User Manual – Auto Manual Voucher Numbering

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Auto Manual Voucher Numbering

The **Auto Manual Voucher Numbering** TDL is intended to assist users with auto generated voucher numbers though Voucher Type is configured for **Manual Voucher Numbering** Mode.

In Voucher Type Master, by default there are currently 2 types of Voucher Numbering i.e., Automatic and Manual. Hence, **Auto Manual Voucher Numbering** is built to overcome the limitations of both the Systems viz., Automatic and Manual.

In *Auto Manual Voucher Numbering*,

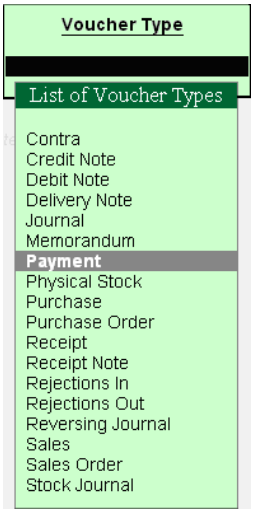
- The Voucher Numbering Mode selected is Manual which takes care of the issue of Voucher getting renumbered subsequent to deletion or insertion of previous vouchers.
- Also, the Voucher Number is being calculated automatically by the system during run time hence the user need not worry about the last entered voucher number.
- In Multi-User environment also, this works fine as if a voucher with assigned number already exists, it reassigns the next number automatically.

The following steps need to be followed by the user to setup **Auto Manual Voucher Numbering**:

1. Attach the file **Auto Manual Voucher Numbering.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. From **Gateway of Tally**, traverse through ***Accounts Info>Voucher Types> Alter*** to see a list of existing Voucher Types as shown:



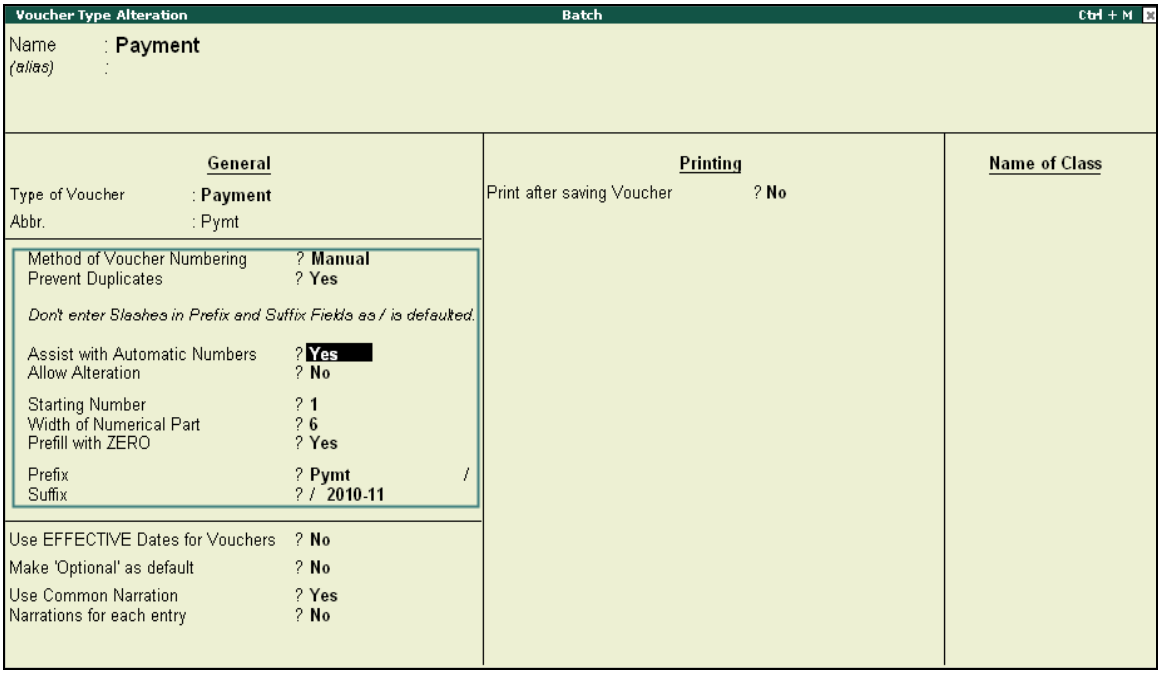
3. On selecting the desired Voucher Type, for e.g., *Payment*, the subsequent window appears where an option to select the **Method of Voucher Numbering** is available.

   - Select **Manual** from the list
   - Enable the **Prevent Duplicates** field to avoid duplication of voucher numbers.

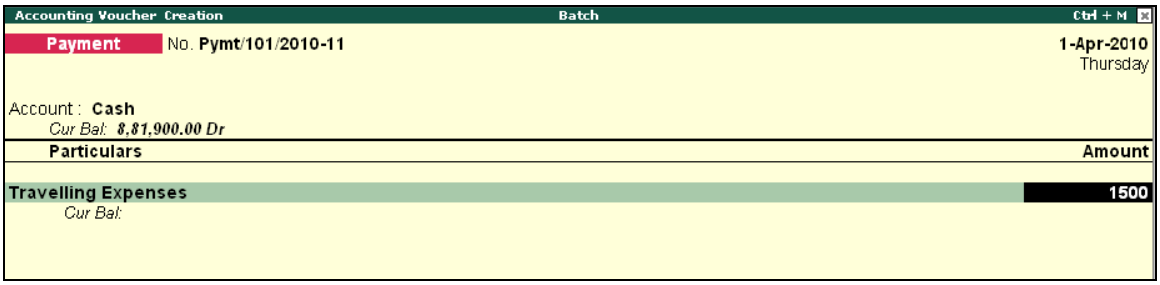
     Note: *Option **Prevent Duplicates** can be enabled or disabled only at the beginning when no voucher entries exist for the voucher type. Later to alter this option, all the entries must be deleted or moved to some other voucher type.*

   - In order to get assistance with auto filled voucher numbers, enable **Assist with Automatic Numbers**
   - If alteration of auto generated voucher number is required by the user during voucher entry, **Allow Alteration** option can be enabled.
   - Subsequently, enter values for **Starting Number**, **Width of Numerical Part**, **Prefill with Zero**, **Prefix**, **Suffix** and
   - Accept the Screen (Ctrl + A or multiple Enter keys to save the form)

     Note: *The behavior of other methods of Voucher Numbering, Automatic Numbering and None remain unchanged.*

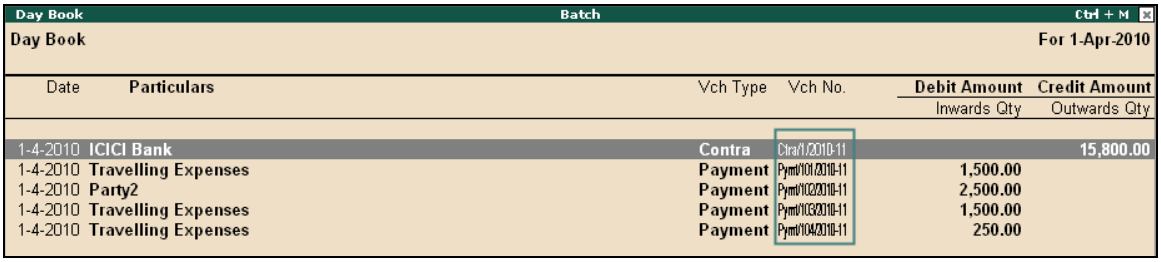


4. Now while entering the **Payment** Voucher, the voucher number is generated automatically as configured in the Voucher Type Master.

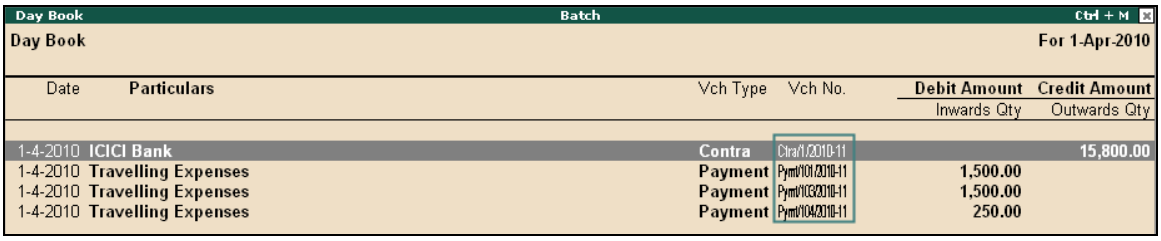


5. Enter the voucher and accept the screen. For the subsequent voucher of this voucher type, it recalculates and sets the subsequent voucher number automatically.

6. To view the list of vouchers entered for the day, traverse through **Gateway of Tally > Display > Daybook**.



7. On deleting an earlier voucher from Daybook subsequent vouchers of this Voucher Type remain unchanged.



From the above screen, it can be observed that though an older voucher number **Pymt/102/2010-11** is deleted, the subsequent voucher numbers are not renumbered.