User Manual

Salesman Filter in Outstanding Reports

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Introduction:

This helps businesses track how much credit each salesman has extended to their customers and how much is still due for collection. It acts as a performance monitoring and collection management tool. Let's see how this Add-On will work in TallyPrime.

Features:

- Within each salesman, you can see customer-wise pending receivables.
- Creation of Salesman Master
- Flexible to Enable or Disable as your Company Requirement in the Company Level Options

Important Alert!

Take Back up of your company Data before activing the Add-On.

Support Related Terms & Conditions

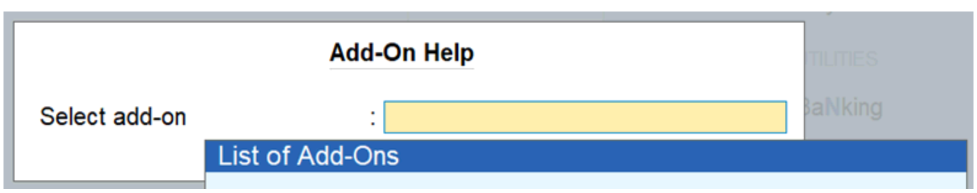
1. **One-Time Free Support:** Free support is provided **only once,** either during the trial period or after purchase add-on.
2. **Additional Support:** Any further support will be chargeable based on the duration of the support required.
3. Remote support will be provided during working hours on business days.
4. Support will be provided only after the Add-on is configured in TallyPrime. For configuration issues, please contact Tally Care.
5. For support, the customer must send an email with the purchase invoice copy and a brief description of the issue.

Once you try/purchase this add-on, follow this step below to configure the add-on and use it.

Setup Guide

1. Update your license by going **Gateway of tally → F1: help → Setting → License → Manage License → F5: Update**

   (In Case you are using Multi-site Account, you will need to configure Tally Prime to Activate the Add-on for a particular site.)
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.
4. Activate the Add-on

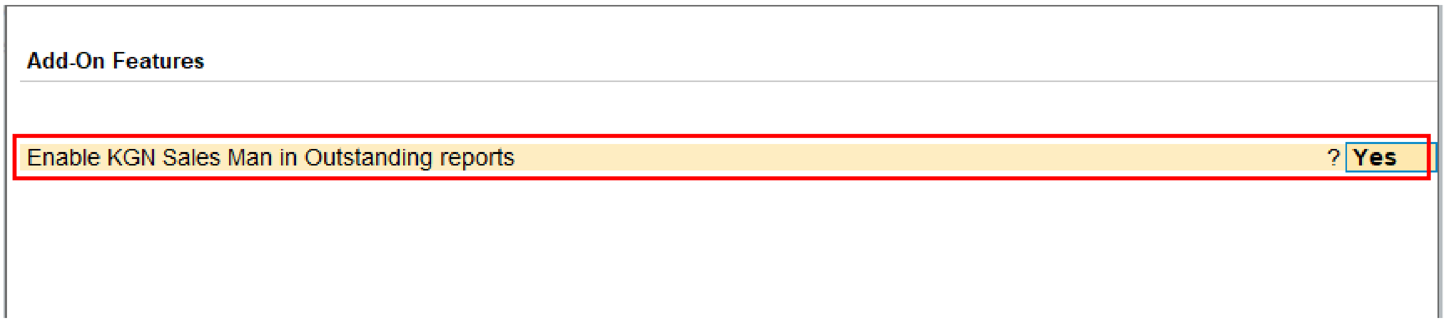


Activate the Add-on for Tally Prime

Go to **Gateway of Tally → F1: Help → TDL & Add-on**
Click on F4: Manage Local TDLs

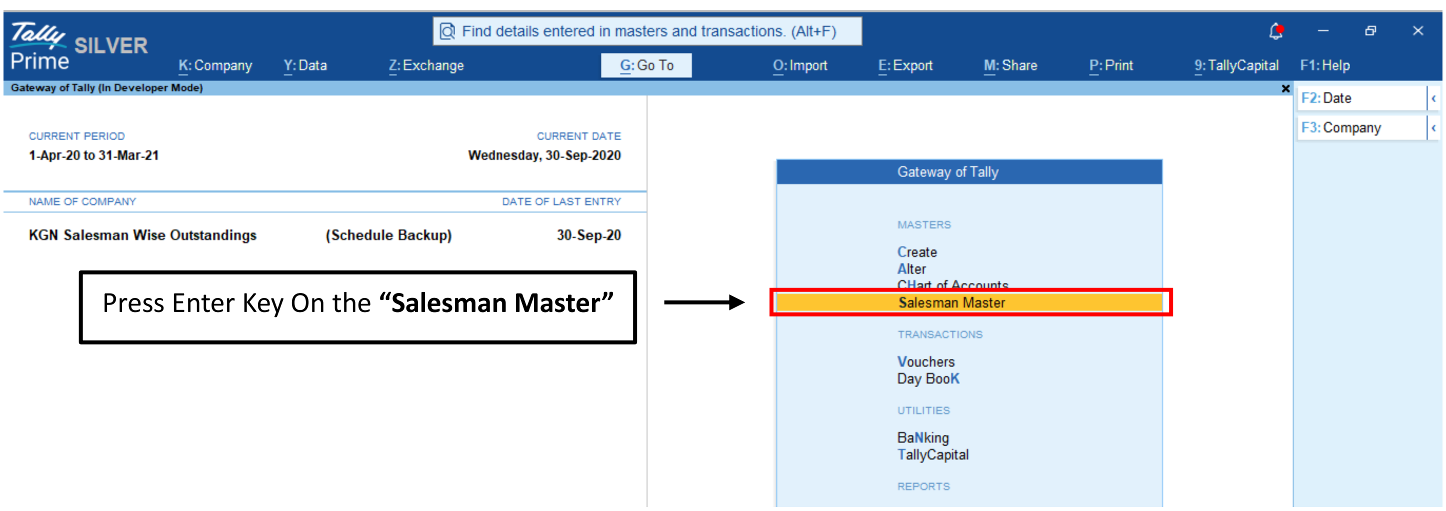
Load Selected TDL files on Start Up – Yes
Selected the TDL from the list and make it yes

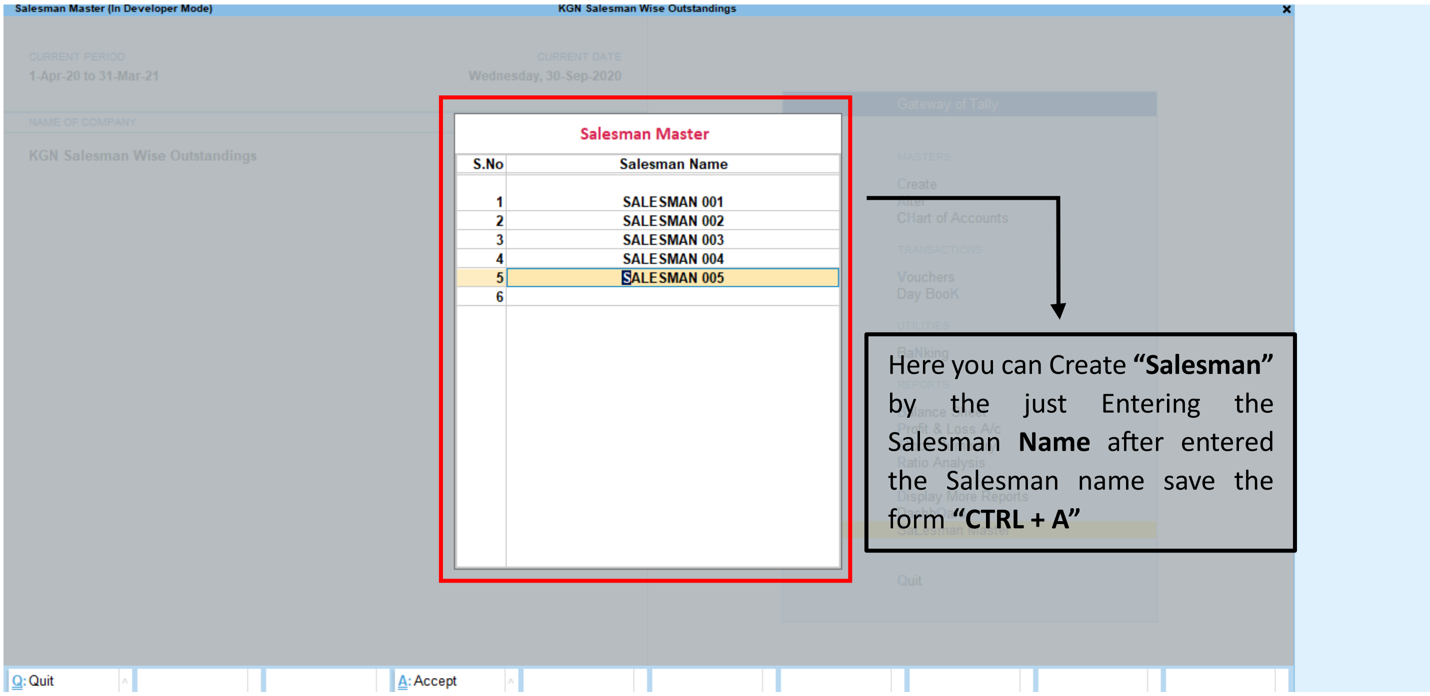
Click On F6: Add-on Features
Set "Yes" to the option **"Enable Sales Man in Outstanding Reports"**



After Enablening in the Company Level option, you can able to see an additional Feature in the **Gateway of Tally** that is **"Salesman Master"** as show in the below fig Navigate.

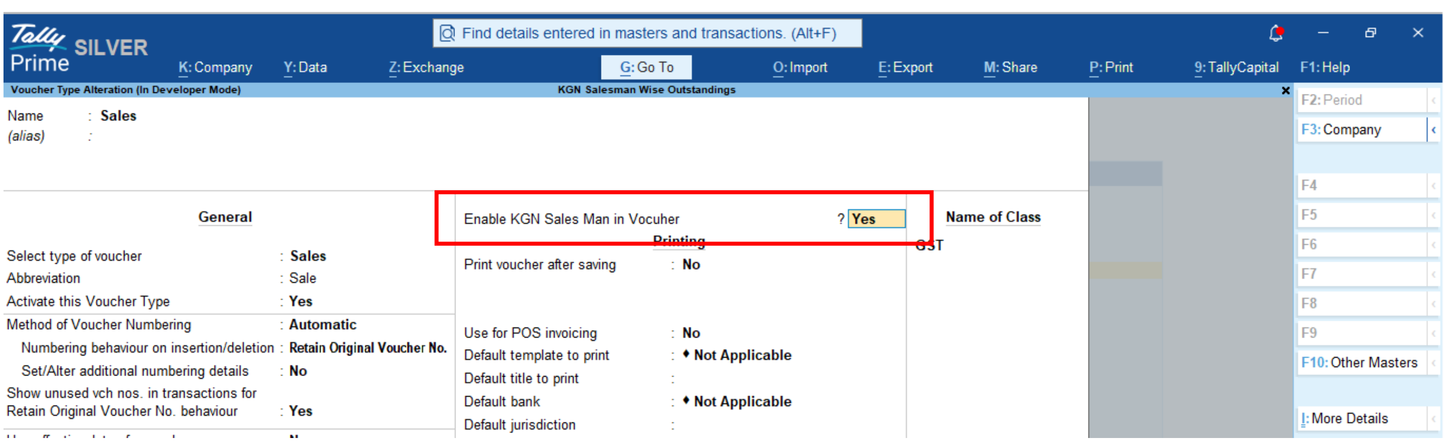
Gateway of Tally ⟶ Salesman Master



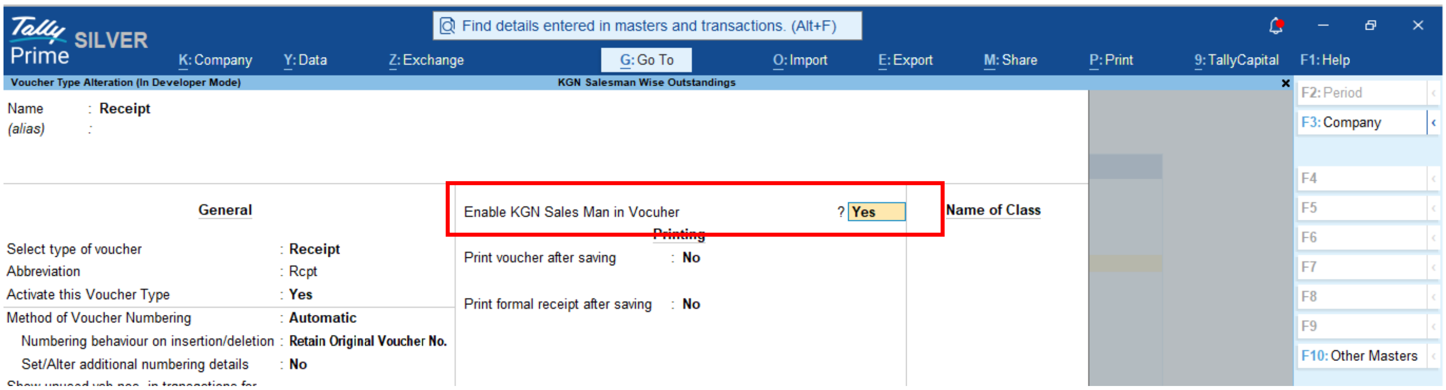


Now you should Enable one feature in the **Sales VoucherType** and **Receipt VoucherType** Navigate.

Gateway of Tally ⟶ Create/Alter ⟶ Voucher Type ⟶ Sales

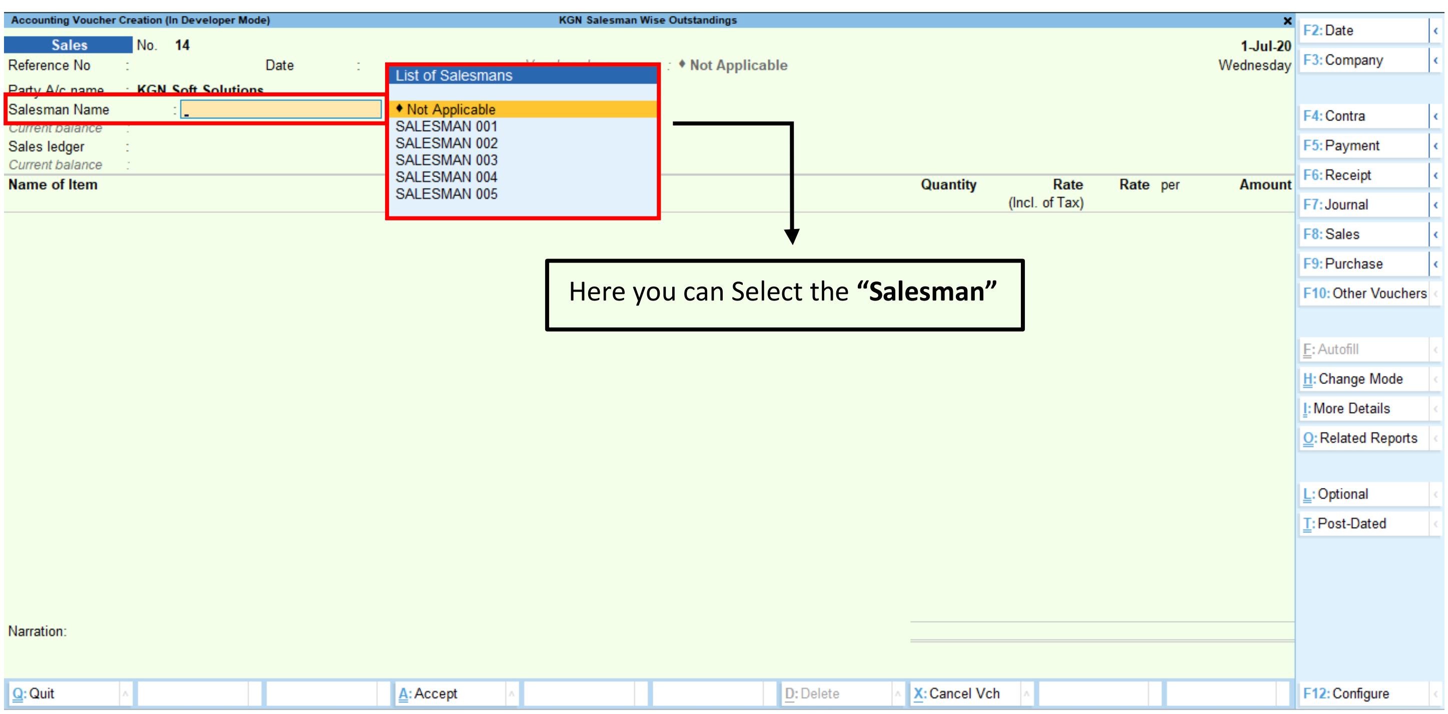


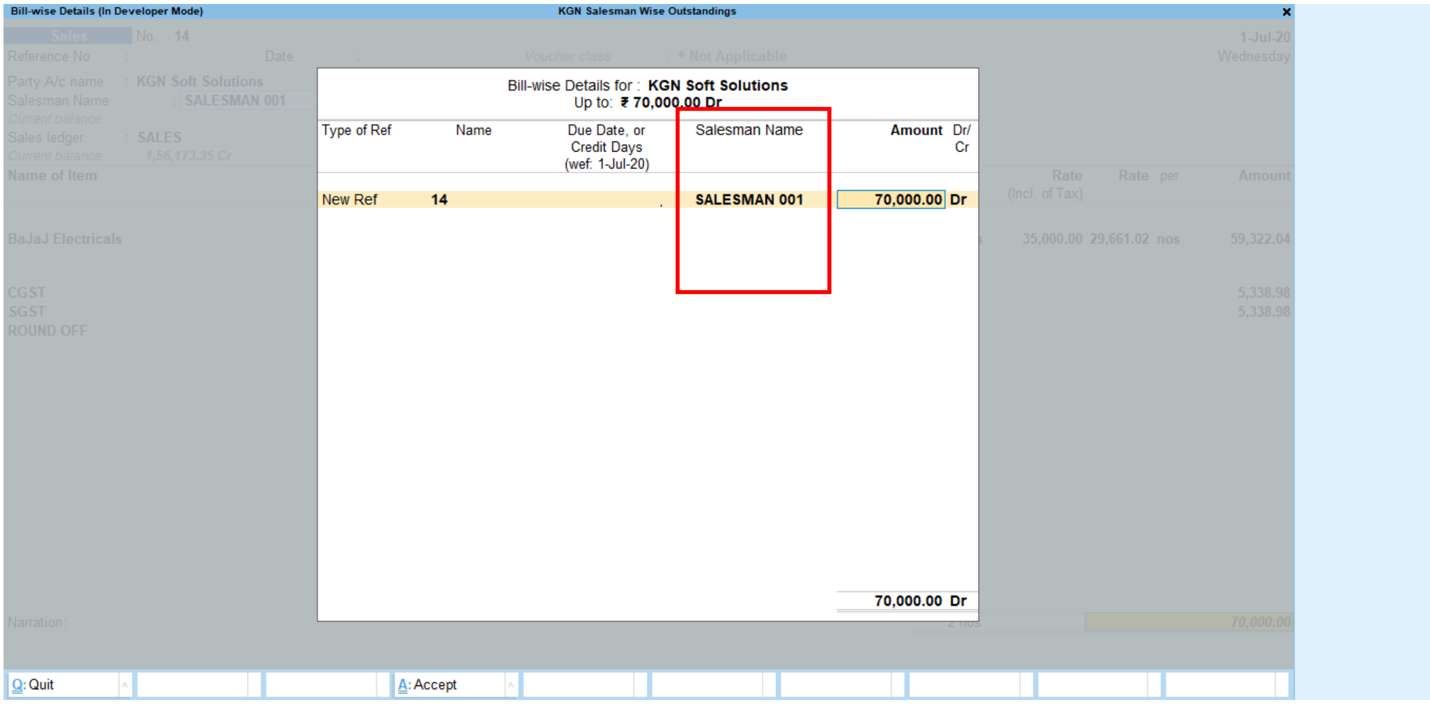
Receipt Voucher Type:

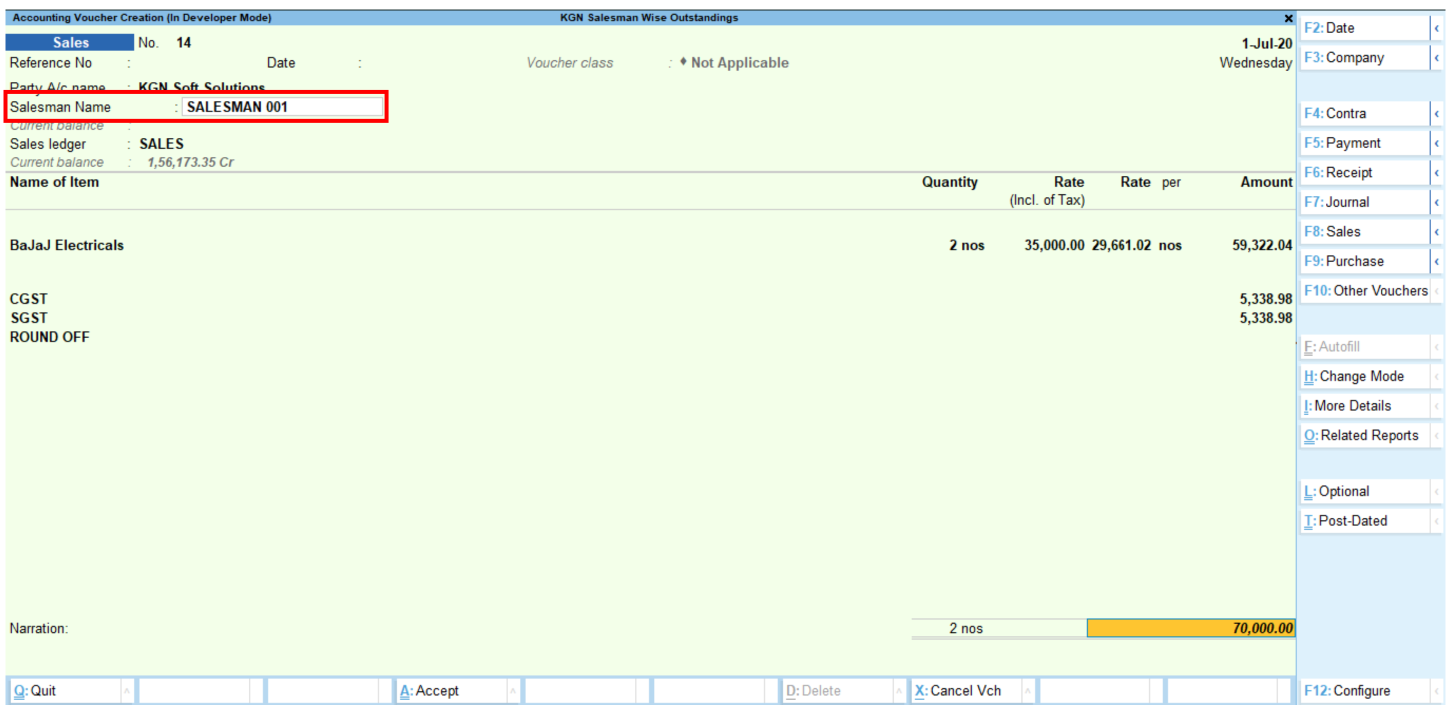


Now let’s see the how the salesman can work, Follow the Same steps to record the Sales Bill

Gateway of Tally ⟶ Vouchers ⟶ F8: Sales



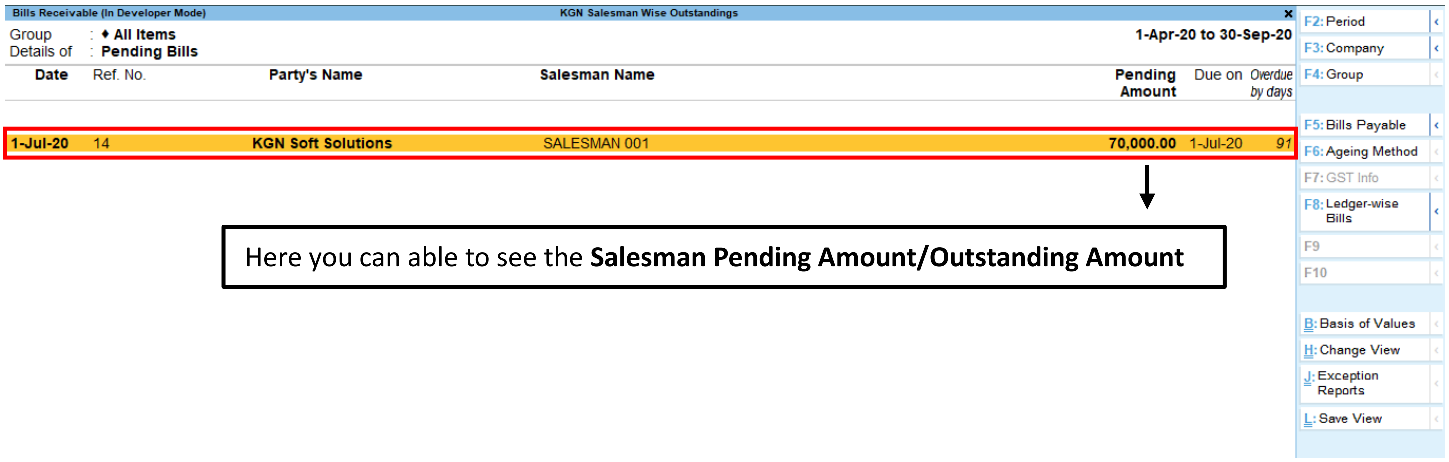




After that save the sales Bill

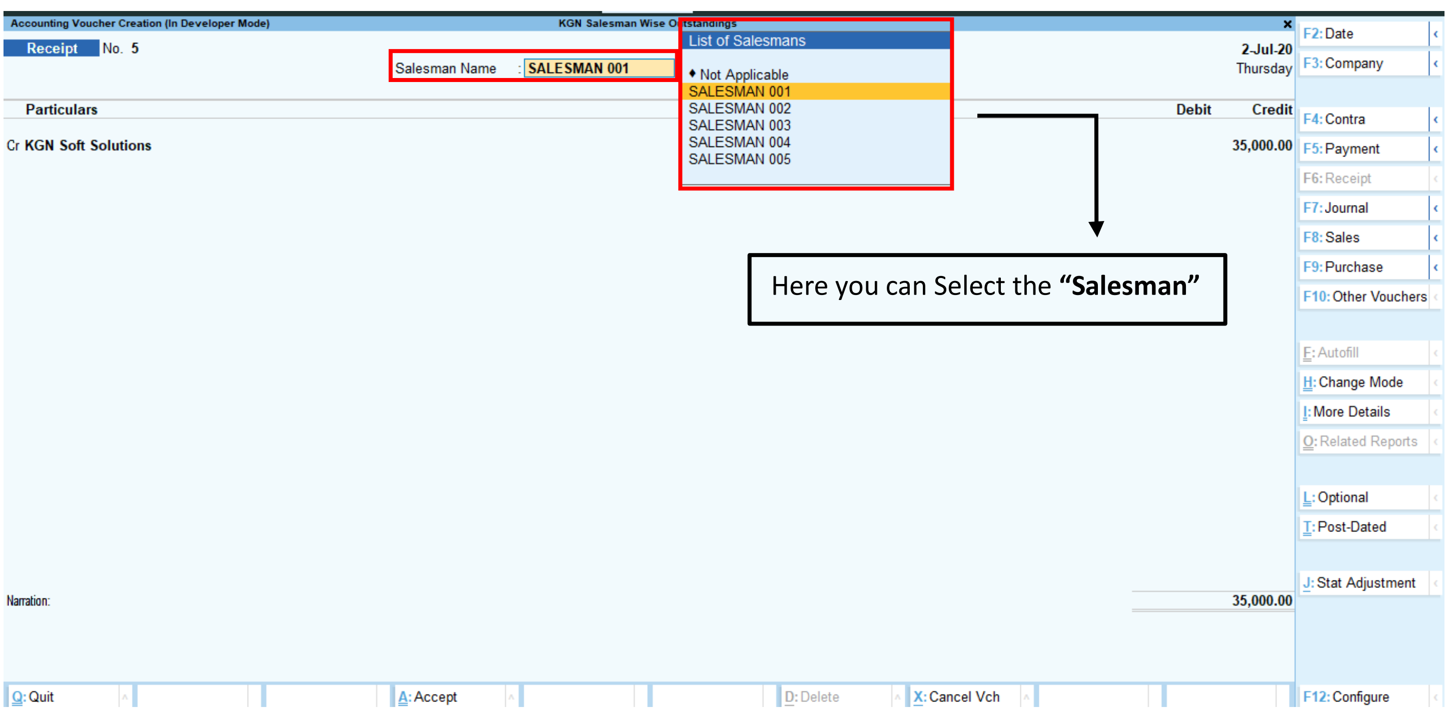
Now let's see the Outstanding of the Salesman

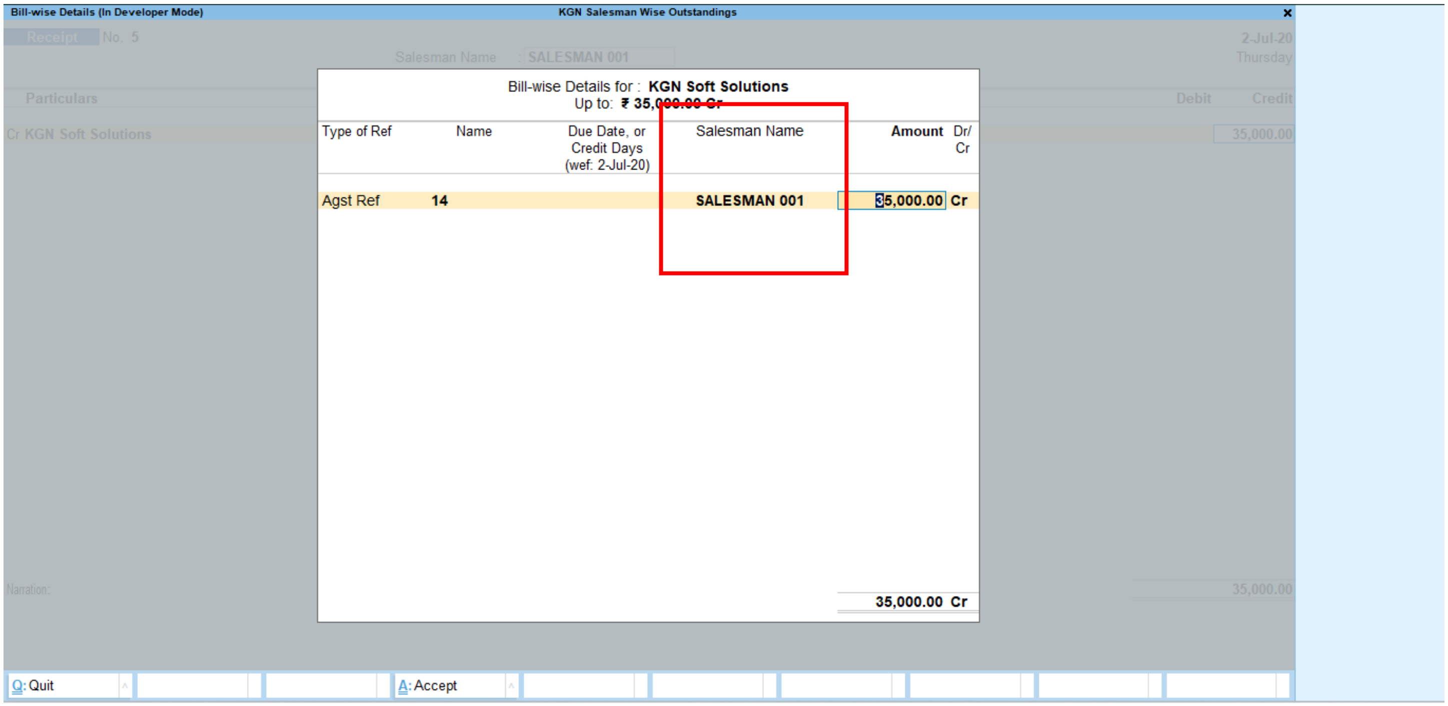
Gateway of Tally ⟶ Display More Reports ⟶ Statements of Accounts ⟶ Outstanding ⟶ Receivables



Now will record a **Receipt** against of that Salesman Navigate. Follow the Same steps to record the **Receipt**

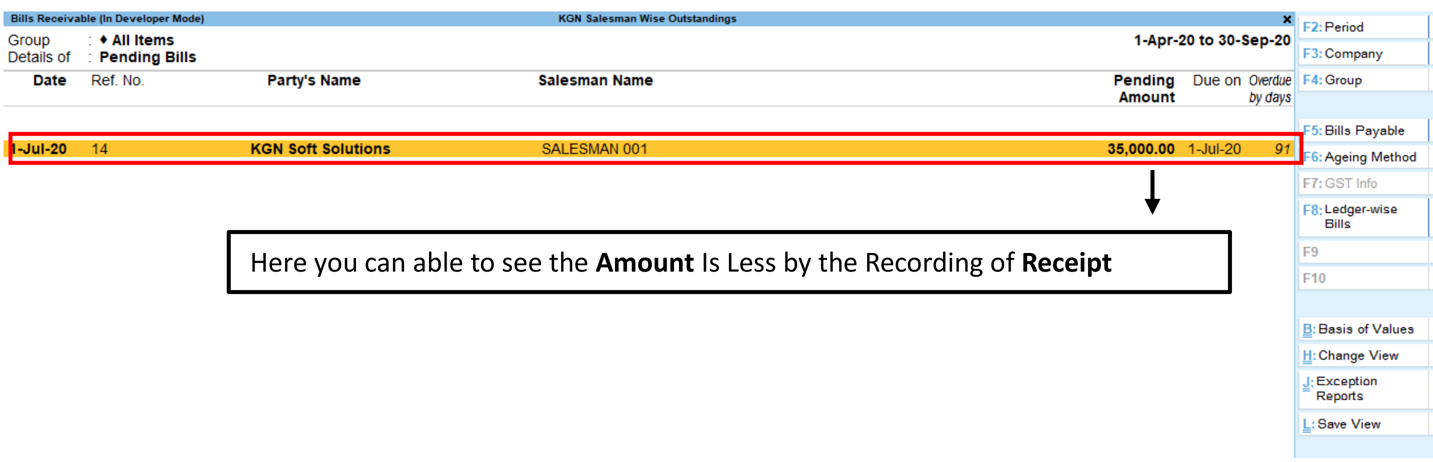
Gateway of Tally ⟶ Vouchers ⟶ F6: Receipt



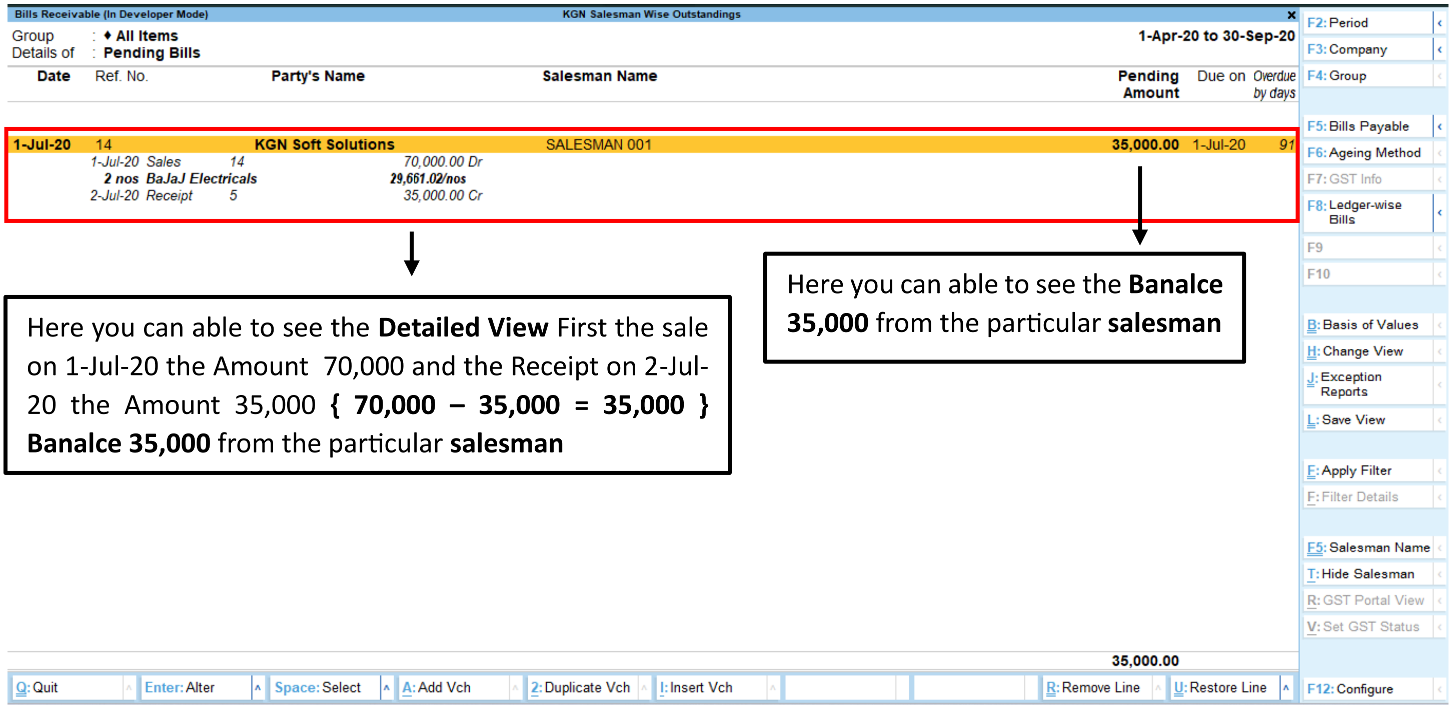


After that save the **Receipt,** now let's see the Outstanding of the Salesman

Gateway of Tally ⟶ Display More Reports ⟶ Statements of Accounts ⟶ Outstanding ⟶ Receivables



Press enter button on the Transaction to view in Detailed



Bills Receivable (In Developer Mode) — KGN Salesman Wise Outstandings

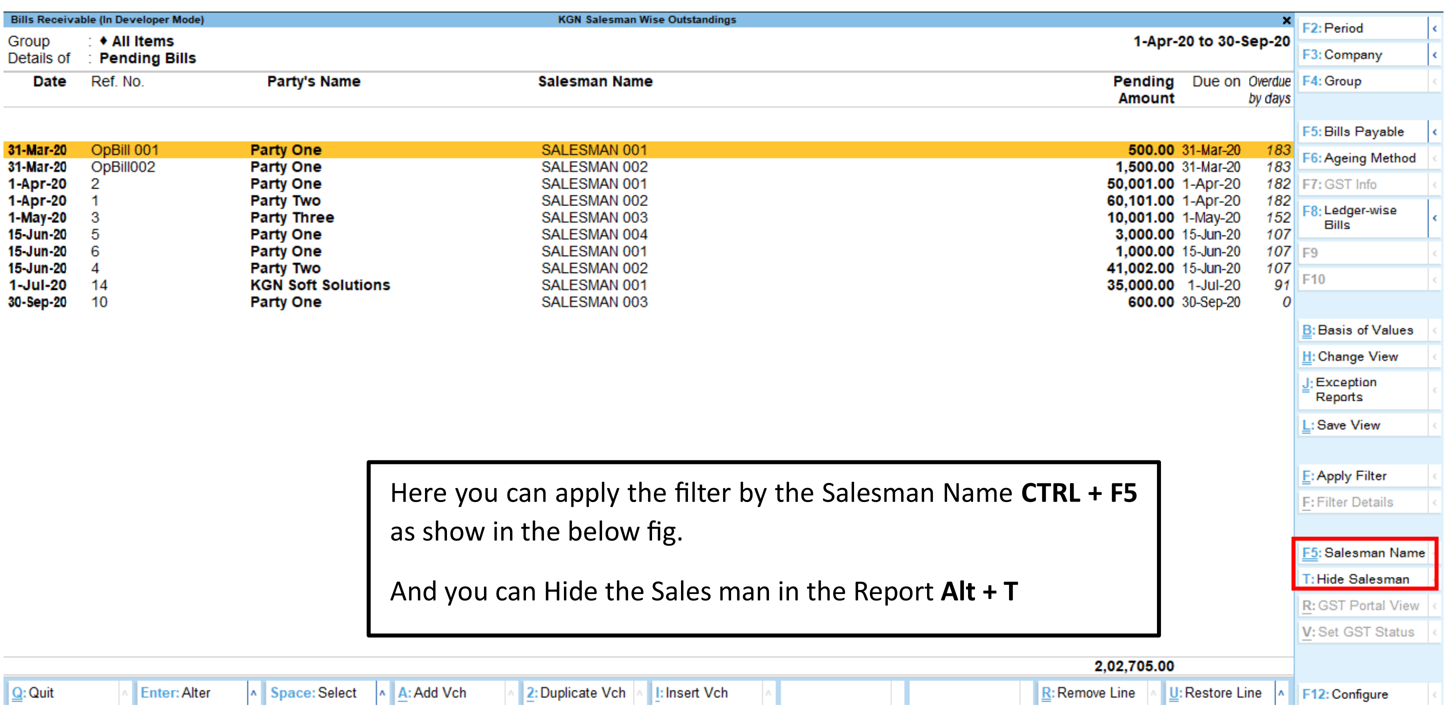
Group : ♦ All Items
Details of : Pending Bills

1-Apr-20 to 30-Sep-20

Date	Ref. No.	Party's Name	Salesman Name	Pending Amount	Due on	Overdue by days
1-Jul-20	14	KGN Soft Solutions	SALESMAN 001	35,000.00	1-Jul-20	91
1-Jul-20 Sales	14	70,000.00 Dr				
2 nos BaJaJ Electricals		29,661.02/nos				
2-Jul-20 Receipt	5	35,000.00 Cr				
				35,000.00		

Here you can able to see the **Detailed View** First the sale on 1-Jul-20 the Amount 70,000 and the Receipt on 2-Jul-20 the Amount 35,000 **{ 70,000 – 35,000 = 35,000 }** **Banalce 35,000** from the particular **salesman**

Here you can able to see the **Banalce 35,000** from the particular **salesman**



Bills Receivable (In Developer Mode) — KGN Salesman Wise Outstandings

Group : ♦ All Items
Details of : Pending Bills

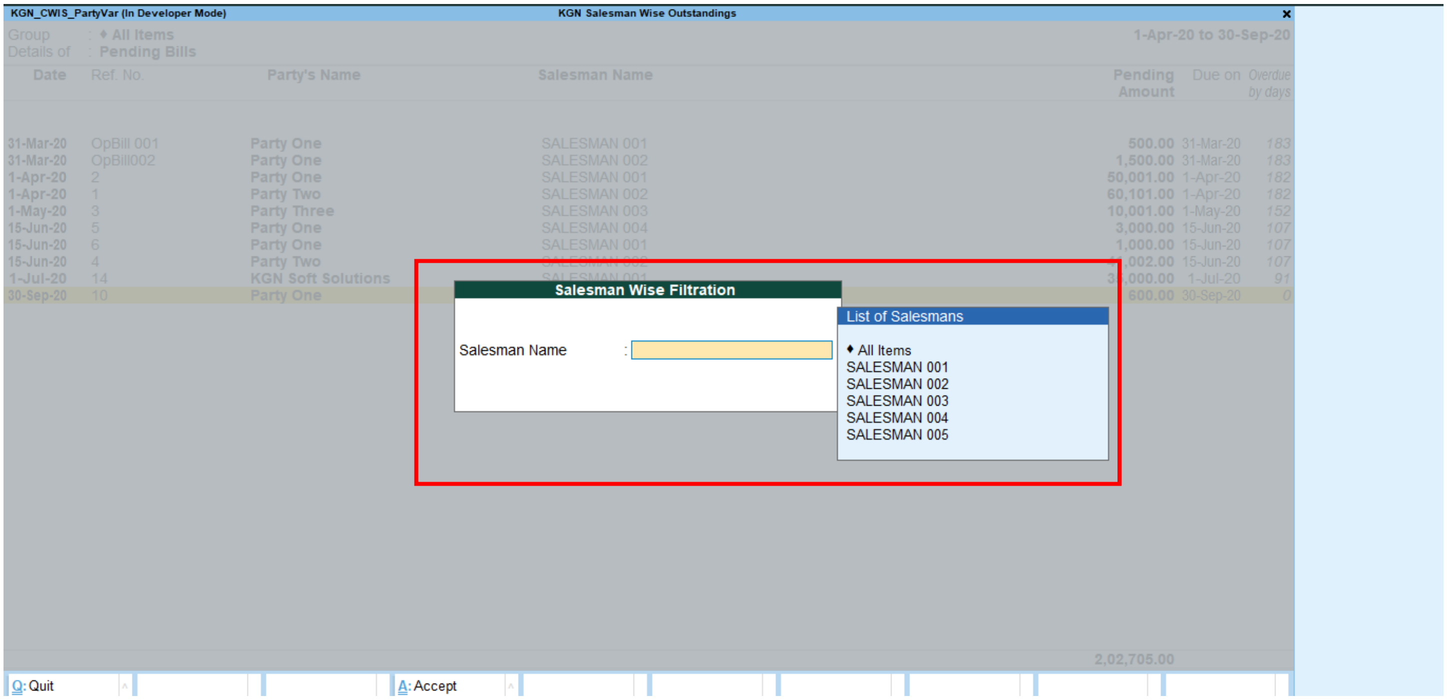
1-Apr-20 to 30-Sep-20

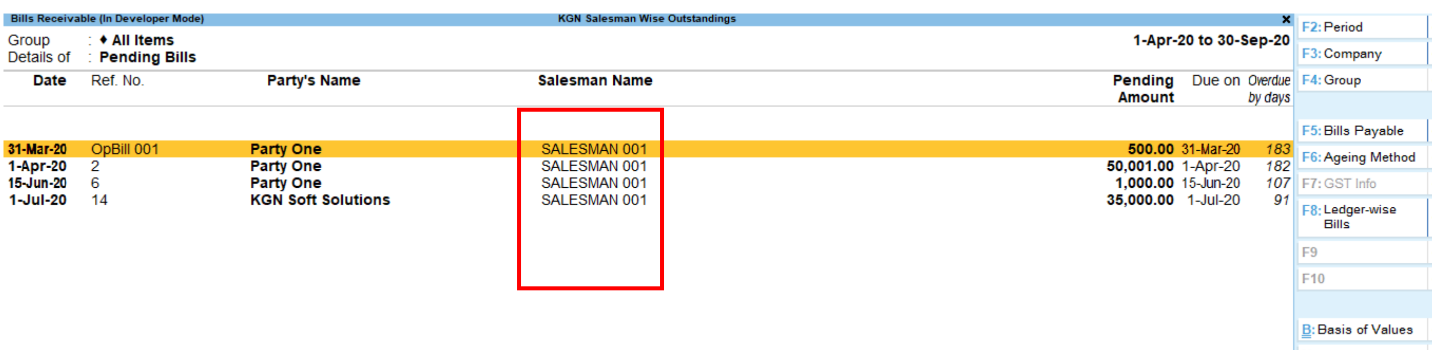
Date	Ref. No.	Party's Name	Salesman Name	Pending Amount	Due on	Overdue by days
31-Mar-20	OpBill 001	Party One	SALESMAN 001	500.00	31-Mar-20	183
31-Mar-20	OpBill002	Party One	SALESMAN 002	1,500.00	31-Mar-20	183
1-Apr-20	2	Party One	SALESMAN 001	50,001.00	1-Apr-20	182
1-Apr-20	1	Party Two	SALESMAN 002	60,101.00	1-Apr-20	182
1-May-20	3	Party Three	SALESMAN 003	10,001.00	1-May-20	152
15-Jun-20	5	Party One	SALESMAN 004	3,000.00	15-Jun-20	107
15-Jun-20	6	Party One	SALESMAN 001	1,000.00	15-Jun-20	107
15-Jun-20	4	Party Two	SALESMAN 002	41,002.00	15-Jun-20	107
1-Jul-20	14	KGN Soft Solutions	SALESMAN 001	35,000.00	1-Jul-20	91
30-Sep-20	10	Party One	SALESMAN 003	600.00	30-Sep-20	0
				2,02,705.00		

Here you can apply the filter by the Salesman Name **CTRL + F5** as show in the below fig.

And you can Hide the Sales man in the Report **Alt + T**

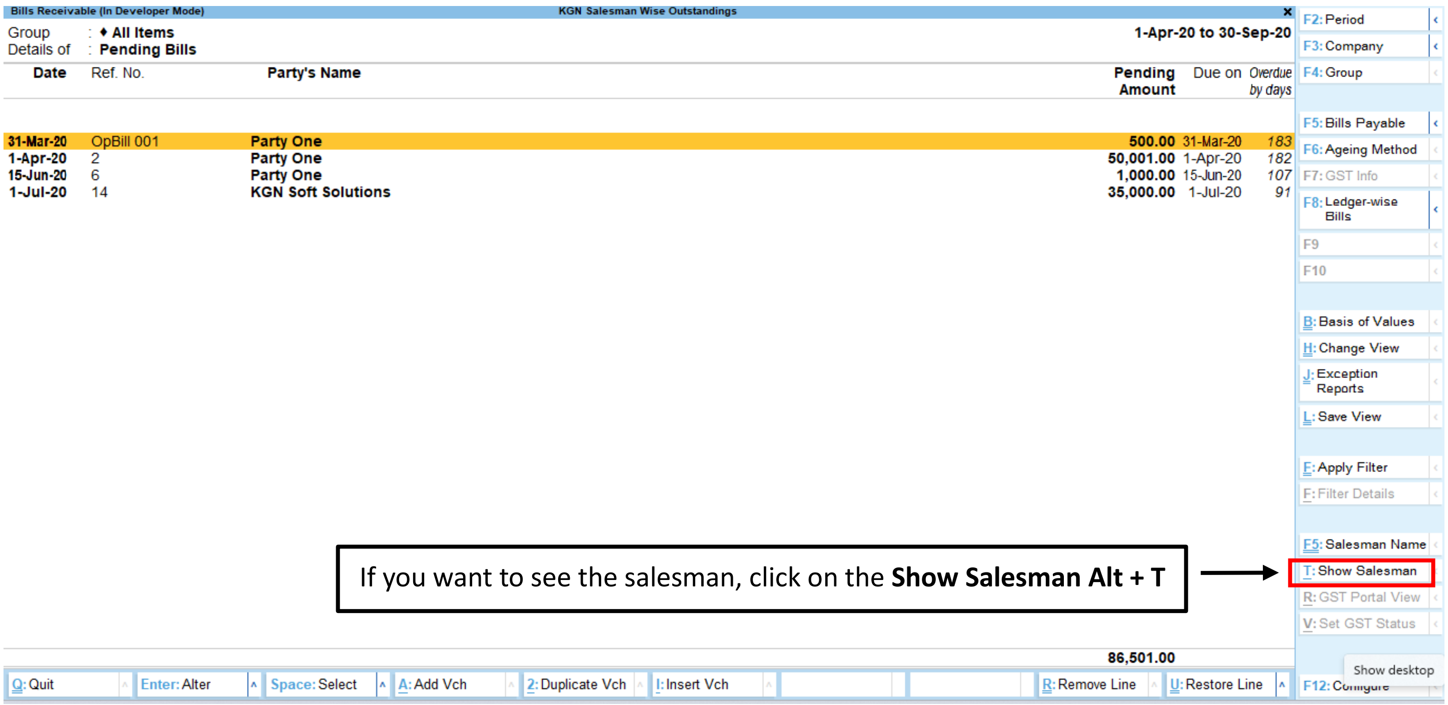
Salesman wise Filtration **CTRL + F5**





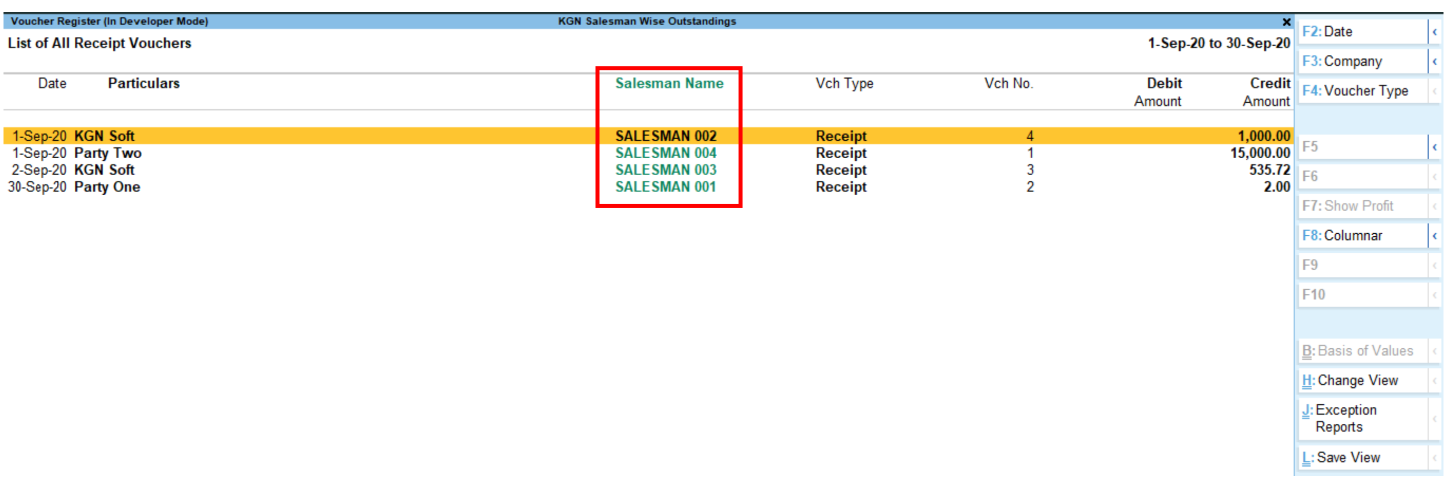
Here you can able to see the Report after applying the **salesman wise Filter**

When you click on the **Hide Salesman Alt + T** the report as shown as default as shown in the below fig.



This salesman fields are also available in the Sales Register and Receipt register

Receipt register:



Sales Register:

Voucher Register (In Developer Mode) KGN Salesman Wise Outstandings

List of All Sales Vouchers 1-Jun-20 to 30-Jun-20

Date	Particulars	Salesman Name	Vch Type	Vch No.	Debit Amount	Credit Amount
15-Jun-20	Party Two	SALESMAN 002	Sales	4	41,002.00	
15-Jun-20	Party One	SALESMAN 004	Sales	5	3,000.00	
15-Jun-20	Party One	SALESMAN 001	Sales	6	1,000.00	
15-Jun-20	Party Two	SALESMAN 003	Sales	7	100.00	

F2: Date
F3: Company
F4: Voucher Type
F5
F6
F7: Show Profit
F8: Columnar
F9
F10
B: Basis of Values
H: Change View

Like this with the help of this Add-on Business Man/Customer Can Easily Find the outstanding of the Salesman in their Company

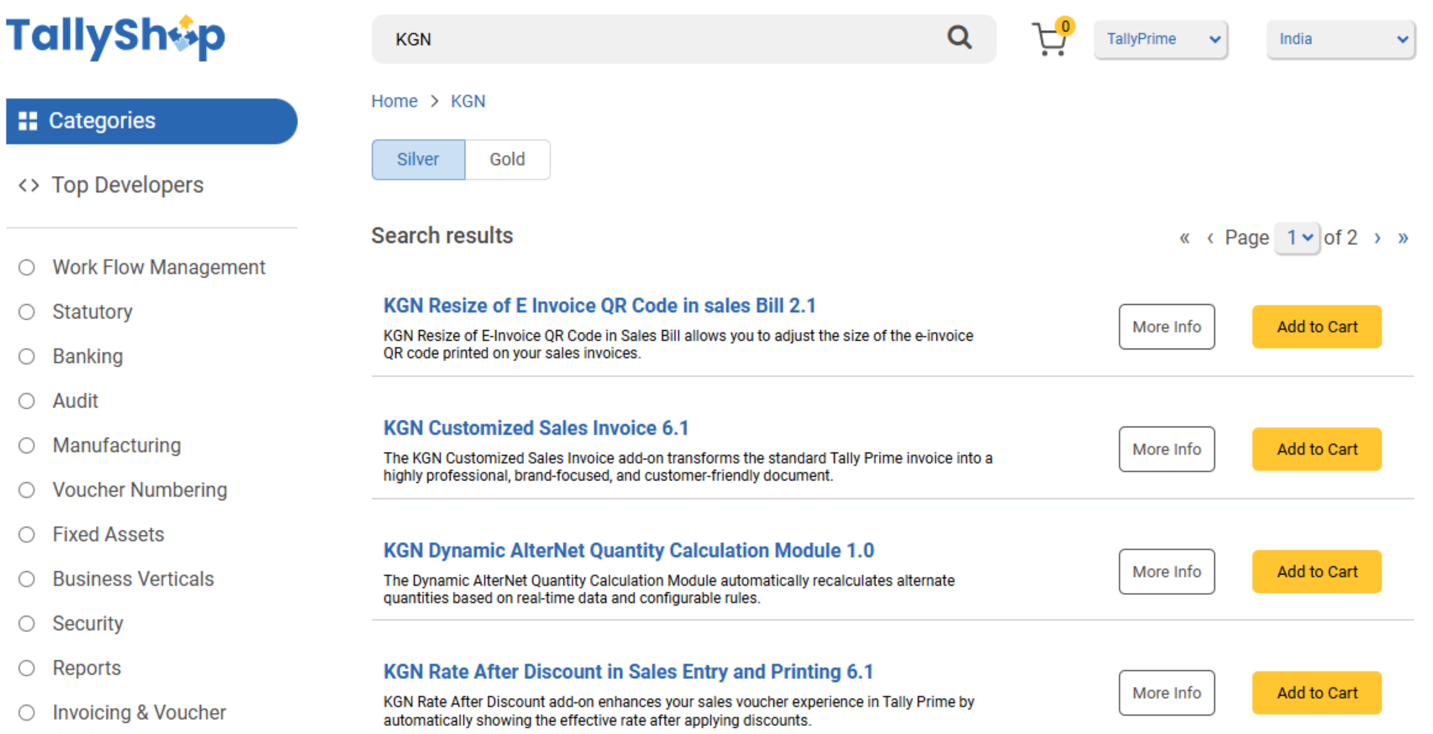
For Any Additional Customization Please Contact Our Senior Developer :

+91 9063604900/+91 7989604900

============================== End of Add on ==============================

Find our **Other Solution** which is available at **Tally Shop –** (it may useful to your organization)

Open your **Tally Prime >** Click the **F1-Help >** then Click **Tally Shop >** then Type **–** (In Search Key word) **> KGN**



Check your Requirement and try the Demo.

All the above our Listed Add-on as **Video Tutorial** also available in our **YouTube Channel**

KGN SOFT SOLUTIONS

Click on: www.youtube.com/@kgnsoftsolutions

Ready Add-on & Modules

AlterNet Qty Change in Voucher
Auto B2C Item wise Sales posting
Auto Backup
Auto Manufacturing after Sales

Auto Posting of Bulk Vouchers
Auto Posting of Payment Vouchers
Auto Receipt From Ledger (No Bill Wise)
Auto Receipt From Ledger Report
Auto Receipts From OS Report
Batch Details in Ledger Report
Batch Number Column in Columnar Sales Register
Bill Received Details in Sales Register
Central Bank of India RTGS NEFT Form
CEO Dash Board
CREDIT CONTROL ON DAYS
DAY BOOK TOTALS
Day wise Bill Wise Collection
Doctors OP Receipts Bulk Posting
DOUBLE DISCOUNT IN SALES Expiry Stock Report
False Date Controlling
Fixed Assets Register
Grid Lines in Sales Invoice
Group Company Reports
Groupwise Outstanding Report
GST RATES WISE INPUT OUTPUT
INNER WEAR SIZE and PCS
Item wise Profit or Loss report
Letter Head in invoice
Letterhead Format Invoice
Loading Slip with CASE-PCS
Multi Voucher Printing with Voucher no Range
Party Previous Balance

Pickup List
POS Print from Normal Sales
Qty in Profit and Loss Account
Recycle Bin
Sales to Receipt Auto Posting (Only Cash)
Scanned Signature in Invoice
Size wise billing Grade wise Rate Setup and Quotation
Stock Item Std Rate Report
STOCK SUMMARY WITH GST INFO
System Date wise daybook
TEXTILES PCS METERS
User's Activity Tracking Report
Voucher Alteration History
Voucher Date as System Date
Voucher Number as Voucher Reference
Auto E-Mailing Module
Bill to Ship to Instead of Buyer Consignee
Daybook Totals with Cash & Bank Closing balance
GSTR-4 Generation from Tally
Inactive Stock Items
Ledger Replace
Original Invoice Date Filter
Space BW Line
TCS Setup Simplified and Sales Control
Cash Sales Register
Date wise Item wise Negative Stock
Item Details in Multi Companies
Ledger Master Report
Minimum Order Report
Std Rate Auto pick in Incl Rate

Auto Backup TSS Validity
Brokerage Module
Common Godown for All Items
Customized Ledger Interest Report
Disable Delete cancel to users
Free Qty in Sales & purchase
GST as per Books in 3B
Item Name Column in Columnar report
Ledger Blocking in Sales
Negative Stock Control
Price List Rate in Inclusive Rate
Recycle Bin Without Confirmation
Resize Of eInvoice QR Code
Salesman report
Skip Rate per Disc Amount to users
Tally2WhatsApp Module
Cmp 2 Cmp Auto Posting
Discount Amount Column in Invoice
Godown Security
Last Purchase Cost in Sales Entry