



## Voucher Remarks



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# Voucher Remarks

## Introduction

This Add-on gives feature to Set Remarks for Voucher with important notes.

## Description

With this Add-on we can set some important notes or remarks/reminder for voucher line.

## Benefits

- It is useful to company to set notes or remarks for vouchers having some doubts, or query or reminder of payment, or GST Query follow-ups etc. have importance.

## What's New?

Compatible with Latest Release Tally Prime 4.1.

### Important!

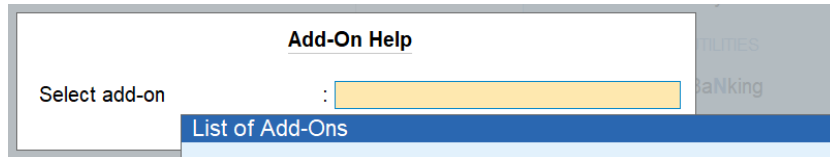
Take back up of your company data before activating the Add-on.

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

## Setup Guide

1. Update your license by going to **Gateway of Tally → F1: Help → Settings → License → Manage License → F5: Update**  
(In case you are using a multi-site account, you will need to configure Tally Prime to activate the Add-on for a particular site. Click [here](#) for the steps.)
2. Shut down and Restart Tally Prime and open your company.

3. Press **Ctrl + Alt + H** at any menu screen to open the user manual. In case of multiple Add-on, **Add-On Help** screen will pop-up to select Add-on Manual.



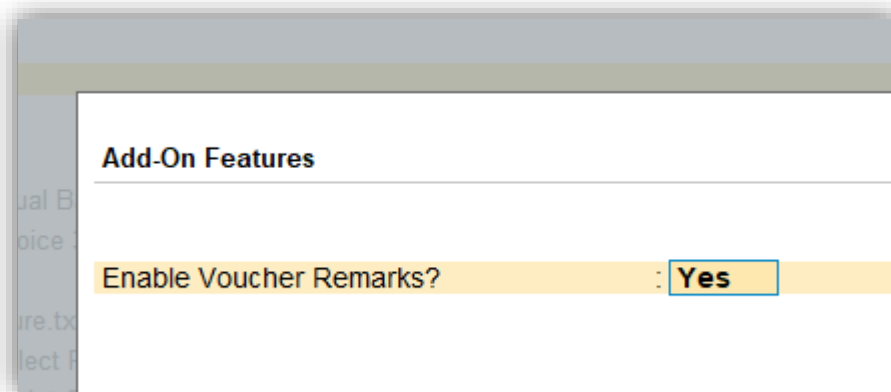
## IN TALLY PRIME

4. Activate the Add-on.

For Tally Prime Release 1.0 onwards

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**

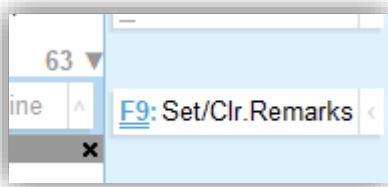
Set "Yes" to the option "Enable Voucher Remarks?"



5. Now Go to Gateway of Tally > Display more Report > Day Book

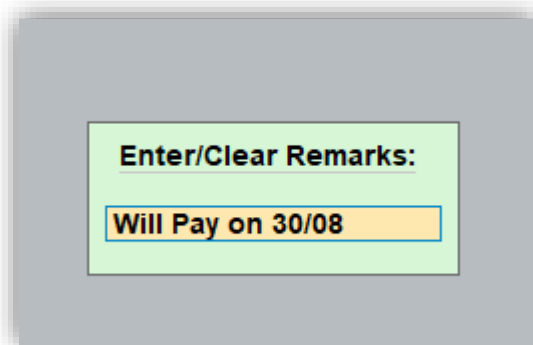
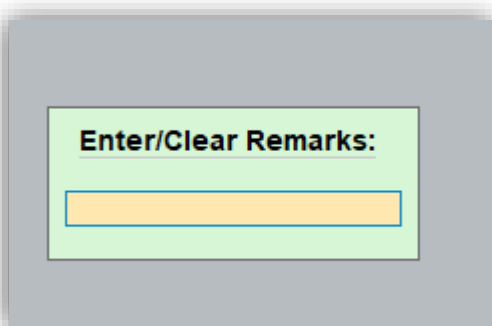
Day Book		1-Apr-24 to 2-Aug-24				F2: Date	
Date	Particulars	Remarks	Vch Type	Vch No.	Debit Amount Inwards Qty	Credit Amount Outwards Qty	F3: Company
1-Apr-24	Insurance Expense		Payment	7	1,000.00		F4: Voucher Type
1-Apr-24	The Supply Co-Op Society		Payment	15	11,700.00		F5
1-Apr-24	Donation Through Gateway		Receipt/Donation	1424		11.00	F6
1-Apr-24	ABC Buyer (New Group - North Debtors)		Sales GST	16	3,627.49		F7: Show Profit
1-Apr-24	KOMAL ENTERPRISES		Sales GST	17	8,755.00		F8: Columnar
1-Apr-24	Bhagwati Stationers		Sales GST	18	34,000.00		F9
1-Apr-24	ABC Buyer (New Group - North Debtors)		Sales GST	3	71,838.56		F10
1-Apr-24	AGGARWAL STEEL COMPANY		Purchase	15		22,558.72	B: Basis of Values
1-Apr-24	Item1		Delivery Note	DEL-1		1 nos.	H: Change View
1-Apr-24	Item1		Receipt Note 2	1	1 nos.		J: Exception Reports
1-Apr-24	ABC Buyer (New Group - North Debtors)		Sales Order	1	71,560.00		L: Save View
1-Apr-24	ABC Buyer (New Group - North Debtors)		Purchase Order	1		23,968.00	E: Apply Filter
2-Apr-24	Rent Receivable/received		Receipt	6		2,000.00	E: Filter Details
2-Apr-24	Donation Through Gateway		Receipt/Donation	24-24		11.00	
2-Apr-24	Donation Through Gateway		Receipt/Donation	24-25		111.00	
2-Apr-24	Donation Through Gateway		Receipt/Donation	33-44		1,000.00	
2-Apr-24	Arbuda Supplier Pvt. Ltd.		Purchase	6		71,27,371.26	
2-Apr-24	KOMAL ENTERPRISES		Sales Order	SO2425-002	8,697.50		
3-Apr-24	Electricity Charges		Payment	8	3,000.00		
4-Apr-24	ABC Buyer (New Group - North Debtors)		Sales Order	SO2425-003	32,960.00		
5-Apr-24	Reagon James		Receipt	7		4,000.00	
7-Apr-24	KOMAL ENTERPRISES		Sales Order	SO2425-004	14,607.74		
8-Apr-24	Union Bank of India		Receipt	8		5,000.00	
8-Apr-24	ABC Buyer (New Group - North Debtors)		Sales Order	SO2425-005	20,088.75		
1-May-24	Hasmukh Patel		Receipt	1		11,000.00	

Here we can see a New Column of Remarks and a New Button with Key Ctrl+F9



Click on this Button “Set/Clr. Remarks” and it will popup a screen to set remarks for **CURRENT LINE VOUCHER**

**Enter Remarks**

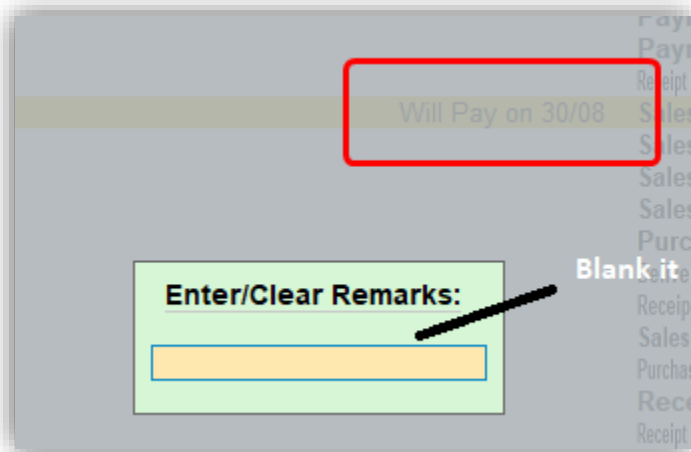


It will reflect in current line voucher as below

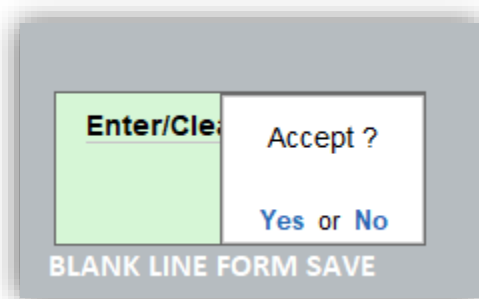
Date	Particulars	Remarks	Vch Type
1-Apr-24	Insurance Expense		Payment
1-Apr-24	The Supply Co-Op Society		Payment
1-Apr-24	Donation Through Gateway		Receipt Donat
1-Apr-24	ABC Buyer (New Group - North Debtors)	Will Pay on 30/08	Sales GS
1-Apr-24	KOMAL ENTERPRISES		Sales GS
1-Apr-24	Bhagwati Stationers		Sales GS
1-Apr-24	ABC Buyer (New Group - North Debtors)		Sales GS
1-Apr-24	AGGARWAL STEEL COMPANY		Purchase
1-Apr-24	Item1		Delivery No
1-Apr-24	Item1		Receipt No

It and after task over, we can clear / remove remarks, with same process,

CURSOR LINE SHOULD BE as CURRENT LINE and click same button Ctrl+F9: Set/Clr. Remarks, and remove written text or we can change it



And save above screen,



### Remarks removed from current line voucher

#### Day Book

Date	Particulars	Remarks	Vch Type
1-Apr-24	Insurance Expense		Payment
1-Apr-24	The Supply Co-Op Society		Payment
1-Apr-24	Donation Through Gateway		Receipt Donation
1-Apr-24	ABC Buyer (New Group - North Debtors)		Sales GST
1-Apr-24	KOMAL ENTERPRISES		Sales GST
1-Apr-24	Bhagwati Stationers		Sales GST
1-Apr-24	ABC Buyer (New Group - North Debtors)		Sales GST
1-Apr-24	AGGARWAL STEEL COMPANY		Purchase
1-Apr-24	Item1		Delivery Note
1-Apr-24	Item1		Receipt Note 2
1-Apr-24	ABC Buyer (New Group - North Debtors)		Sales Order
1-Apr-24	ABC Buyer (New Group - North Debtors)		Purchase Order
2-Apr-24	Rent Receivable/received		Receipt
2-Apr-24	Donation Through Gateway		Receipt Donation
2-Apr-24	Donation Through Gateway		Receipt Donation

### THIS OPTION / FEATURE AVAILABLE IN LEDGER REPORTS, AND OTHER VOUCHERS REPORT ALSO

Ledger: ABC Buyer (New Group - North Debtors)

Date	Particulars	Remarks	Vch Typ
2-Aug-24	Sales GST	Will Pay on 20/08	Sales GST
2-Aug-24	A Purchase	GST Pending	Purchase

2,565.00

- R: Reconcile
- S: Contact
- F9: Set/Clr.Remarks
- F5: Form27D

#### List of All Sales Vouchers

Date	Particulars	Remarks	Vch Type
1-Aug-24	KOMAL ENTERPRISES		Sales
2-Aug-24	ABC Buyer (New Group - North Debtors)	Will Pay on 20/08	Sales GST

Stock Item: ABC Product

Date	Particulars	Remarks	Vch Type	Vch No.	Inwai Quantity
1-Aug-24	Opening Balance				353 nos.
2-Aug-24	ABC Buyer (New Group - North Debtors)	Will Pay on 20/08	Sales GST	43	
2-Aug-24	ABC Buyer (New Group - North Debtors)	GST Pending	Purchase	16	57 nos.

## FAQ

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

This add-on will work only from **Tally Prime Release 4.0 onwards**.

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

For any functional support requirements please do write to us on [tallyplus@gmail.com](mailto:tallyplus@gmail.com) or call us at +919879992357. Alternatively, you can send a support query to [support@tallysolutions.com](mailto:support@tallysolutions.com).

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

Please to write to us on [tallyplus@gmail.com](mailto:tallyplus@gmail.com) with your additional requirements and we will revert to you in 24 business 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?**

A subscription for a year has to be renewed for the Add-On. The cost would be 20% of the MRP prevailing at that time, of the Add-On.

### **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 one site. You need to purchase again if you want to use the same Add-on for more sites.

### **How do I configure the add-ons for multi-site?**

If you are a Tally Prime Multi site user, add the Add-on to the required site as follows:

- a. **Gateway of Tally → F1: Help → Settings → License → Manage Account**. This shall open control center on Tally Portal / Website
- b. Go to **TDL Management → TDL Configuration → Select the site's default TDL**
- c. Under '**Select TDL Account**', select the Add-on Name and Click on Create / Accept button.

**TDL Configuration**

Name of Configuration \*  
Default TDLs

Allow Local TDL(s)?  
No

Select TDL(s) to load

Select TDL Account	Type	License	Expiry Date
<input type="checkbox"/> 1TDL	Other TDL	Perpetual	
<input checked="" type="checkbox"/> 2TDL	Other TDL	Perpetual	
<input checked="" type="checkbox"/> 3tdl	Other TDL	Perpetual	
<input type="checkbox"/> 4tdl	Other TDL	Perpetual	
<input type="checkbox"/> 5tdl	Other TDL	Perpetual	

Cancel **CREATE**

- d. Update your license by going to **Gateway of Tally → F1: Help → Settings → License → Manage License → F5: Update**

**Note:** To know or change the site's default TDL configuration, go to **Gateway of Tally → F1: Help → Settings → License → Manage Account**. In the webpage go to **Account Management → License Management** and look at the Deployment section in the right side of the pane.)

### **I have upgraded to a new Tally Prime 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.

### **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 to **Gateway of Tally → F1: Help → Settings → License → Manage Account**. In the webpage go to **Account Management → License Management** and look at the Deployment section. Select **Not Applicable** for TDL Configuration and the Add-On is removed for the license. Now **Update the license** from the product.



**How do I cross upgrade the Add-on from Silver to Gold Edition?**

Go to **F1: Help → Tally Shop**. A web page for Tally Shop shall open. Choose the add-on for which the edition needs to be changed. Update the license and restart Tally after download.

**My Subscription for the Add-on has expired. How do I renew my subscription?**

Go to **F1: Help → Tally Shop**. A web page for Tally Shop shall open. Choose the add-on for which the subscription is required to be renewed.

**Will this add-on work in remote session?**

Yes, this add-on will work remotely \*.