



**POWER OF SIMPLICITY**

## **User Manual – Multi-Voucher Print based on Voucher Numbers**

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## Multi Voucher Print based on Voucher Numbers

This feature is used for printing multiple vouchers based on the voucher numbers. User can give the range for voucher numbers.

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

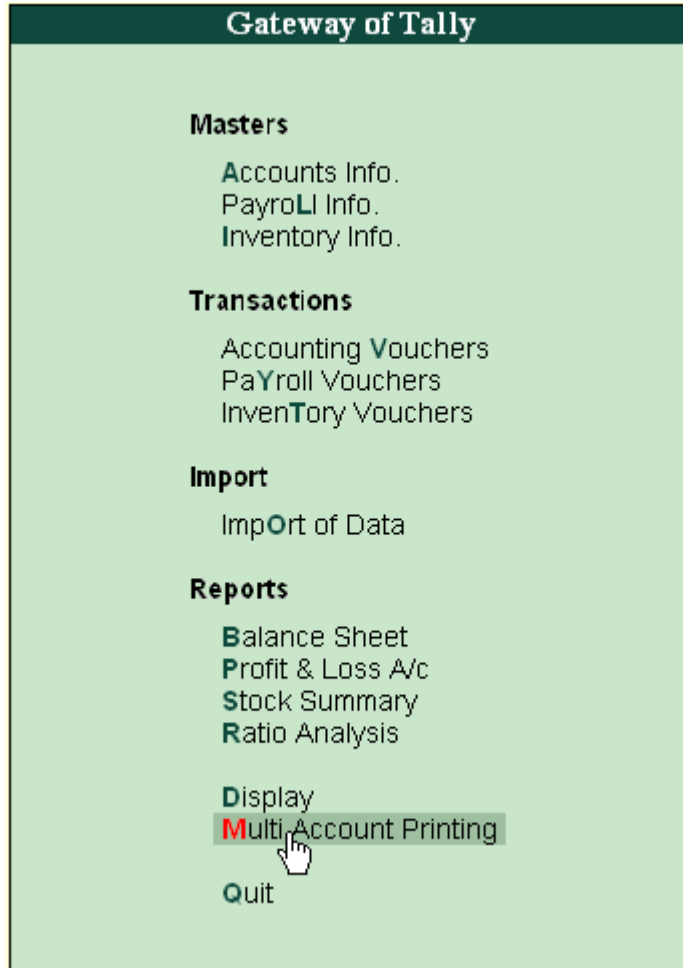
Now **Tally.ERP 9** users can upload the customized TDL programs from the Web Control Centre. To achieve this facility, user need to create a configuration pack and deploy it across sites belonging to an account. Uploading the customised TDL program files is a simple and easy task and the updates are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

**OR**

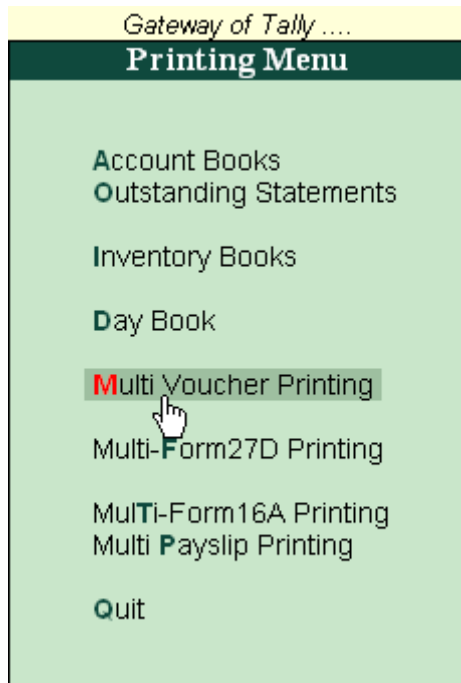
2. Attach the **MultiVchPrint.TDL** in Tally.ERP 9. Now user can attach TDLs using following ways.
  - a. Using **Tally.ini**
    - i. Open Tally.ERP 9 folder
    - ii. Open Tally.ini file
    - iii. Include TDL filename and save
  - b. Using **F12** Configuration
    - i. From Gateway of Tally menu 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**

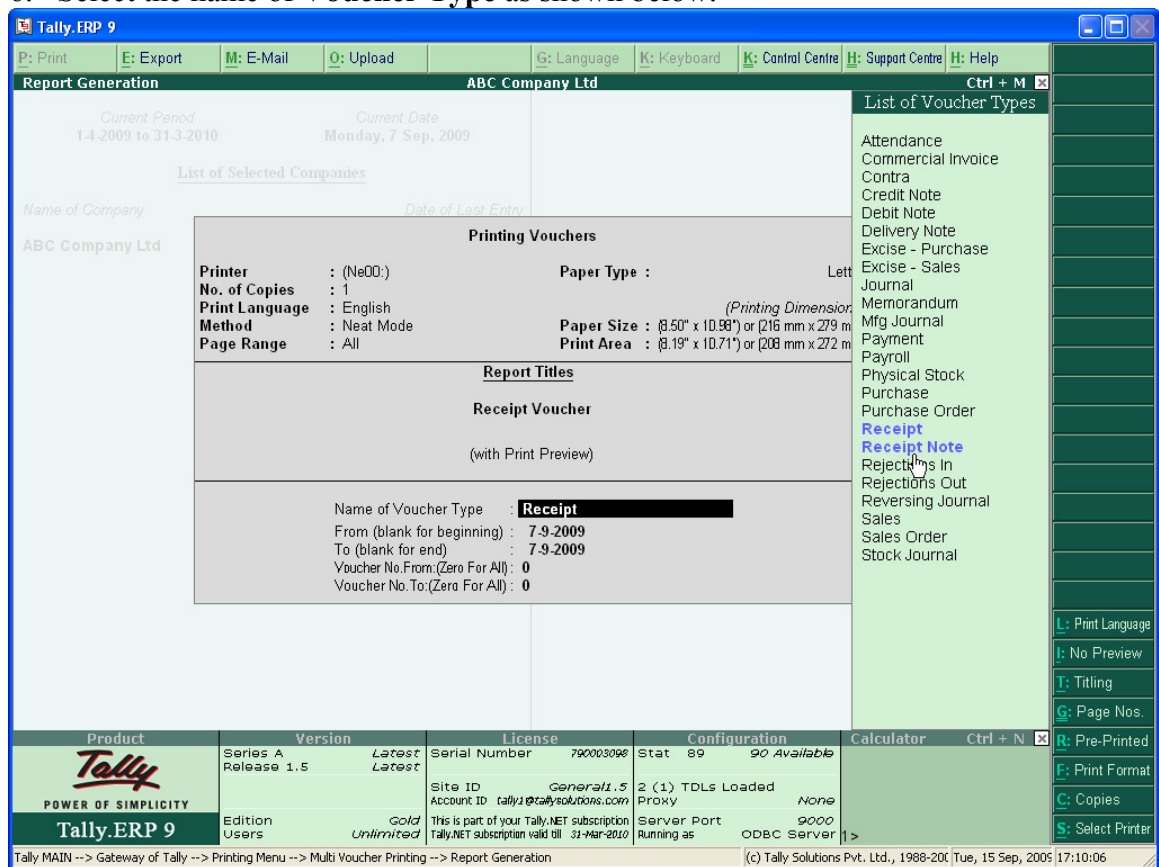
4. Select the option **Multi Account Printing** from **Gateway of Tally** Menu.



5. Select the option **Multi Voucher Printing** from Printing Menu.



6. Select the name of **Voucher Type** as shown below.



7. Accept Blank field for From and To.
8. Enter the voucher number range which you want to print as shown.

<b>Printing Vouchers</b>	
<b>Printer</b> : (Ne00:) <b>No. of Copies</b> : 1 <b>Print Language</b> : English <b>Method</b> : Neat Mode <b>Page Range</b> : All	<b>Paper Type</b> : Letter <div style="text-align: right; font-size: small;">(Printing Dimensions)</div> <b>Paper Size</b> : (8.50" x 10.98") or (216 mm x 279 mm) <b>Print Area</b> : (8.19" x 10.71") or (208 mm x 272 mm)
<b><u>Report Titles</u></b>  <b>Receipt Voucher</b>  (with Print Preview)	
<div style="display: flex; justify-content: space-between;"> <div>           Name of Voucher Type : <b>Receipt</b>            From (blank for beginning) :            To (blank for end) :            Voucher No.From:(Zero For All) : <b>6</b>            Voucher No.To:(Zero For All) : <b>10</b> </div> <div style="border: 1px solid black; padding: 10px; text-align: center; width: 150px;"> <b>Print ?</b>   <b>Yes or No</b> </div> </div>	

9. Click **Yes** to Print, then you can see the print preview for 5 vouchers as shown:

<b>ABC Company Ltd</b> 5, 9th Cross Margosa Road Malleswaram															
<b>Receipt Voucher</b>															
No. : <b>6</b>	Dated : <b>2-Apr-2007</b>														
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%; padding: 5px;">Particulars</th> <th style="width: 20%; padding: 5px;">Amount</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;"> <b>Account :</b>  <div style="margin-left: 20px;">Sri Vari Financiers</div> </td> <td style="text-align: right; padding: 5px;"> <b>5,000.00</b> </td> </tr> <tr> <td colspan="2" style="height: 150px;"></td> </tr> <tr> <td style="padding: 5px;"> <b>Through :</b>  <div style="margin-left: 20px;">Cash</div> </td> <td></td> </tr> <tr> <td style="padding: 5px;"> <b>On Account of :</b>  <div style="margin-left: 20px;">Loan taken from sri vari financiers for the purpose of courier expenses</div> </td> <td></td> </tr> <tr> <td style="padding: 5px;"> <b>Amount (in words) :</b>  <div style="margin-left: 20px;">Rs. Five Thousand Only</div> </td> <td></td> </tr> <tr> <td></td> <td style="text-align: right; padding: 5px;"> <b>5,000.00</b> </td> </tr> </tbody> </table>	Particulars	Amount	<b>Account :</b> <div style="margin-left: 20px;">Sri Vari Financiers</div>	<b>5,000.00</b>			<b>Through :</b> <div style="margin-left: 20px;">Cash</div>		<b>On Account of :</b> <div style="margin-left: 20px;">Loan taken from sri vari financiers for the purpose of courier expenses</div>		<b>Amount (in words) :</b> <div style="margin-left: 20px;">Rs. Five Thousand Only</div>			<b>5,000.00</b>	
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	<b>5,000.00</b>														
Authorised Signatory															

**Note:** For multi voucher printing ensures that the method of voucher numbering is Automatic.