



POWER OF SIMPLICITY

User Manual – Automatic Cheque Number Generation & Tracking

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Automatic Cheque Number Generation & Tracking

This TDL is used for generating the Cheque numbers automatically when the Bank payment is done. This automated cheque number is generated as per the user specified cheque number range in the Bank Ledger Master. Also this program helps us track the Cheque Number from the List of Vouchers of the user specified Bank Ledger. Based on the user entered Cheque Number, we can search or filter the Voucher Details. This TDL captures the cheque numbers in Payment, Receipt, Contra & Journal vouchers.

To attach this feature with Tally.ERP9, we have to follow the below steps:

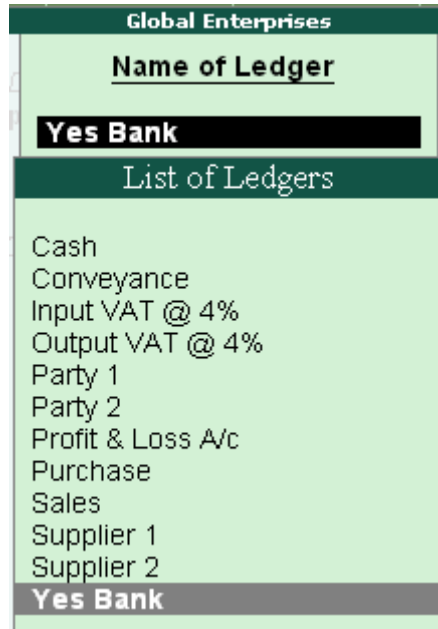
1. Attach the file **Auto Cheque No Generation and Tracking.tdl** to Tally.ERP 9 and execute **Tally.ERP 9**.

Note: For further information on enabling TDL, please refer the document *Steps to enable TDL in the same section/page at the beginning.*

2. To activate Auto Cheque Numbering Feature, enable the option **Enable Auto Cheque Numbering** from **Gateway of Tally > F11: Features > Accounting Features**

Company: <u>Global Enterprises</u>			
<u>Accounting Features</u>			
<u>General</u>		<u>Invoicing</u>	
Integrate Accounts and Inventory	? Yes	Allow Invoicing	? Yes
Income/Expense Statement instead of P & L	? No	Enter Purchases in Invoice Format	? Yes
Allow Multi-Currency	? No	Use Debit/Credit Notes	? No
<u>Outstandings Management</u>		Use Invoice mode for Credit Notes	? No
Maintain Bill-wise Details	? Yes	Use Invoice mode for Debit Notes	? No
(for Non-Trading A/cs also)	? No	<u>Budgets & Scenario Management</u>	
Activate Interest Calculation	? No	Maintain Budgets and Controls	? No
(use advanced parameters)	? No	Use Reversing Journals & Optional Vouchers	? No
<u>Cost/Profit Centres Management</u>		<u>Other Features</u>	
Maintain Payroll	? No	Enable Auto Cheque Numbering	? Yes
Maintain Cost Centres	? No	Enable Cheque Printing	? No
Use Cost Centre for Job Costing	? No	Set/Alter Cheque Printing Configuration	? No
More than ONE Payroll / Cost Category	? No	Allow Zero valued entries	? No
Use Pre-defined Cost Centre Allocations during Entry	? No		
Show Opening Balance for Revenue Items in Reports	? No		
F1: Accounts F2: Inventory F3: Statutory F5: Audit			

- From Gateway of Tally, traverse through **Accounts Info -> Ledgers -> Alter -> Select the Bank Ledger Name** for alteration



- In the Ledger alteration screen, enable **Update Cheque Leaf Info**

Ledger Alteration		Global Enterprises	
Name	: Yes Bank	<u>Total Op. Bal.</u>	
(alias)	:		
Under	: Bank OD A/c (Loans (Liability))	Mailing Details	
Effective Date for Reconciliation	? 1-Apr-2008	Name	: Yes Bank
Update Cheque Leaf Info	? Yes	Address	:
		State	:
		PIN Code	:
		A/c No.	:
		Branch Name	:
		BSR Code	:
Opening Balance (on 1-Apr-2008) :			

Note – To allow manual Cheque Number generation for any specific bank, the update Cheque leaf info need not be enabled.

5. On enabling **Update Cheque Leaf Info**, the following sub-screen appears where the Cheque Leaf Information needs to be updated and accept the screen.

Updation of Cheque Leaves for Yes Bank				
From	To	Starting Number	Prefix	Width of Numerical Part
10	12	11	Abs	3

6. Enter a Payment Voucher as shown below:

Accounting Voucher Creation		Global Enterprises		Ctrl + M	
Payment No. 6				2-Apr-2010 Friday	
Particulars		Debit	Credit		
Dr Party 1		1,500.00			
<i>Cur Bal: 15,750.00 Dr</i>					
Cr Yes Bank			1,500.00		
<i>Cur Bal: 23,206.00 Dr</i>					
Cheque No(s) : Abs/011		Dt. : 2-4-2010			
Narration:					
Ch. No. : Abs/011 dt. 2-4-2010				1,500.00 1,500.00	
				Accept ?	
				Yes or No	
Q: Quit		A: Accept		D: Delete	
		X: Cancel			
				Ctrl + N	

Note: If the user does not require Auto Cheque Number generation for a specific Bank, Cheque Range need not be entered in Bank Ledger Master and during voucher entry, the cursor will be placed on the Cheque Number Field where user can enter the Cheque Number manually.

7. Similarly, one can enter other vouchers also.
8. From Gateway of Tally, traverse through **Display->Account Books -> Ledger -> Select the Bank Ledger Name**, for e.g., Yes Bank. Subsequently, Ledger vouchers screen appears containing Yes Bank Vouchers as shown below:

Ledger Vouchers		Global Enterprises		Ctrl + M	
Ledger: Yes Bank		1-Apr-2010 to 2-Apr-2010			
Date	Particulars	Vch Type	Vch No.	Debit	Credit
2-4-2010	Party 1	Payment	1		1,500.00
2-4-2010	Party 2	Payment	2		8,500.00
				Opening Balance :	19,706.00
				Current Total :	10,000.00
				Closing Balance :	9,706.00

9. To track the range of Cheques, click on the button **Cheque Filter** or Press **Ctrl + C** and enable the option **Show Cheque No(s)**. with the required range of cheque numbers as shown below:

Range of Cheques

Show Cheque No(s). ? **Yes**

From : **10**

To : **12**

10. Subsequently, the Yes Bank Ledger Vouchers screen displays all the Vouchers containing Cheque Numbers within the above specified range as shown below:

Ledger Vouchers		Global Enterprises			Ctrl + M	
Ledger: Yes Bank				1-Apr-2010 to 2-Apr-2010		
Date	Particulars	Cheque No	Vch Type	Vch No.	Debit	Credit
2-4-2010	Party 1	Abs/011	Payment	1		1,500.00
2-4-2010	Party 2	Abs/012	Payment	2		8,500.00
					Opening Balance :	19,706.00
					Current Total :	10,000.00
					Closing Balance :	9,706.00

Also the New Column for Cheque Number is displayed.