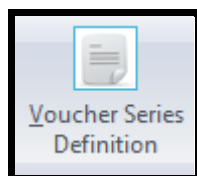
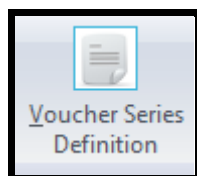


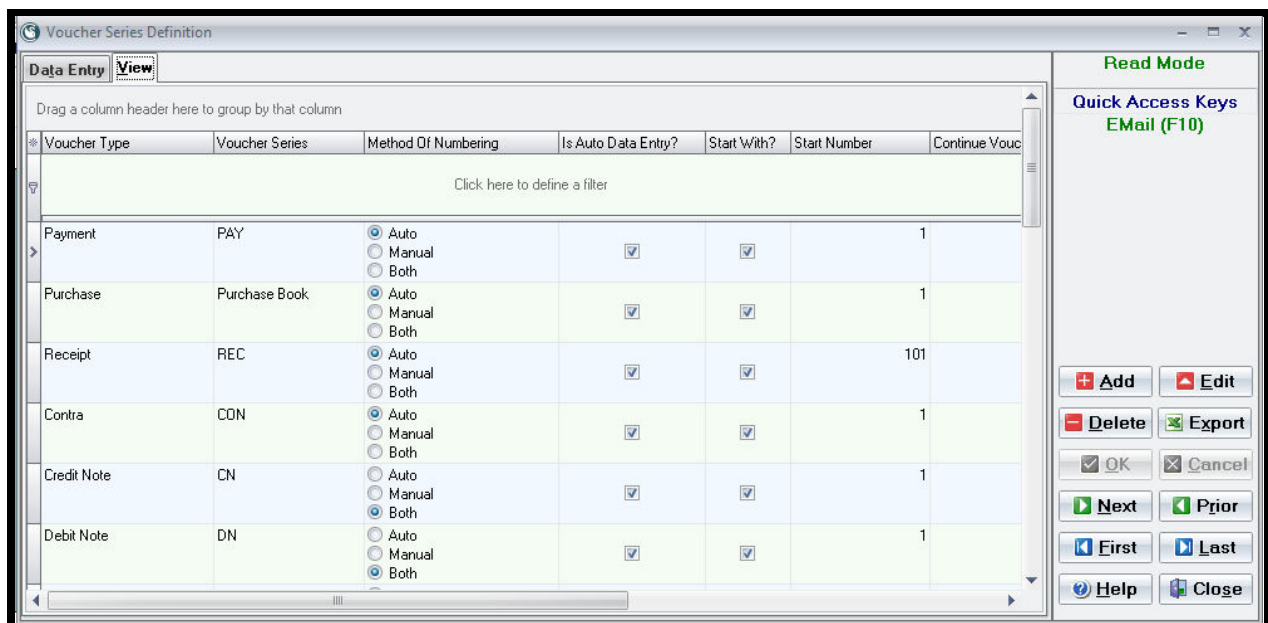
Voucher Series Definition (Alt + V)

Voucher Series Definition Module enables user to create voucher series for each voucher types.

Default Voucher Series are already created in the application, user can either add new voucher series or bulk import voucher series through an excel template.



On clicking the  option or on pressing the shortcut (Alt + V), a popup will be displayed to user as shown below:



* Voucher Type	Voucher Series	Method Of Numbering	Is Auto Data Entry?	Start With?	Start Number	Continue Vouc
Payment	PAY	<input checked="" type="radio"/> Auto <input type="radio"/> Manual <input type="radio"/> Both	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	
Purchase	Purchase Book	<input checked="" type="radio"/> Auto <input type="radio"/> Manual <input type="radio"/> Both	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	
Receipt	REC	<input checked="" type="radio"/> Auto <input type="radio"/> Manual <input type="radio"/> Both	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	101	
Contra	CON	<input checked="" type="radio"/> Auto <input type="radio"/> Manual <input type="radio"/> Both	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	
Credit Note	CN	<input checked="" type="radio"/> Auto <input type="radio"/> Manual <input type="radio"/> Both	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	
Debit Note	DN	<input checked="" type="radio"/> Auto <input type="radio"/> Manual <input type="radio"/> Both	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	

NOTE: -

- 1) The voucher series defined will vary from Branch to Branch & Company to Company.
- 2) For Example, the voucher series of Branch 1 of parent company A will not be displayed in the voucher series of Branch 2 of company B.



3) In a nutshell, a voucher series will only be shown in the respective branch of the company in which the user is working.

List of added voucher series will be displayed on the screen under the view tab.

Shortcuts for any detail is displayed under the quick access keys section in the top right corner of the screen, user can press the shortcut key to open the screen or can simply double click on the label.

User can perform below activities on the list of Voucher Series.

Add (Alt + A)

User needs to click on Add (Alt + A) button to add new voucher series. On Clicking Add (Alt + A) a screen as below will appear:



User needs to add the required voucher series detail and click on Save (Alt + V) button to save the voucher series or can cancel the added voucher series by clicking on Cancel (Alt +C) button.

For auto data entry, user can define fixed account that needs to be credited/debited.

User has to define fixed account to be debited in case of Purchases & Inward note and credited in case of Sales & outward note.

Example:

While making a sale voucher, by default the sales account will be credited so user can select fixed account as Sales account and Credit is Dr or Cr option for enabling auto data entry.

Note: Field marked with * are mandatory fields.

Edit (Alt + E)

User needs to click on Edit (Alt + E) button to edit existing voucher series.

User needs to update the voucher series details and click on OK (Alt + O) button to save the voucher series or can cancel the edited voucher series details by clicking on Cancel (Alt +C) button.

User can define the fixed account that is to be credit or debited by checking the checkbox.

Delete (Alt + D)

User needs to click on Delete (Alt + D) button to delete the existing voucher series.

On clicking the Yes button, the selected account will be deleted form the list of accounts and on Clicking No button the user will be taken to previous tab.



[Export \(Alt + X\)](#)

User needs to click on Export (Alt + X) button to export the list of added voucher series. On clicking Export button, user will be asked for the path to export the spreadsheet of voucher series list. User needs to specify the path and click on save button to export the list successfully.

[Next \(Alt + N\)](#)

On clicking the Next (Alt + N) button, user will be redirected to the next record in the list.

[Prior \(Alt + R\)](#)

On clicking the Prior (Alt + R) button, user will be redirected to the previous record in the list.

[First \(Alt + F\)](#)

On clicking the First (Alt + F) button, user will be redirected to the first record in the list.

[Last \(Alt + L\)](#)

On clicking the Last (Alt + L) button, user will be redirected to the last record in the list.

[Close \(Alt + S\)](#)

On clicking the Close (Alt + S) button, account definition tab will get closed.

[Help \(Alt + H\)](#)

On clicking the Help (Alt + H) button, user will be redirected to help manual of Voucher Series Definition Tab.