



**POWER OF SIMPLICITY**

## Update Cost Centre for Multiple Vouchers

### From Daybook– 1.0



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Version: Alpha Automation Pvt. Ltd. / Update Cost Centre for Multiple Vouchers from Daybook/ 1.0 / June -2024

## Update Cost Centre for Multiple Vouchers

### From Daybook– 1.0

#### **Introduction**

This add on facilitates user to update cost centers for multiple vouchers directly from the daybook in Single Click. No need to open individual vouchers for Updating Cost Centers.

#### **Benefits**

- It displays Cost Center name in Day Book.
- It saves time and effort and also prevents risk of other details of Vouchers getting changed.

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

Computable 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 Tally Prime 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 Update Cost Centre for Multiple Vouchers from Daybook?”**



Add-On Features

Enable Update Cost Centre for Multiple Vouchers from Daybook ? **Yes**

Accept ?  
Yes or No

## Detailed User Guide:

### 1. Go to Gateway of tally → Daybook

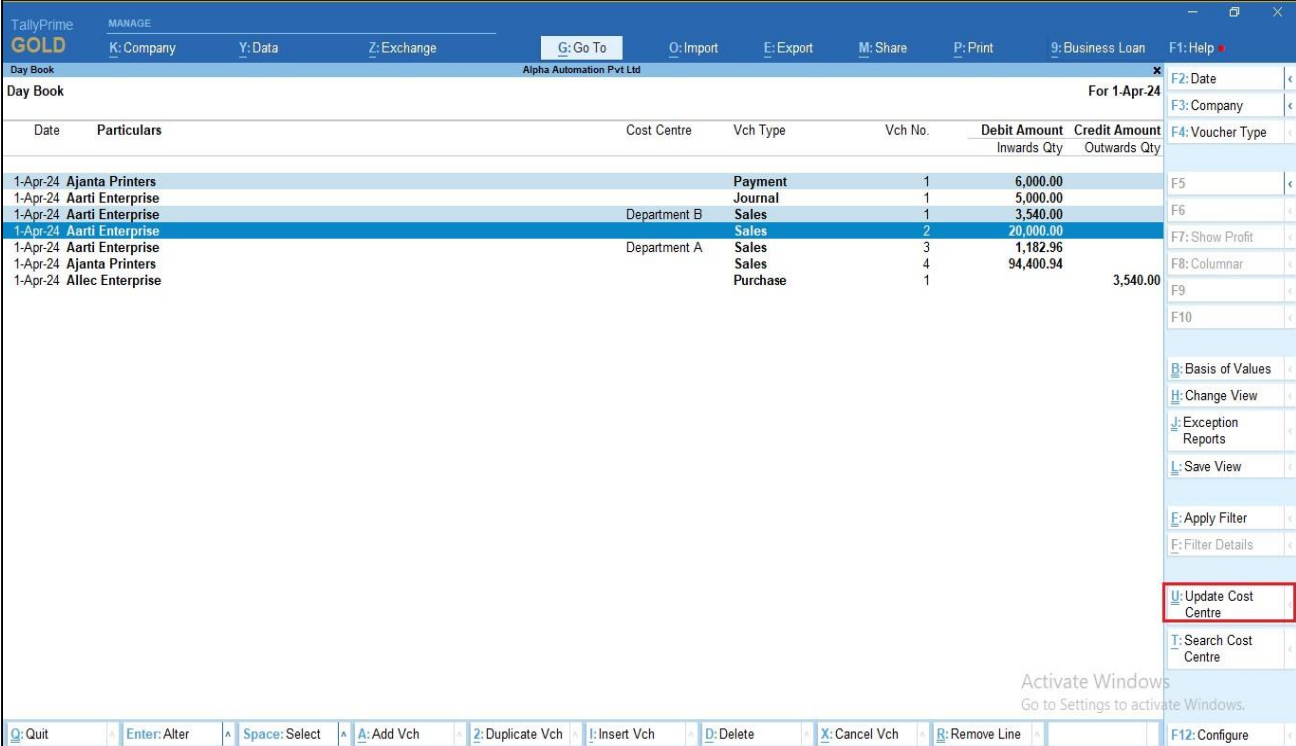
- Click F12 Button → Set yes to Cost Centre

Configuration	
Show Cost Centre	? <input type="text" value="Yes"/>
Show Narrations	: No
Format of Report	: Condensed
Show Bill-wise details	: No
Show Inventory details	: No
Show Descriptions for Stock Items	: No
Show Mode of Payment	: No
Show additional Bank details	: No
Show Cost Centre details	: No
Show Entered By/Altered By	: No
Display name for Ledgers	: Name Only
Display name for Stock Items	: Name Only
Sorting Method	: Default

## 2. Cost centre is display in daybook report as shown below.

Date		Particulars	Cost Centre	Vch Type	Vch No.	Debit Amount	Credit Amount
						Inwards Qty	Outwards Qty
1-Apr-24		Ajanta Printers		Payment	1	6,000.00	
1-Apr-24		Aarti Enterprise		Journal	1	5,000.00	
1-Apr-24		Aarti Enterprise	Department B	Sales	1	3,540.00	
1-Apr-24		Aarti Enterprise		Sales	2	20,000.00	
1-Apr-24		Aarti Enterprise	Department A	Sales	3	1,182.96	
1-Apr-24		Ajanta Printers		Sales	4	94,400.94	
1-Apr-24		Allec Enterprise		Purchase	1		3,540.00

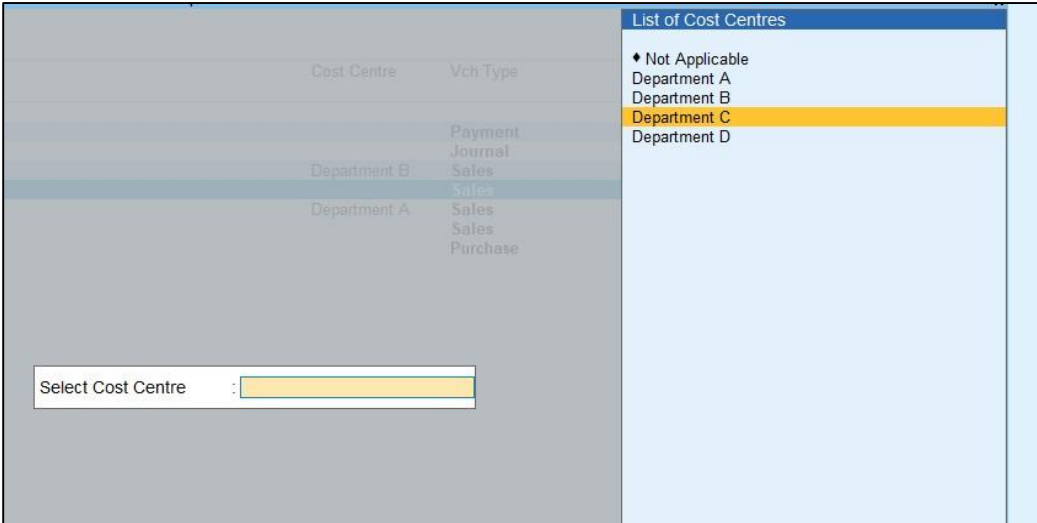
### 3. Select vouchers and Click on update cost Centre button.



The screenshot shows the TallyPrime Day Book interface for Alpha Automation Pvt Ltd on 1-Apr-24. The main table lists several vouchers with their respective dates, particulars, cost centres, and amounts. A right-hand menu is open, and the 'Update Cost Centre' option is highlighted with a red box.

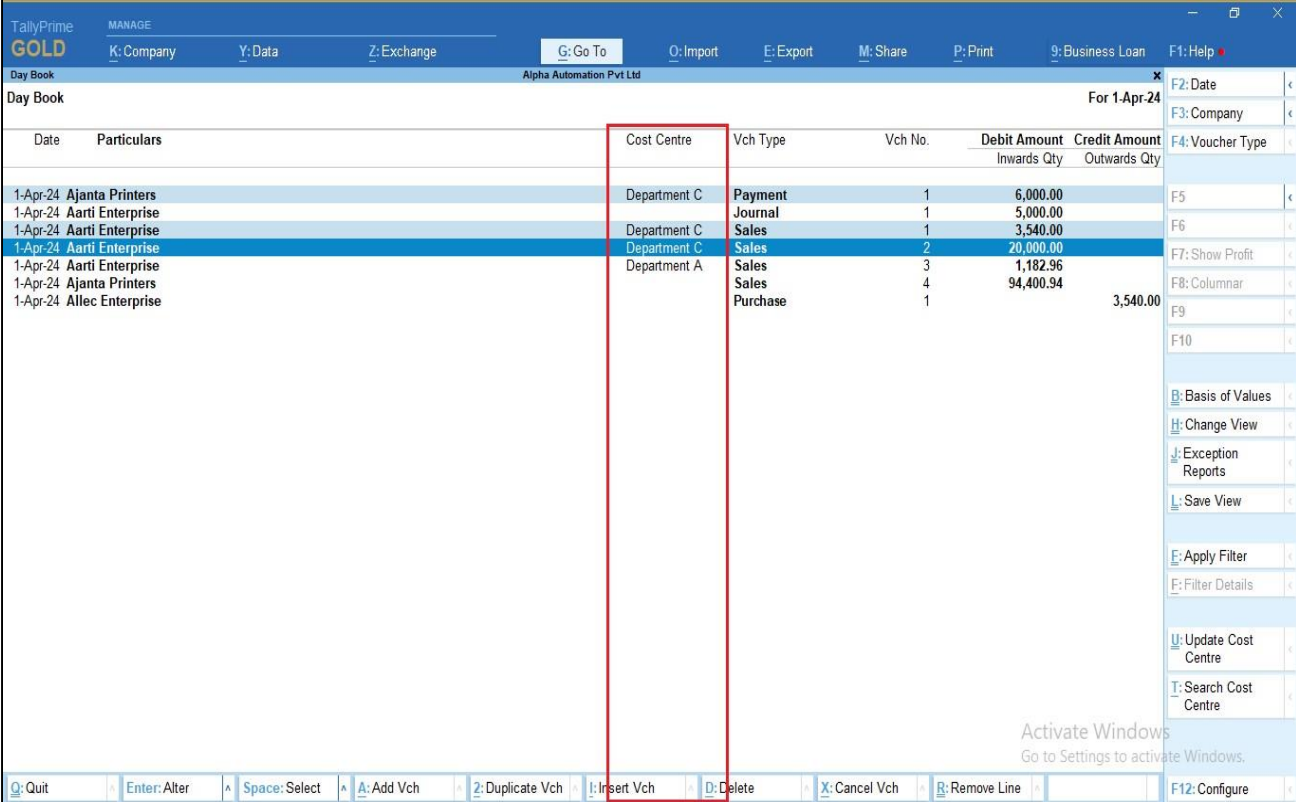
Date	Particulars	Cost Centre	Vch Type	Vch No.	Debit Amount	Credit Amount
					Inwards Qty	Outwards Qty
1-Apr-24	Ajanta Printers		Payment	1	6,000.00	
1-Apr-24	Aarti Enterprise		Journal	1	5,000.00	
1-Apr-24	Aarti Enterprise	Department B	Sales	1	3,540.00	
1-Apr-24	Aarti Enterprise		Sales	2	20,000.00	
1-Apr-24	Aarti Enterprise	Department A	Sales	3	1,182.96	
1-Apr-24	Ajanta Printers		Sales	4	94,400.94	
1-Apr-24	Allec Enterprise		Purchase	1		3,540.00

### 4. Select Cost Centre as shown below.



The screenshot shows the 'List of Cost Centres' dialog box. The list contains the following items: Not Applicable, Department A, Department B, Department C (highlighted in yellow), and Department D. Below the list, there is a 'Select Cost Centre' field with a dropdown arrow.

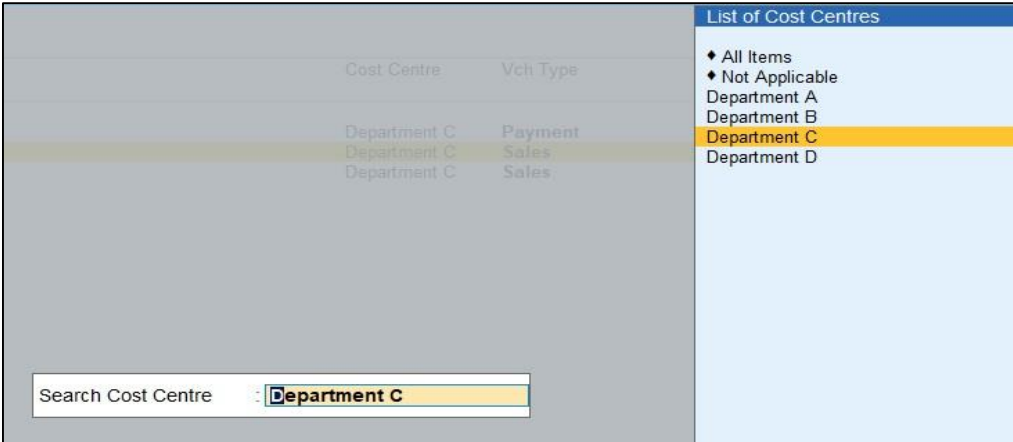
### 5. Selected vouchers Cost Centre is updated without opening vouchers.



The screenshot shows the TallyPrime Day Book interface for Alpha Automation Pvt Ltd. The Cost Centre column is highlighted with a red box. The data is as follows:

Date	Particulars	Cost Centre	Vch Type	Vch No.	Debit Amount	Credit Amount
					Inwards Qty	Outwards Qty
1-Apr-24	Ajanta Printers	Department C	Payment	1	6,000.00	
1-Apr-24	Aarti Enterprise		Journal	1	5,000.00	
1-Apr-24	Aarti Enterprise	Department C	Sales	1	3,540.00	
1-Apr-24	Aarti Enterprise	Department C	Sales	2	20,000.00	
1-Apr-24	Aarti Enterprise	Department A	Sales	3	1,182.96	
1-Apr-24	Ajanta Printers		Sales	4	94,400.94	
1-Apr-24	Allec Enterprise		Purchase	1		3,540.00

### 6. You can search cost centre wise vouchers → click search cost centre button



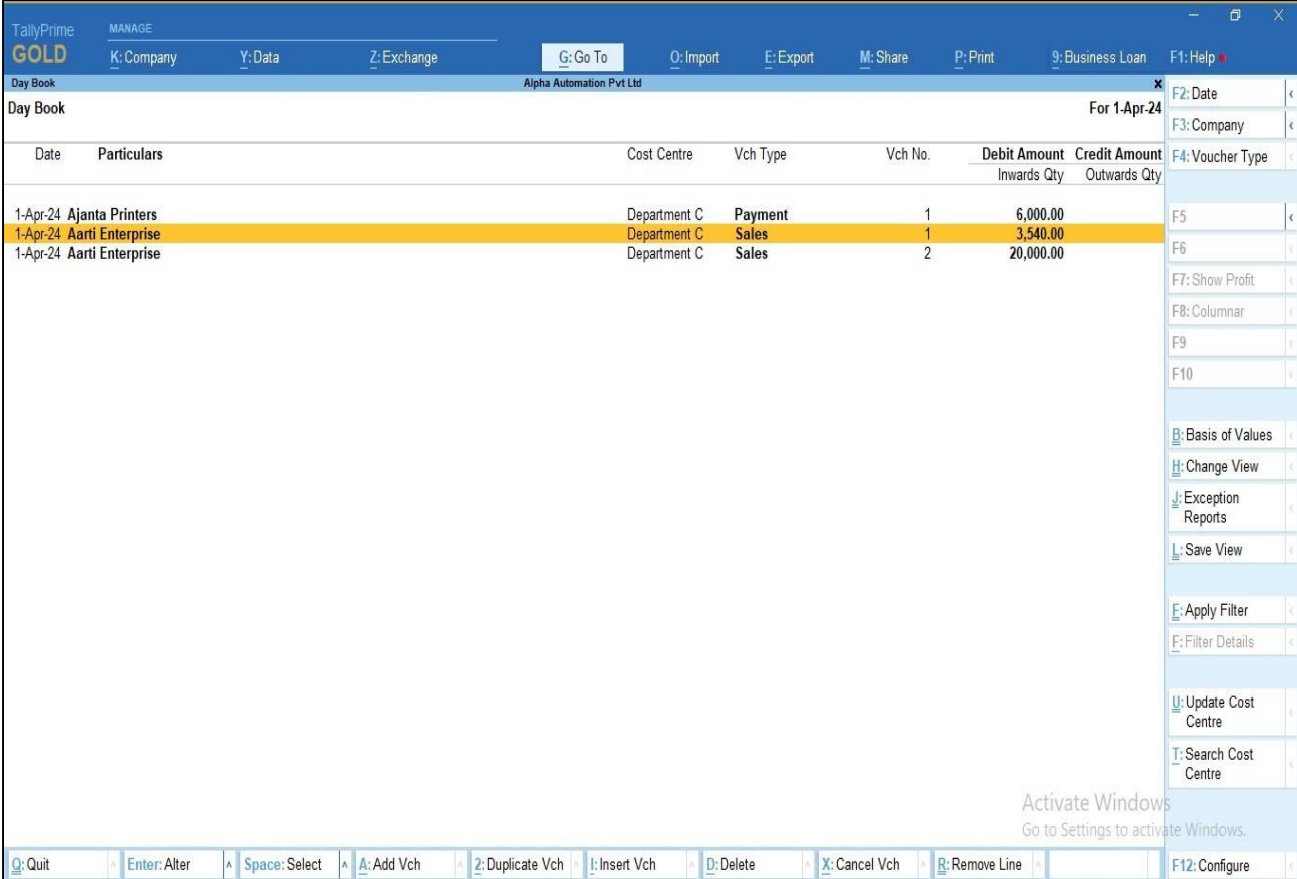
The screenshot shows the 'List of Cost Centres' dialog box. The search criteria is set to 'Department C'. The list of cost centres is as follows:

Cost Centre	Vch Type
Department C	Payment
Department C	Sales
Department C	Sales

Search Cost Centre:



## 7. Vouchers containing searched Cost Centre is display in daybook.



The screenshot shows the TallyPrime Day Book interface for 'Alpha Automation Pvt Ltd' on '1-Apr-24'. The interface includes a menu bar with options like 'G: Go To', 'O: Import', 'E: Export', 'M: Share', 'P: Print', '9: Business Loan', and 'F1: Help'. A right-hand pane contains various filters and actions such as 'F2: Date', 'F3: Company', 'F4: Voucher Type', 'F5', 'F6', 'F7: Show Profit', 'F8: Columnar', 'F9', 'F10', 'B: Basis of Values', 'H: Change View', 'J: Exception Reports', 'L: Save View', 'E: Apply Filter', 'F: Filter Details', 'U: Update Cost Centre', and 'T: Search Cost Centre'. At the bottom, there is a keyboard shortcut bar with options like 'Q: Quit', 'Enter: Alter', 'Space: Select', 'A: Add Vch', '2: Duplicate Vch', 'I: Insert Vch', 'D: Delete', 'X: Cancel Vch', 'R: Remove Line', and 'F12: Configure'. The main table displays the following data:

Date	Particulars	Cost Centre	Vch Type	Vch No.	Debit Amount Inwards Qty	Credit Amount Outwards Qty
1-Apr-24	Ajanta Printers	Department C	Payment	1	6,000.00	
1-Apr-24	Aarti Enterprise	Department C	Sales	1	3,540.00	
1-Apr-24	Aarti Enterprise	Department C	Sales	2	20,000.00	

## FAQ

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

This add-on will work only from TallyPrime 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@aaplautomation.com](mailto:mail@aaplautomation.com) or call us at +91-288-2713956/57/58, +91-9023726215/16/17/18, 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@aaplautomation.com](mailto:mail@aaplautomation.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.