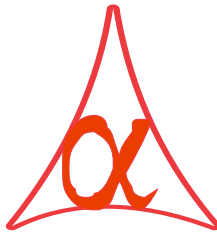




POWER OF SIMPLICITY

Audit Trail – Track Voucher

Alteration History -1.0



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Version: Alpha Automation Pvt. Ltd. / Audit Trail – Track Voucher Alteration History /1.0/
Jun-2016.

Audit Trail – Track Voucher

Alteration History -1.0

Introduction

This add-on can track creation as well as modification of vouchers along with Username, Date & Time of creation\alteration, and even modified contents will be tracked. In every instance of voucher alteration, users will be forced to enter the valid reasons, and these details will be displayed in the corresponding report.

Benefits

- This add-on can keep a track of the entire voucher information starting from when it is created, by whom it is created and the details of Ledgers & amount debited and credited.
- This add-on also keeps all the names of users who have altered the voucher with the date, time, alteration reason and the ledger details with amount debited and credited.
- This add-on prepares a report which shows audit log of the voucher with creation and alteration history.
- Transactions cannot be saved without entering the valid reason for alteration done in voucher.

Important!

As a best practice it is advisable to back up your company data

Installation

1. Copy the TCP file in Tally.ERP9 Folder.
2. Gateway of Tally → F12→ Product & Features → F4 (Manage Local TDL) → Select Yes in Load TDL on Start up and give the file name of TCP File. After pressing the Enter Key will show TDL Status which should be Active.

System requirements:

No additional hardware / software infrastructure is required for executing and operation this applications module

Setup Guide

For Tally.ERP 9 Series A Release 3.1 and below

Go to **Gateway of Tally > F11: Features > Accounting Features**

Set “Yes” to the options “Enable Audit Trail – Track Voucher Alteration History ?”

Company: <u>Abc Company Ltd</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	? Yes	Use Debit/Credit Notes	? Yes
		Use Invoice mode for Credit Notes	? Yes
		Use Invoice mode for Debit Notes	? Yes
<u>Outstandings Management</u>		<u>Budgets & Scenario Management</u>	
Maintain Bill-wise Details (for Non-Trading A/cs also)	? Yes ? Yes	Maintain Budgets and Controls	? Yes
Activate Interest Calculation (use advanced parameters)	? Yes ? Yes	Use Reversing Journals & Optional Vouchers	? Yes
<u>Cost/Profit Centres Management</u>		<u>Other Features</u>	
Maintain Payroll	? Yes	Enable Cheque Printing	? Yes
Maintain Cost Centres	? Yes	Set/Alter Cheque Printing Configuration	? No
Use Cost Centre for Job Costing	? No	Allow Zero valued entries	? Yes
More than ONE Payroll / Cost Category	? Yes	Maintain Multiple Mailing Details for Company & Ledgers	? Yes
Use Pre-defined Cost Centre Allocations during Entry	? No	Set/Alter Company Mailing Details	? No
Show Opening Balance for Revenue Items in Reports	? No	Enable Company Logo	? No
		Enable Audit Trail - Track Voucher Alteration History	? Yes
			Accept ?
F1: Accounts F2: Inventory F3: Statutory			Yes or No

For Tally.ERP 9 Series A Release 3.2 and above

Go to **Gateway of Tally > F11: Features > Add-on Features**

Set “Yes” to the options “Enable Audit Trail – Track Voucher Alteration History ?”

Company: **Abc Company Ltd**

Add-On Features

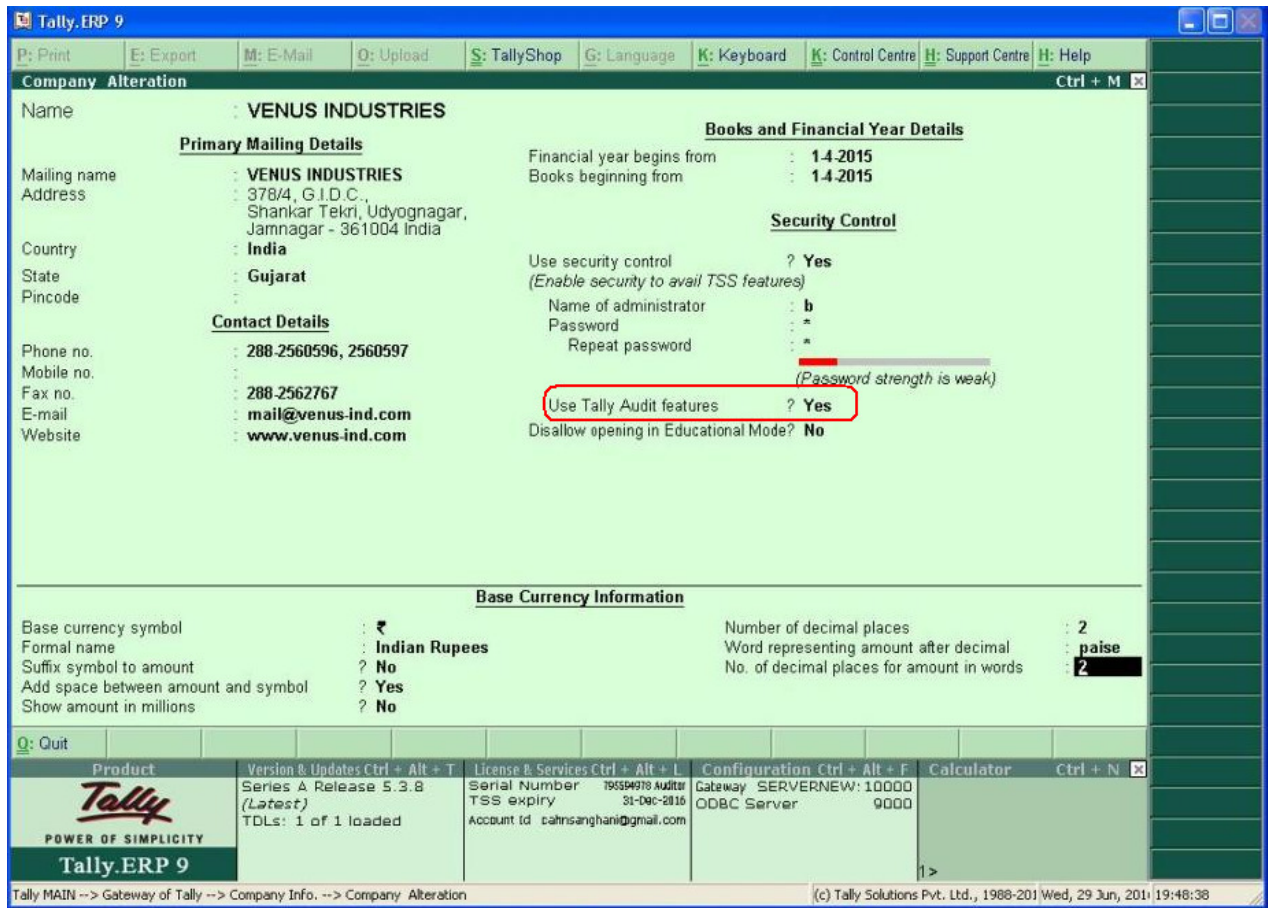
Enable Audit Trail - Track Voucher Alteration History ? **Yes**

Click on Shop button to buy Add-Ons

F1: Accounts **F2: Inventory** **F3: Statutory** **F4: TSS** **F5: Audit**

Accept ?
Yes or **No**

Navigate through Gateway of Tally → Alt+F3 → Alter → Select the Company and enable
“Use Tally Audit Features: Yes”



After installing this add-on, Tally will automatically start keeping track of creation as well as alteration content. While doing any alteration in a voucher, Tally will prompt you for the reason for alteration as given below.

Detailed User Guide:

- 1) Navigate thru Gateway of Tally → Accounting Voucher → Sales / Purchase / Payment / Receipt / Credit Note / Debit Note. Prepare any Voucher as below.

The screenshot shows the 'Accounting Voucher Creation' window in Tally.ERP 9. The voucher is for a 'Sales' transaction, un-audited, dated 5-Apr-2016. The party is 'Bhuvneshkumar'. The table below shows the items and their amounts, including VAT.

Name of Item	Quantity	Rate	per	Disc %	Amount	
Item 1	100 Kgs	100.00	Kgs		10,000.00	
Item 2	100 Kgs	250.00	Kgs		25,000.00	
					35,000.00	
VAT 4%				4 %	400.00	
Vat 1%				1 %	100.00	
Narration:					200 Kgs	35,500.00

Additional details: Provide VAT details: No. The window includes a menu bar with options like Print, Export, E-Mail, Upload, TallyShop, Language, Keyboard, Control Centre, Support Centre, and Help. A right-hand pane lists various voucher types (Accounting Voucher, Inventory Vouchers, Order Vouchers, Date, Company, Contra, Payment, Receipt, Journal, Sales, Credit Note, Purchase, Debit Note, Reversing Journal, Memos, Stock Query, Tax Analysis, Accounting Invoice, As Voucher, Post-Dated, Optional, Features, Configure). The status bar at the bottom shows 'Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation' and '(c) Tally Solutions Pvt. Ltd., 1986-20 Mon, 18 Jul, 2016 19:02:46'.

- 2) Now, Alter above Sales Voucher. Enter Reason for Alteration of Voucher. Voucher will not be Saved & Exit until entering of Reason for Alteration of Voucher.

Tally.ERP 9

P: Print E: Export M: E-Mail O: Upload S: TallyShop G: Language K: Keyboard K: Control Centre H: Support Centre H: Help

Accounting Voucher Alteration (Secondary) VENUS INDUSTRIES Ctrl + M

Sales No. 1 5-Apr-2016 Tuesday

Reference no.:
 Party A/c name : Bhuvneshkumar
 Current balance : ₹1,300.00 Dr

Name of Item	Quantity	Rate	per	Disc %	Amount
Item 1	100 Kgs	300.00	Kgs		30,000.00
Item 2	100 Kgs	500.00	Kgs		50,000.00
					80,000.00
VAT 4%			4 %		1,200.00
Vat 1%			1 %		100.00

Provide VAT details : No

Narration: 200 Kgs

Reason For Alteration : Item Rate Changed

Accept ?
Yes or No

Q: Quit A: Accept D: Delete X: Cancel Ctrl + N

Tally MAIN --> Gateway of Tally --> Display Menu --> Statements of Accounts --> Statistics --> Voucher Monthly Register -->... (c) Tally Solutions Pvt. Ltd., 1988-20 Mon, 18 Jul, 2016 19:08:12

3) Navigate Through Gateway Of Tally → Display → Day Book. Press F12 for Configuration. Set “Yes” to Option “Show Entered/Altered By?”.

<u>Configuration</u>	
Format	: Detailed
Show narrations	? No
Show bill wise details	? No
Show Cost Centre Details also	? No
Show inventory details	? No
Show additional description of Stock Item	? No
Show Supplementary Details	? No
Show Bank Details also	? No
Show Additional Details	? No
Show Entered/Altered By	? Yes
Select vouchers to show	: All Vouchers
Appearance of Stock Item Names	: Name Only
Appearance of Names	: Name Only
Sorting Method	: Default

4) Day Book will be Appear as below with Voucher Creation/Alteration History.

The screenshot displays the Tally ERP 9 Day Book interface for VENUS INDUSTRIES. The main window shows a voucher for 5-4-2016 with the following details:

Date	Particulars	Vch Type	Vch No.	Debit Amount	Credit Amount
				Inwards Qty	Outwards Qty
5-4-2016	Bhuvneshkumar	Sales	1	80,000.00	
	Sales 4%			30,000.00 Cr	
	Sales @ 12.5			50,000.00 Cr	

Below the table, a red-bordered box contains the following history:

Entered By : b Created On : 18-Jul-2016 At : 7:10 PM Created As : Bhuvneshkumar - 35,000.00, Sales 4% - 10,000.00, Sales @ 12.5 - 25,000.00
 Altered By : b Altered On : 18-Jul-2016 At : 7:12 PM Reason :Item Rate Changed Altered As : Bhuvneshkumar - 80,000.00, Sales 4% - 30,000.00, Sales @ 12.5 - 50,000.00

The interface includes a menu bar at the top with options like Print, Export, E-Mail, Upload, TallyShop, Language, Keyboard, Control Centre, Support Centre, and Help. A right-hand sidebar contains function keys (F1-F12) such as Condensed, Date, Period, Company, Change Voucher, Columnar, Extract, Show Profit, Post-Dated Rep, Related Reports, Inventory Reports, A/c Reports, Features, Configure, Range, and Value. A bottom status bar shows the current path: Tally MAIN --> Gateway of Tally --> Display Menu --> Day Book, and the footer: (c) Tally Solutions Pvt. Ltd., 1988-20 Mon, 18 Jul, 2016 19:12:33.

FAQ

Which version/releases of Tally.ERP 9 does the add-on support?

This add-on will work only with Tally ERP 9 Series A, release 3.0 onwards.

How will I get support for this add-on?

For any functional support requirements please do write to us on tdl@aplautomation.com or call us at +91-288-2660530/31 or +91-9099908115/ 9825098442.

If I need some enhancement / changes to be incorporated for the add-on, whom should I contact?

Please to write to us on tdl@aplautomation.com with your additional requirements and we will revert to you in 24 hours.

Will new features added be available to us?

We offer one year availability of all support and new features free of cost. After one year, nominal subscription cost will be applicable to you to continue to get free support and updates.

What will happen after one year?

There is no fixed annual charge to be payable mandatory. However if any changes are required in our Add-On to make compatible with New Release of Tally.ERP9 then the modification Charges will be applied.

I am using a multi site. Can I use the same Add-on for all the sites?

No, one Add-on will work only for 1 site. You need to purchase again if you want to use the same Add-on for more sites.

I have upgraded to a new Tally.ERP 9 Release. What will happen?

Normally, the add-on will work fine without any glitches. If you face problems with the Add-on, you can contact us for support.

Product and Features Page shows errors with the Add-on, What do I do?

Check first if the error is because of the Add-on or because of clashes between 2 TDLs (An add-on is also a TDL). In case of clashes, disable one or more TDLs and check which TDL has error. If the Add-on has a problem, you can report it to us.

My Tally went into educational mode after installing the add-on. What do I do?

Go into **Gateway of Tally** → **Press F12** → **Select Product and Features** -> **Press F4** and remove the Add-on from the list and Restart Tally.