file name with directory path

3. Run **Tally.ERP 9**

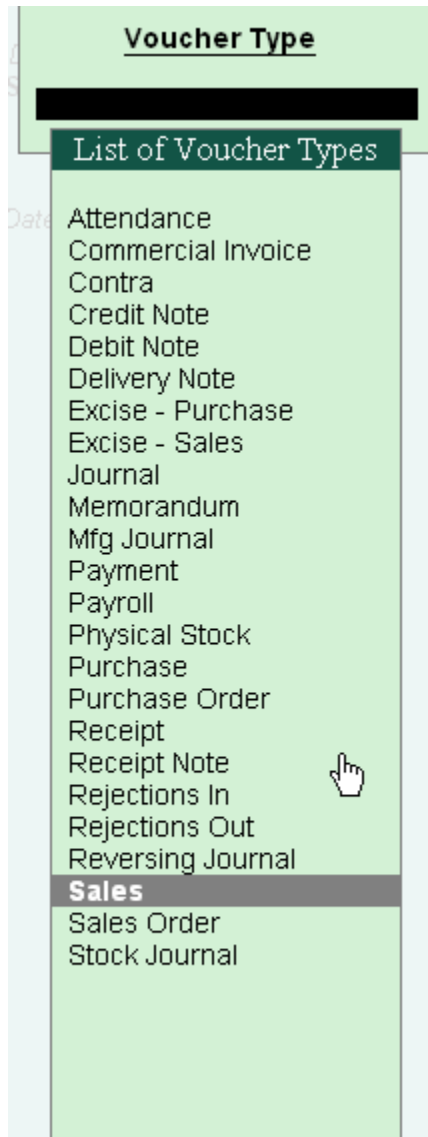
4. Select the option **Accounts Info** from **Gateway of Tally** Menu.



5. Select the option **Voucher Types** from the **Accounts Info** Menu.



6. Select **Alter** from the menu and select the **Voucher Type** from the **List of Voucher Types** Menu which you want to modify.



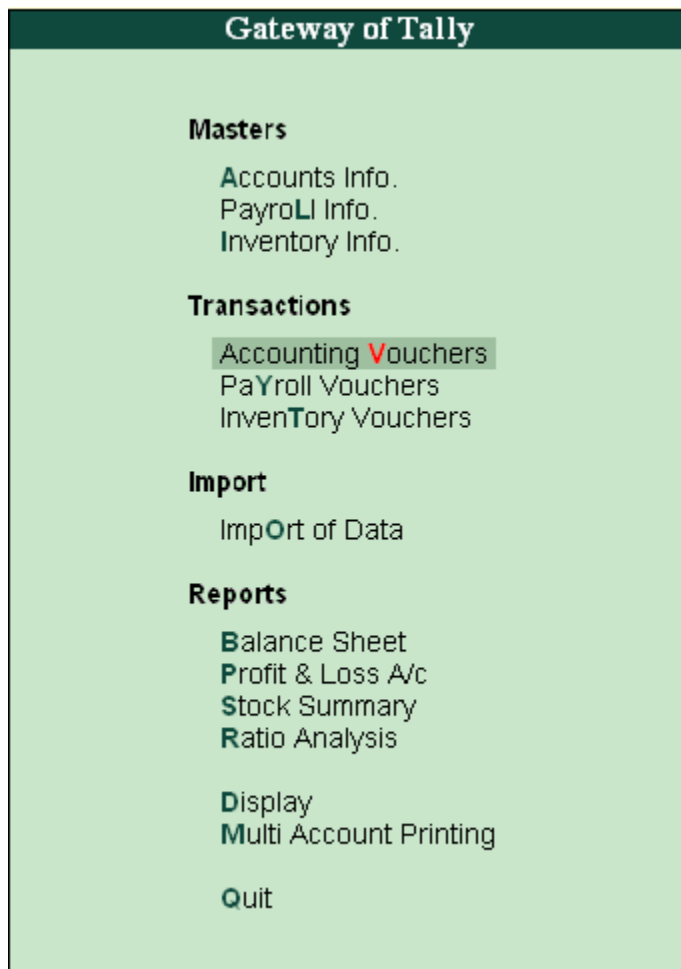
7. Select the option **Manual** from the **Types of Numbering** Menu for **Method of Voucher Numbering**.

| Voucher Type Alteration | | ABC Company Ltd | | Ctrl + M |
|--|--|---|--|--|
| Name : Sales (alias) : | | | | |
| General Type of Voucher : Sales Abbr. : Sale Method of Voucher Numbering ? Automatic Use Advance Configuration ? No | | Printing Print after saving Voucher ? No Use for POS Invoicing ? No Default Print Title : Is Tax Invoice ? No Declaration : | | Name of Class CST Sales @ 4% |
| Use EFFECTIVE Dates for Vouchers ? No Make 'Optional' as default ? No Use Common Narration ? Yes Narrations for each entry ? No | | <div style="border: 1px solid black; padding: 2px;"> Types of Numbering Automatic Manual None </div> | | |

8. Enter the values for the options **Prefix**, **Suffix** and the **Starting Number** and **Accept** the Screen.

| Voucher Type Alteration | | ABC Company Ltd | | Ctrl + M |
|---|--|---|--|--|
| Name : Sales (alias) : | | | | |
| General Type of Voucher : Sales Abbr. : Sale Method of Voucher Numbering ? Manual Prevent Duplicates ? No Prefix ? S - Suffix ? Inv / Starting Number : 1 | | Printing Print after saving Voucher ? No Use for POS Invoicing ? No Default Print Title : Is Tax Invoice ? No Declaration : | | Name of Class CST Sales @ 4% |
| Use EFFECTIVE Dates for Vouchers ? No Make 'Optional' as default ? No Use Common Narration ? Yes Narrations for each entry ? No | | <div style="border: 1px solid black; padding: 5px; text-align: center;"> Accept ? Yes or No </div> | | |

9. Select the option **Accounting Vouchers** from **Gateway of Tally** menu.



10. Select the **Sales** voucher type or press **F8**. The voucher number is displayed automatically as shown below.

| Accounting Voucher Creation | | ABC Company Ltd | Ctrl + M |
|-----------------------------|----------------------|--------------------------------|-------------------------------|
| Sales | No. SlInv1109 | Voucher Class : CST Sales @ 4% | 5-Sep-2009 Saturday |
| Ref. : | | Price Level : | |
| Party's A/c Name : | | Current Balance : | |
| Name of Item | Quantity | Rate per Disc. % | Amount |
| CST Tax @ 4% | | 4% | |
| Narration: | | | |

11. Enter the voucher and accept the screen. Automatically it increases the voucher number.

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

| Day Book | | ABC Company Ltd | | Ctrl + M | |
|----------|--------------------|--------------------------|----------|--------------|---------------|
| Day Book | | 5-Sep-2009 to 7-Sep-2009 | | | |
| Date | Particulars | Vch Type | Vch No. | Debit Amount | Credit Amount |
| | | | | Inwards Qty | Outwards Qty |
| 5-9-2009 | ABC & Co | Sales | SInv1109 | 3,90,000.00 | |
| 5-9-2009 | ABC & Co | Sales | SInv2209 | 1,500.00 | |
| 5-9-2009 | Arvind Kumar | Sales | SInv3309 | 130.00 | |
| 6-9-2009 | Global Traders | Sales | SInv4409 | 2,080.00 | |
| 7-9-2009 | Modern Advertisers | Sales | SInv5509 | 12,480.00 | |

13. After the Deletion or Cancellation of vouchers the voucher numbers are not reshuffling. Consider the following image.

| Day Book | | ABC Company Ltd | | Ctrl + M | |
|----------|--------------------|--------------------------|-----------|--------------|---------------|
| Day Book | | 5-Sep-2009 to 7-Sep-2009 | | | |
| Date | Particulars | Vch Type | Vch No. | Debit Amount | Credit Amount |
| | | | | Inwards Qty | Outwards Qty |
| 5-9-2009 | ABC & Co | Sales | SInv\1\09 | 3,90,000.00 | |
| 5-9-2009 | ABC & Co | Sales | SInv\2\09 | 1,500.00 | |
| 6-9-2009 | Global Traders | Sales | SInv\4\09 | 2,080.00 | |
| 7-9-2009 | Modern Advertisers | Sales | SInv\5\09 | 12,480.00 | |
| 7-9-2009 | AVT Computers | Sales | SInv\6\09 | 1,040.00 | |

Note: In the above example, the voucher number *SInv\3\09* is got deleted. But the voucher numbers are not getting shuffled.