



**POWER OF SIMPLICITY**

**User Manual – Sales Voucher  
Authorisation**

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## Sales Voucher Authorisation

This TDL is used to control the sales voucher alteration. Users are allowed to create the Sales Voucher. In case of any alteration in the sales voucher it has to be authorized by the authorized users.

To achieve this feature we have to do the following steps:

1. Attach the file **Sales Voucher Authorization.TDL** and execute **Tally.ERP 9** and select the required Company.

**Note:** For further information on downloading and attaching TDL to Tally.ERP9, please refer the document **Steps to enable TDL** in the same section/page at the beginning.

2. Go to > **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 displays the following information:

- 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
- Company Info. Menu (Open):**
  - Select Company
  - CoNnect Company
  - SHut Company
  - Create Company
  - Create Group Company
  - Alter** (highlighted)
  - SEcurity Control
  - Change TallyVault
  - SPlit Company Data
  - Backup
  - Restore
  - Quit

At the bottom of the screen, there is a status bar with the following information:

Product	Version	License	Configuration	Calculator
Tally POWER OF SIMPLICITY Tally.ERP 9	Series A Release 1.5 Edition Users	Serial Number 790003098 Site ID General1.5 Account ID tally2@tallysoftwares.com This is part of your Tally.NET subscription Tally.NET subscription valid till 31-Mar-2010	Stat B9 3 (2) TDLs Loaded Proxy None Server Port 9000 Running as ODBC Server	1 11:37:47 : Connected to Tally.NET 2 183751 : ABC Company Ltd - Company connected successfully 3 183661 : ABC COMPANY LTD - Company Disconnected

The status bar also includes the text: "Tally MAIN --> Gateway of Tally --> Company Info." and "(c) Tally Solutions Pvt. Ltd., 1988-200 Wed, 30 Sep, 200 16:21:54".

3. Set the **Security Control** for the company as shown:
  - 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>Security Control</b>	
Statutory compliance for State	: <b>India Karnataka</b>
Use Security Control	: <b>? Yes</b>
<i>(Enable Security to avail Tally.NET Features)</i>	
Pin Code	: <b>560022</b>
Name of Administrator	: <b>a</b>
Telephone No.	: <b>098234723</b>
Password	: <b>*</b>
Mobile No.	:
Repeat Password	: <b>*</b>
E-Mail	: <b>contact@abc.com</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>		

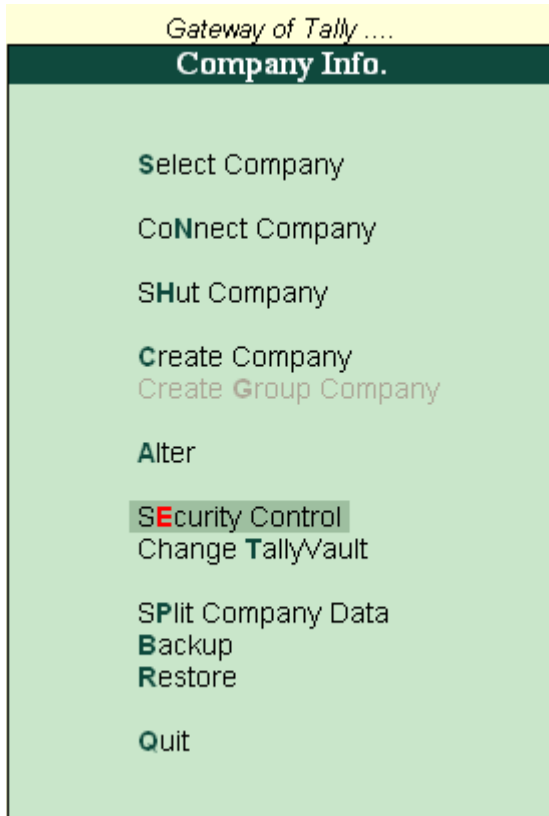
  

Q: Quit

Product	Version	License	Configuration	Calculator
<b>Tally</b> POWER OF SIMPLICITY <b>Tally.ERP 9</b>	Series A Release 1.5	Serial Number 780003099 Latest Latest	Stat 89 90 Available	Ctrl + N
	Edition Users	Auditor 1.5 This is part of your Tally.NET subscription Tally.NET subscription valid till 31-Mar-2010 Auditor Unlimited	1 TDLS Loaded Proxy None 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, 2007 11:44:21)

4. Go to **Gateway of Tally > Company Info > Security Control**



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



6. Create **List of Users** for the selected company as shown:

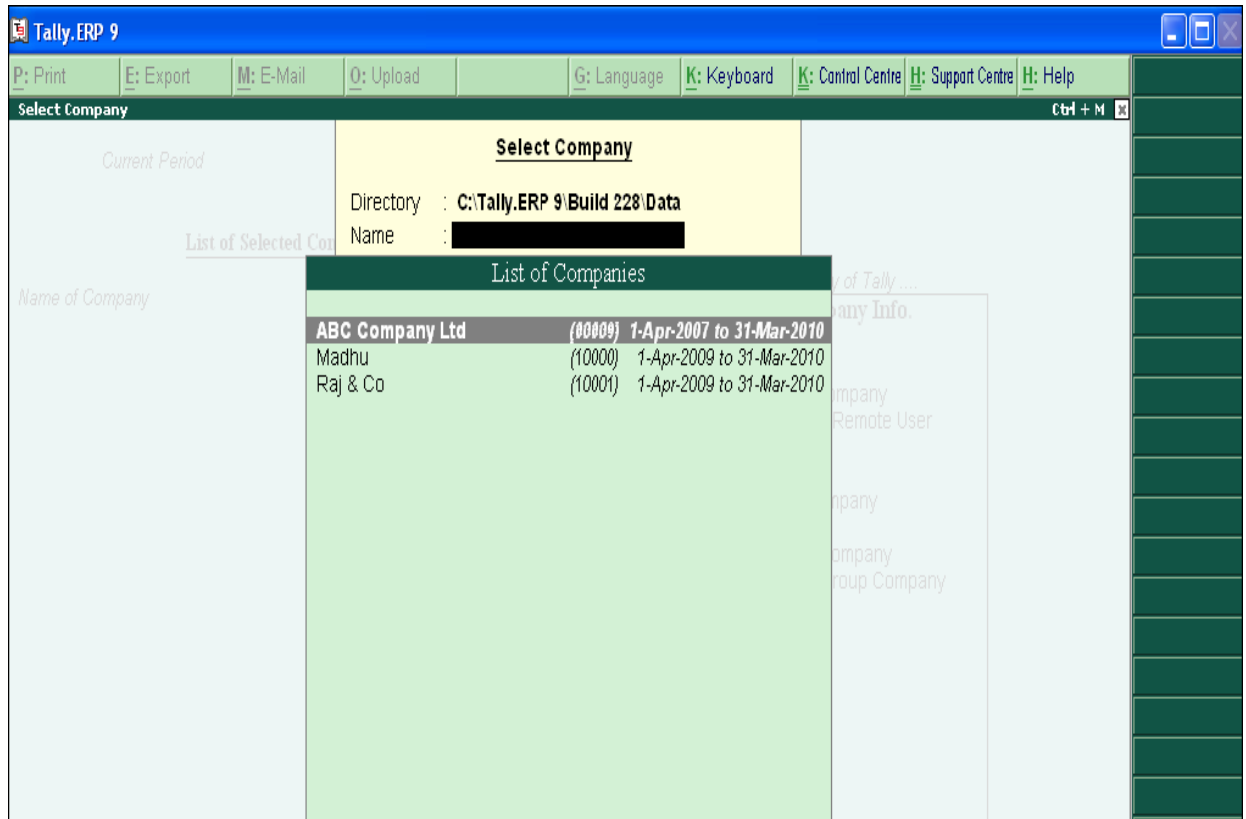
<b>List of Users for Company</b>							
Name : <b>ABC Company Ltd</b>							
Security Level	Name of User	Password (if any)	Allow Remote Access	Allow Local TDL	Mobile Number	Vch. Authorized?	Authorisation Code
Data Entry	Chris	*	No	No	98794756	Yes	C
Data Entry	Dany	*	No	No	98764545	No	

Accept ?  
Yes or No

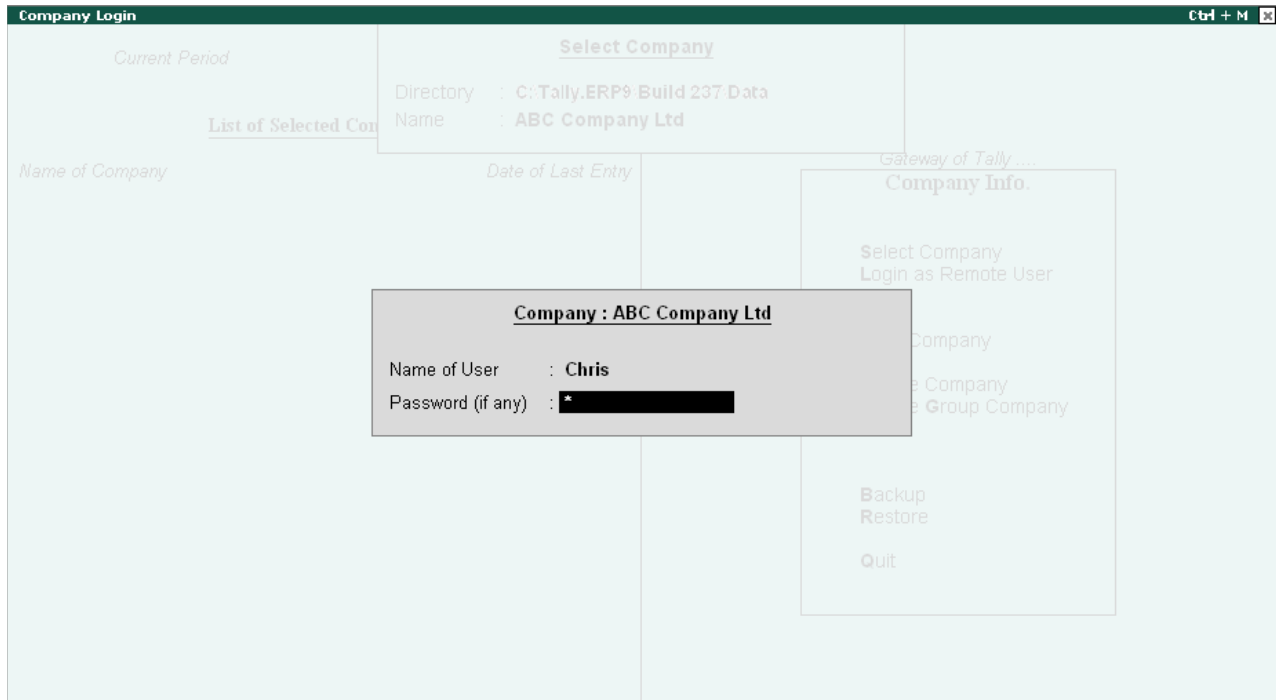
**Note:**

- *'Vch. Authorised' is set to Yes for the User Chris and he is authorized to create and edit any vouchers. The option Authorisation Code is set for this Authorised user.*
- *'Vch. Authorised' is set to No for the User Dany where he is not authorized to edit the vouchers passed. He is authorized only to create the vouchers.*

7. Go to Gateway of Tally > Shut Company [Alt + F1] > Select the company as ABC Company Ltd.



a. Log in with the **User name Chris** with the password **C**.



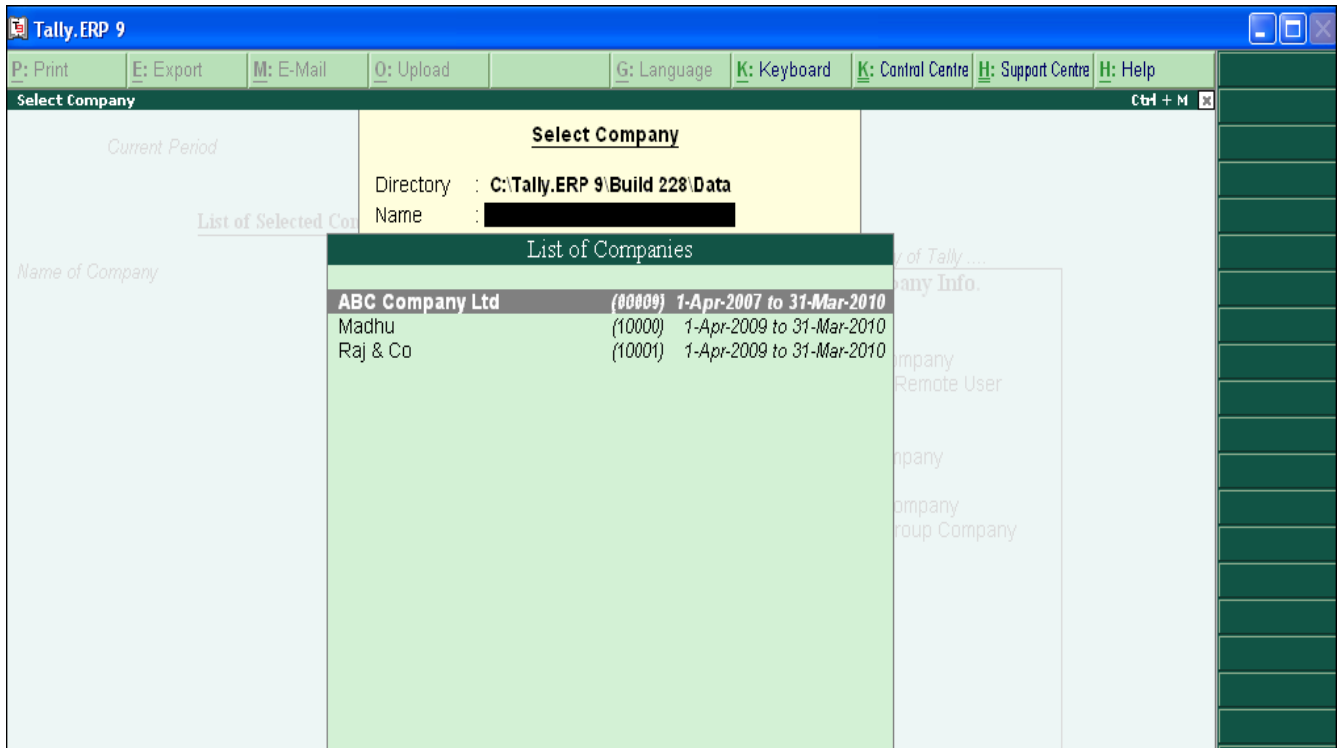


8. Go to **Gateway of Tally > Accounting Vouchers > F8 Sales.**

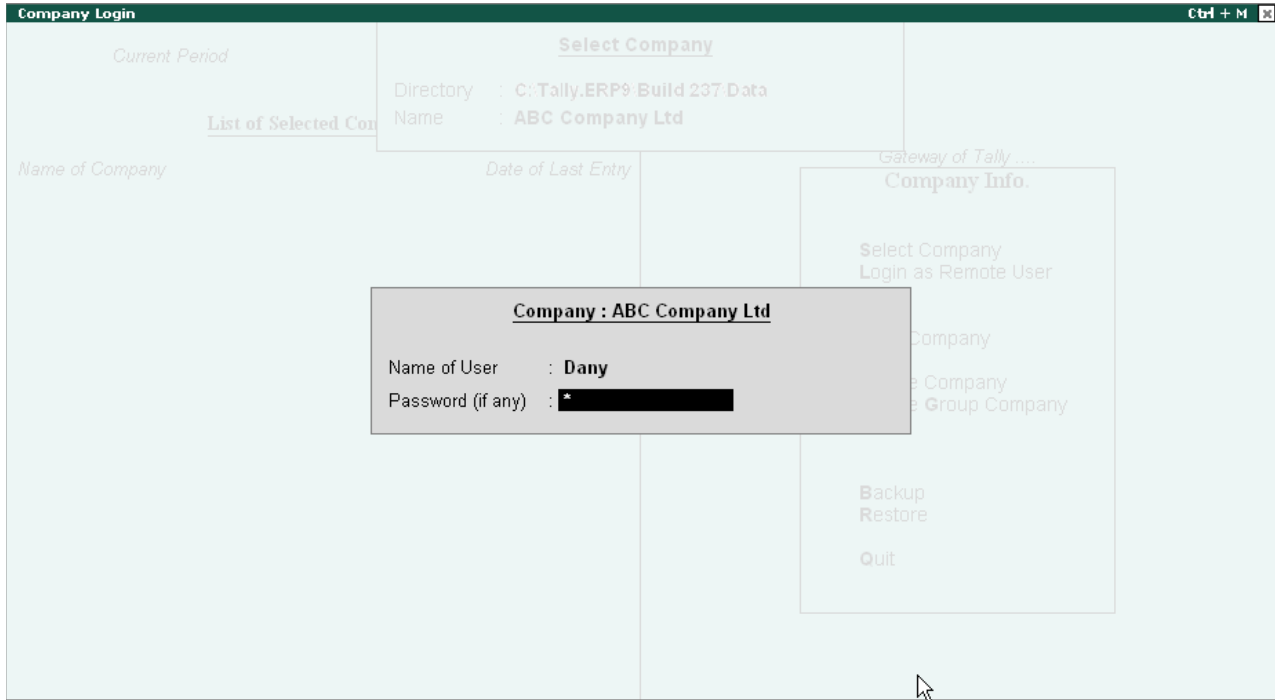
- Pass the Sales Item Invoice as shown.
- F12: Authorisation** button is inactive since the first user **Chris** is been authorised to pass and edit vouchers as he is the owner.
- Press **Enter** to accept the screen.

Accounting Voucher Creation		ABC Company Ltd		Ctrl + M
<b>Sales</b> No.				F1: Inventory Buttons
Ref :		8-Sep-2009		F1: Payroll Buttons
		Tuesday		F2: Date
Party's A/c Name : <b>Advview Consultants</b>				F3: Company
Current Balance : 35,000.00 Dr				
Name of Item	Quantity	Rate per	Amount	F4: Contra
Nokia	10 Nos	10,000.00 Nos	1,00,000.00	F5: Payment
□ End of List				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
Narration:		10 Nos		
				Accept ?
				Yes or No
Q: Quit	A: Accept	D: Delete	X: Cancel	
				Ctrl + N

9. Go to Gateway of Tally > Shut Company [Alt + F1] > Select the company as ABC Company Ltd.



a. Log in with the User name **Dany** with the password **D**.



10. Go to **Gateway of Tally > Display > Daybook.**

- a. Edit the voucher giving some other rate and amount.
- b. Tally restricts from accepting the voucher since the Second user **Dany** is not authorised to edit the Voucher apart from creating the voucher.

The screenshot shows the 'Accounting Voucher Alteration (Secondary)' window for 'ABC Company Ltd' on '8-Sep-2009 Tuesday'. The voucher type is 'Sales' and the number is 'No.'. The party's account name is 'Advview Consultants' with a current balance of '1,55,000.00 Dr'. The table below lists the items:

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

Below the table, there is a 'Narration:' field with '12 Nos' entered. An error dialog box is displayed in the foreground with the text: 'Error! Eh? Voucher Alteration is not allowed'. The bottom of the window shows a menu bar with options: Q: Quit, A: Accept, D: Delete, X: Cancel, and a status bar with 'Ctrl + N'. On the right side, there is a vertical toolbar with various function keys (F1-F12) and their corresponding actions.

11. To accept the voucher, first user **Chris** has to authorize.
  - a. Press **Esc** and press **Alt + F12: Authorization** button on the right hand side of the screen.
  - b. Give the user name as **Chris** and Authorisation Code as **C**.

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							
□ End of List										
<table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr style="background-color: #e0ffe0;"> <th colspan="2" style="text-align: center;">Company : ABC Company Ltd</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">Name of User</td> <td style="padding: 2px;">: Chris</td> </tr> <tr> <td style="padding: 2px;">Authorisation Code</td> <td style="padding: 2px;">: *</td> </tr> </tbody> </table>					Company : ABC Company Ltd		Name of User	: Chris	Authorisation Code	: *
Company : ABC Company Ltd										
Name of User	: Chris									
Authorisation Code	: *									
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
<b>Sales</b>	No.			8-Sep-2009 Tuesday
Ref. :				
Party's A/c Name : <b>Adviev Consultants</b>				
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	
□ End of List				
Narration:				12 Nos
				<b>Accept ?</b> Yes or No
<u>Q</u> : Quit	<u>A</u> : Accept	<u>D</u> : Delete	<u>X</u> : Cancel	

F1: Inventory Buttons  
 E1: 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  
 I: Post-Dated  
 L: Optional  
 F11: Features  
 F12: Configure