



POWER OF SIMPLICITY

User Manual – Automatic Cheque Number Generation

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Automatic Cheque Number Generation

This TDL is used for generating the Cheque numbers automatically when the payment voucher is passed. This automated cheque number is generated as per the user specified cheque number range in the Bank Ledger Master.

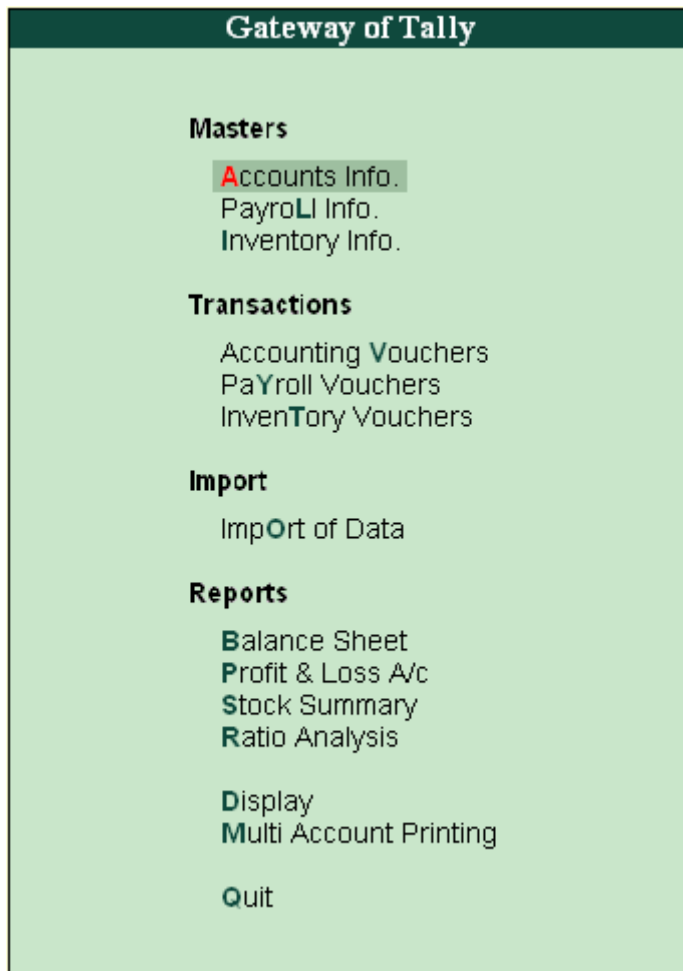
1. Attach the **ChequeNoGeneration.TDL** file as Account TDLs

Now **Tally.ERP 9** users can upload the customized TDL programs from the Web Control Centre. To achieve this facility, user need to create a configuration pack and deploy it across sites belonging to an account. Uploading the customised TDL program files is a simple and easy task and the updates are dynamic. Please refer **CBD for Account TDLs** for more details.

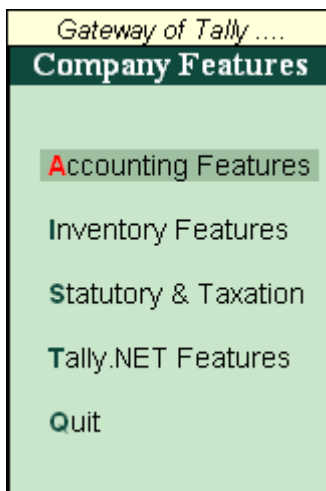
OR

2. Attach the **ChequeNoGeneration.TDL** in Tally.ERP 9. Now user can attach TDLs using the following three ways.
 - a. Using **Tally.ini**
 - i. Open Tally.ERP 9 folder
 - ii. Open Tally.ini file
 - iii. Include TDL filename and save
 - b. Using **F12** Configuration
 - i. From **Gateway of Tally** menu Select **F12:Configure** Screen
 - ii. Select the option TDL Configuration
 - iii. click **F4:Local TDLs** on button bar
 - iv. Add the file name with directory path
3. Run **Tally.ERP 9**

4. From the **Gateway of Tally** Select **F11: Features** or Press **F11: Features** button.



5. Select **Accounting Features** or Press **A** from the **F11: Features** Menu.



6. Set the option 'Set/Alter Cheque Printing Configuration' to Yes.

Company: ABC Company Ltd			
Accounting Features			
General		Invoicing	
Integrate Accounts and Inventory	? Yes	Allow Invoicing	? Yes
Income/Expense Statement instead of P & L	? No	Enter Purchases in Invoice Format	? No
Allow Multi-Currency	? Yes	Use Debit/Credit Notes	? Yes
		Use Invoice mode for Credit Notes	? No
		Use Invoice mode for Debit Notes	? No
Outstandings Management		Budgets & Scenario Management	
Maintain Bill-wise Details (for Non-Trading A/cs also)	? Yes ? No	Maintain Budgets and Controls	? No
Activate Interest Calculation (use advanced parameters)	? No ? No	Use Reversing Journals & Optional Vouchers	? Yes
Cost/Profit Centres Management		Other Features	
Maintain Payroll	? Yes	Enable Cheque Printing	? Yes
Maintain Cost Centres	? Yes	Set/Alter Cheque Printing Configuration	? Yes
Use Cost Centre for Job Costing	? No	Allow Zero valued entries	? Yes
More than ONE Payroll / Cost Category	? Yes		
Use Pre-defined Cost Centre Allocations during Entry ?	No		
Show Opening Balance for Revenue Items in Reports ?	No		
F1: Accounts F2: Inventory F3: Statutory F4: Tally.NET			

7. Select the **Bank name** as shown.

Company : <u>ABC Company Ltd</u>	
<u>Accounting Features</u>	
<u>General</u> Integrate Accounts and Inventory Income/Expense Statement instead of Balance Sheet Allow Multi-Currency	<u>Invoicing</u> Company Cheque Details Company Name on Cheque : ABC Co Ltd Names of Banks : Axis Bank
<u>Outstandings Management</u> Maintain Bill-wise Details (for Non-Trading A/cs also) Activate Interest Calculation (use advanced parameters)	Bank Accounts <input type="checkbox"/> End of List Axis Bank Bank of India Canara Bank Citi Bank Credit Card HDFC Bank ICICI3 State Bank of India
<u>Cost/Profit Centres Management</u> Maintain Payroll Maintain Cost Centres Use Cost Centre for Job Costing More than ONE Payroll / Cost Centre Use Pre-defined Cost Centre Allocations during Entry ? No Show Opening Balance for Revenue Items in Reports ? No	Configuration ? Yes ? Yes ? Yes
F1: Accounts F2: Inventory F3: Statutory F4: Tally.NET	

8. Accept the **Cheque printing configuration** screen.

9. Accept the **F11: Features**.

Company : ABC Company Ltd			
Accounting Features			
<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	? No
Allow Multi-Currency	? Yes	Use Debit/Credit Notes	? Yes
		Use Invoice mode for Credit Notes	? No
		Use Invoice mode for Debit Notes	? No
<u>Outstandings Management</u>		<u>Budgets & Scenario Management</u>	
Maintain Bill-wise Details	? Yes		
(for Non-Trading A/cs also)	? No	Maintain Budgets and Controls	? No
Activate Interest Calculation	? No	Use Reversing Journals & Optional Vouchers	? Yes
(use advanced parameters)	? No		
<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	? Yes
Use Cost Centre for Job Costing	? No	Allow Zero valued entries	? Yes
More than ONE Payroll / Cost Category	? Yes		
Use Pre-defined Cost Centre Allocations during Entry ?	No		
Show Opening Balance for Revenue Items in Reports ?	No		
			Accept ?
F1: Accounts F2: Inventory F3: Statutory F4: Tally.NET			Yes or No

10. Go to **Gateway of Tally -> Accounts Info -> Ledgers -> Select Alter.**



11. Select the **Bank Ledger name**.

ABC Company Ltd	
<u>Name of Ledger</u>	
Ax	
List of Ledgers	
ABC & Co	
ABC India Pvt. Ltd.	
Accum. Dep. on Airconditioner	
Accum. Dep. on Building	
Accum. Dep. on Computer & Per.	
Accum. Dep. on Furn. & Fixt.	
Accum. Dep. on Motor Car	
Accum. Dep. on P & M - I	
Accum. Dep. on P & M - II	
Advance Tax	
Advertisement Charges	
Adview Consultants	
Airconditioner	
All India Computer Institute	
Amar Computer Peripherals	
Arvind Kumar	
Ashok Financiers	
Assembling Charges	
Avanthi Constructions	
AVT Computers	
Axis Bank	
Balasubramanian's Share Capital A/c	
Bank Charges	
Bank of India	
Basic Pay	
238 more ... ↓	

12. In the Ledger alteration screen, set 'Enter Cheque number details' to Yes [Gateway of Tally -> Accounts Info -> Ledgers -> Alter -> Axis Bank].

Ledger Alteration		ABC Company Ltd	Ctrl +
Name : Axis Bank (alias) :		Total Op. Bal. 25,13,67,100.00 Dr 65,500.00 Cr <hr/> Difference 25,13,01,600.00 Dr	
Under : Bank Accounts (Current Assets)		Mailing Details Name : Axis Bank Address : Hhhhh State : Karnataka PIN Code : 245789 A/c No. : 0000478954 Branch Name : Koramangala BSR Code : 105789	
Currency of Ledger : Rs.			
Cost centres are applicable ? No			
Effective Date for Reconciliation ? 1-Apr-2007			
Enter Cheque Number details ? Yes			
Opening Balance (on 1-Apr-2007) :		30,000.00 Dr	

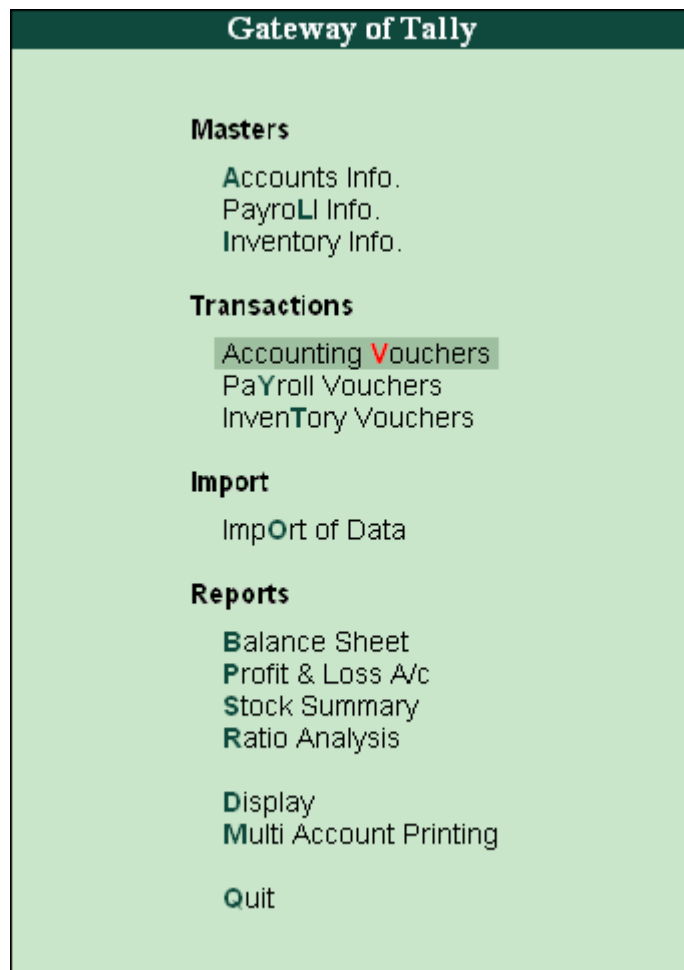
13. When the option '**Enter Cheque number details**' is set to **Yes** the below screen is displayed, where the fields should be filled manually.

From	To	Starting Number	Prefix	Width Of Numerical Part
1,001	1,025	1,001	A	6_

14. Accept the Ledger Alteration screen.

Ledger Alteration		ABC Company Ltd	Ctrl +
Name : Axis Bank (alias) :		Total Op. Bal. 25,13,67,100.00 Dr 65,500.00 Cr <hr/> Difference 25,13,01,600.00 Dr	
Under : Bank Accounts (Current Assets)		Mailing Details Name : Axis Bank Address : Hhhhh State : Karnataka PIN Code : 245789 A/c No. : 0000478954 Branch Name : Koramangala BSR Code : 105789	
Currency of Ledger : Rs. Cost centres are applicable ? No Effective Date for Reconciliation ? 1-Apr-2007 Enter Cheque Number details ? Yes		<div style="border: 1px solid black; padding: 5px; text-align: center;"> Accept ? Yes or No </div>	
Opening Balance (on 1-Apr-2007) :		30,000.00 Dr	

15. From the **Gateway of Tally** Select **Accounting Vouchers** or Press V.



16. Press **F5** to go to **Payment Voucher**.

- a. Select ABC & Co by pressing Enter from the drop down list of ledgers.
- b. Enter the amount in the Debit field. Press Enter.

Accounting Voucher Creation		ABC Company Ltd	Ctrl + M
Payment	No. 2	7-Sep-2009 Monday	
Particulars	Debit	Credit	
Dr ABC & Co	5,000.00		
<i>Cur Bal: 3,86,500.00 Dr</i>			
Narration:			5,000.00

17. The below screen will appear when the amount is typed in the Debit Column.

a. Select 'On Account' and Press **Enter**.

[illegible]

b. The amount field will be updated automatically.

[illegible]

18. Press **Enter** to come back to **Payment Voucher** screen.

- Press **Enter** and select **Axis Bank** from the drop down list. Credit column will be updated with the amount automatically.
- Set '**Generate Auto Cheque No**' to **Yes**. The Cheque number and Date will automatically appear.
- Type the Cheque number in the **Narration** field. Press **Enter** to accept the Voucher.

Accounting Voucher Creation		ABC Company Ltd		Ctrl + M	
Payment No. 2		7-Sep-2009 Monday			
Particulars		Debit		Credit	
Dr ABC & Co		5,000.00			
<i>Cur Bal: 3,86,500.00 Dr</i>					
On Account	5,000.00 Dr				
Cr Axis Bank				5,000.00	
<i>Cur Bal: 25,000.00 Dr</i>					
Generate Auto Cheque No.? Yes					
Cheque No(s) : A001001		Dt. : 7-9-2009			
Narration:				5,000.00	5,000.00
Ch. No. : A001001					
				Accept ?	
				Yes or No	