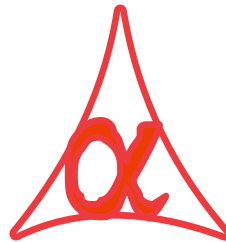




**POWER OF SIMPLICITY**

## Lock Period for Voucher Create & Edit– 1.0



### **Alpha Automation Pvt. Ltd.**

#### **Head Office**

104-The Grand Apurva, Nr. Hotel Fortune Palace,

Nr. Digjam Circle, Airport Road - JAMNAGAR –Gujarat (India)

Phone No. : +91-288-2713956/57/58, 9023726215/16/17, 9099908115, 9825036442

Email : mail@aaplautomation.com

#### **Branch Office**

**Rajkot** : 807-Dhanrajni Complex, Nr. Hotel Imperial Palace, Dr. Yagnik Road, RAJKOT (Gujarat).

**Gandhidham** : 92-GMA Building, 2nd Floor, Plot No. -297, Sector-12B. GANDHIDHAM (Gujarat)

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Version: Alpha Automation Pvt. Ltd. /Lock Period for Voucher Create & Edit/1.0/ Nov -2022

## Lock Period for Voucher Create & Edit – 1.0

### **Introduction**

This add-on facilitates the user to prevent the Editing of Existing Vouches or Creation of New vouchers before the Specified Cut-off Date. This add on works on all accounting and inventory vouchers.

### **Benefits**

- This helps in securing the finalized transactions from being edited.
- Administrator can apply this Lock for Selected Voucher Type also.
- The administrator has right to alter or create any type of voucher before Cut-off date also.

### **What's New?**

- Compatible with Tally Prime

#### **Important!**

Take back up of your company data before activating the Add-on.

Once you try/purchase an Add-on, follow the steps below to configure the Add-on and use it.

### **Installation**

1. Copy the TCP file in TallyPrime Folder.
2. Gateway of Tally → F1 (Help) → TDL & Add-on → F4 (Manage Local TDL) → Select Yes in Load TDL on Startup and give the file name of TCP File. After pressing the Enter Key will show TDL Status which should be as Loaded.

### **System requirements:**

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

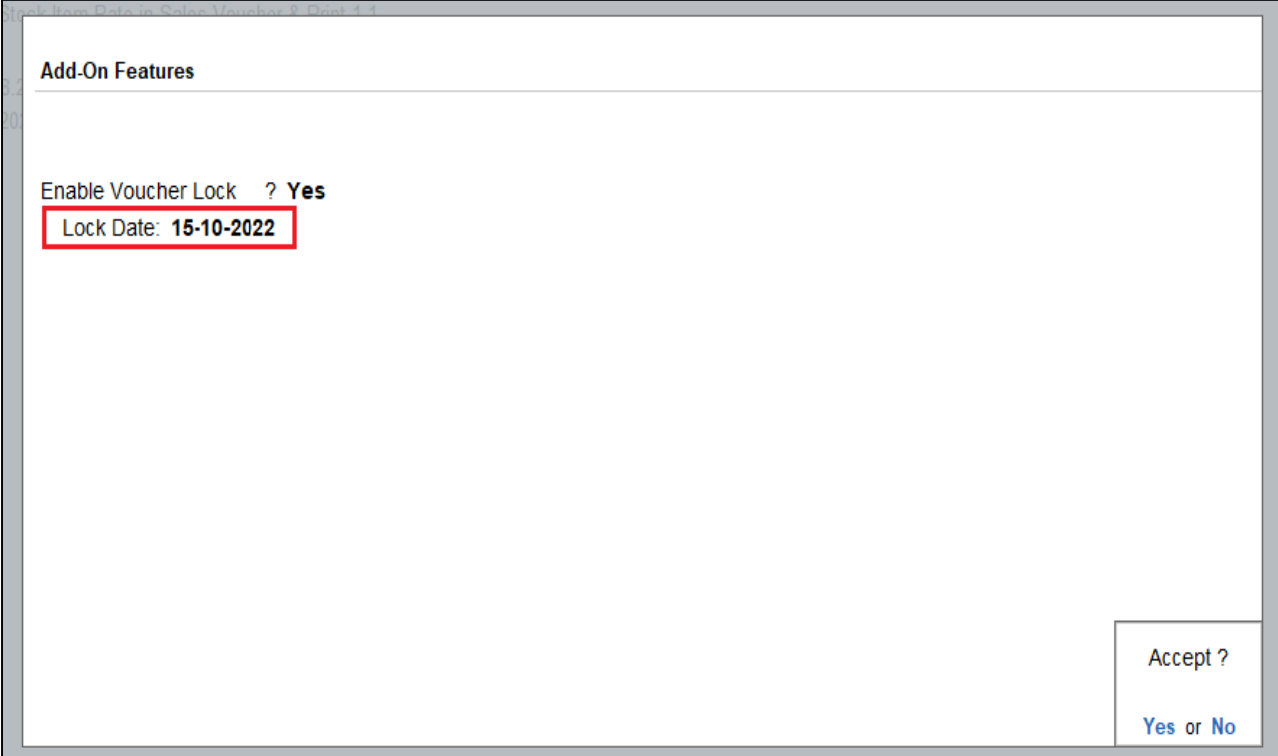
## 1. Activate the Add-on.

*For TallyPrime Release 1.0*

Go to **Gateway of Tally** → **F1: Help** → **TDL & Add-On** → **F6: Add-On Features**. Alternatively, you may press **CTRL + ALT + T** from any menu to open TDL Management report and then press **F6: Add-On Features**

Set **“Yes”** to the option **“Enable Voucher Lock?”**

Enter Lock Date as per your requirement



Add-On Features

Enable Voucher Lock ? **Yes**

Lock Date: **15-10-2022**

Accept ?

Yes or No

## Detailed User Guide:

### 1. Go to Gateway of Tally → Alter → Voucher → sales

- Set **yes**” Include for Lock “?

General		Printing	
Name	: Sales	Print voucher after saving	: Yes
(alias)	:	Include for Lock	? <input type="text" value="Yes"/>
Select type of voucher	: Sales	Use for POS invoicing	: No
Abbreviation	: Sale	Default title to print	: Tax Invoice
Activate this Voucher Type	: Yes	Default bank	: State Bank of India-123
Method of voucher numbering	: Manual	Default jurisdiction	:
Prevent duplicates	: No	Set/alter declaration	: No
Use effective dates for vouchers	: No		
Allow zero-valued transactions	: No		
Make this voucher type as 'Optional' by default	: No		
Allow narration in voucher	: Yes		
Provide narrations for each ledger in voucher	: No		
Enable default accounting allocations	: No		

## 2. Login with user.

**Change User**

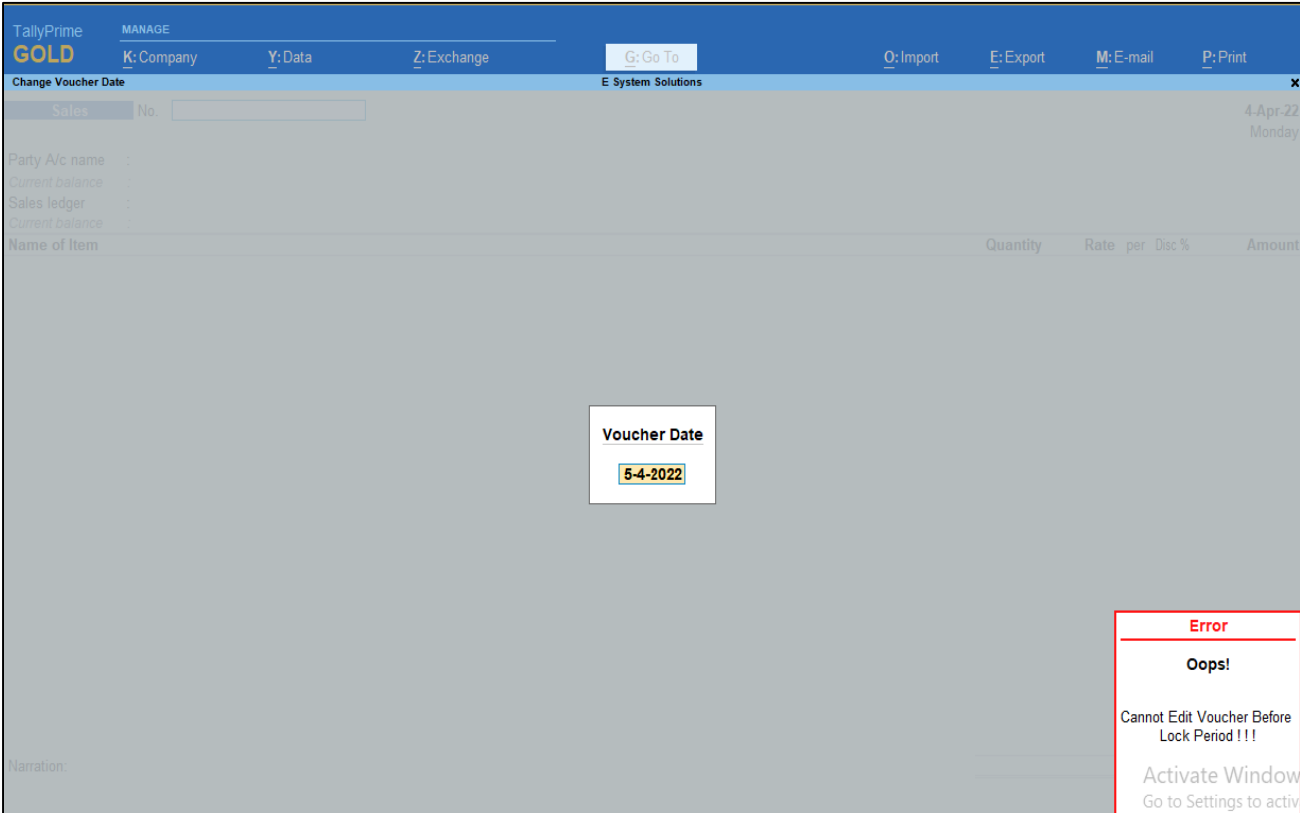
Select Company : **E System Solutions**

Username : **user2**

Password :

## 3. After log in go to gateway of tally → vouchers → sales

- Tally will not allow to create sales voucher of any Date lower than Lock Date. On Selecting the lower date message will appear **“cannot edit or create voucher before lock period.”**



The screenshot shows the TallyPrime interface. At the top, there's a menu bar with 'TallyPrime GOLD' and 'MANAGE' options. Below it, there are navigation buttons for 'K: Company', 'Y: Data', 'Z: Exchange', 'G: Go To', 'O: Import', 'E: Export', 'M: E-mail', and 'P: Print'. The main window is titled 'Change Voucher Date' and shows a date field set to '5-4-2022'. An error dialog box in the bottom right corner reads: 'Error: Oops! Cannot Edit Voucher Before Lock Period !!!'.

**4. Go to Gateway of Tally → Account Books → Sales register → open sales voucher and try to edit but it will not allow to edit voucher before the lock date. Message will be shown as below.**

TallyPrime **GOLD** MANAGE  
 K: Company Y: Data Z: Exchange G: Go To O: Import E: Export M: E-mail P: Print  
 Accounting Voucher Alteration (Secondary) E System Solutions

Sales No. 2 1-Apr-22 Friday

Party A/c name : Anand Liners  
 Current balance : 19,644.00 Cr  
 Sales ledger : Sales Acc  
 Current balance : 12,25,835.64 Cr

Name of Item	Quantity	Rate	per	Disc %	Amount
Hard Disk	1	No	4,000.00	No	4,000.00
CGST					360.00
SGST					360.00

Provide e-Invoice details : No

Narration: 1 No

**Error**

**Oops!**

Cannot Edit Voucher Before  
Lock Period !!!

Activate Window  
Go to Settings to activ

## FAQ

### **Which version/release of TallyPrime does the add-on support?**

This add-on will work only from Tally Prime Release 1.0 onwards.

### **How will I get support for this add-on?**

For any functional support requirements please do write to us on [mail@aplautomation.com](mailto:mail@aplautomation.com) or call us at +91-288-2713956/57/58, +91-9023726215/16/17, 9099908115, 9825036442.

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

Please to write to us on [mail@aplautomation.com](mailto:mail@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 TallyPrime 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.

### **TDL Management screen shows errors with the Add-on. What do I do?**

Check whether 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 the 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 F1 (Help)** → **TDL & Add-on** → **Press F4** and remove the Add-on from the list and Restart Tally.