



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 activating 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.

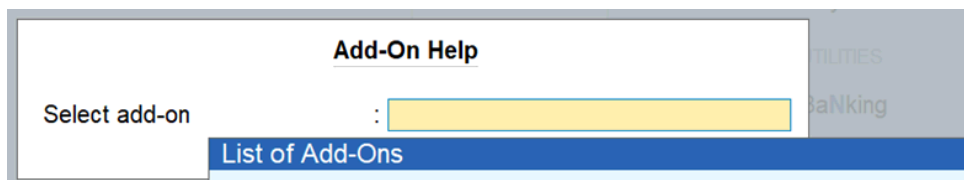
Once you try/purchase this add-on, follow this step below to configure the add-on and use it.

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”**

Add-On Features

Enable KGN Sales Man in Outstanding reports

? **Yes**

After Enablenig 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

The screenshot shows the Tally Silver Prime Gateway of Tally interface. On the left, the 'NAME OF COMPANY' is 'KGN Salesman Wise Outstandings' and the 'DATE OF LAST ENTRY' is '30-Sep-20'. A text box with an arrow points to the 'Salesman Master' option in the 'MASTERS' section of the Gateway of Tally menu. The 'Salesman Master' option is highlighted with a red box. The right sidebar shows function keys: F2: Date and F3: Company.

Salesman Master (In Developer Mode) KGN Salesman Wise Outstandings

CURRENT PERIOD: 1-Apr-20 to 31-Mar-21
CURRENT DATE: Wednesday, 30-Sep-2020

NAME OF COMPANY: KGN Salesman Wise Outstandings

S.No	Salesman Name
1	SALESMAN 001
2	SALESMAN 002
3	SALESMAN 003
4	SALESMAN 004
5	SALESMAN 005
6	

Gateway of Tally

MASTERS
Create
Alter
Chart of Accounts
TRANSACTIONS
Vouchers
Day Book
OTHERS
Banking
Expense
Balance
Profit & Loss A/c
Ratio Analysis
Ratio
Quit

Here you can Create "Salesman" by the just Entering the Salesman Name after entered the Salesman name save the form "CTRL + A"

Q: Quit A: Accept

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

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

Tally SILVER Prime

Find details entered in masters and transactions. (Alt+F)

K: Company Y: Data Z: Exchange G: Go To O: Import E: Export M: Share P: Print 9: Tally Capital F1: Help

Voucher Type Alteration (In Developer Mode) KGN Salesman Wise Outstandings

Name : Sales
(alias) :

General	Printing	Name of Class
Select type of voucher : Sales Abbreviation : Sale Activate this Voucher Type : Yes Method of Voucher Numbering : Automatic Numbering behaviour on insertion/deletion : Retain Original Voucher No. Set/Alter additional numbering details : No Show unused vch nos. in transactions for Retain Original Voucher No. behaviour : Yes	Enable KGN Sales Man in Voucher ? Yes Print voucher after saving : No Use for POS invoicing : No Default template to print : ♦ Not Applicable Default title to print : ♦ Not Applicable Default bank : ♦ Not Applicable Default jurisdiction :	GST

F2: Period
F3: Company
F4:
F5:
F6:
F7:
F8:
F9:
F10: Other Masters
More Details

Receipt Voucher Type:

Tally Prime SILVER
Find details entered in masters and transactions. (Alt+F)

Voucher Type Alteration (In Developer Mode) KGN Salesman Wise Outstandings

Name : Receipt
(alias) :

General

Enable KGN Sales Man in Voucher ? **Yes**

Select type of voucher : Receipt
Abbreviation : Rcpt
Activate this Voucher Type : Yes
Method of Voucher Numbering : Automatic
Numbering behaviour on insertion/deletion : Retain Original Voucher No.
Set/Alter additional numbering details : No

Print voucher after saving : No
Print formal receipt after saving : No

Name of Class

F2: Period
F3: Company
F4:
F5:
F6:
F7:
F8:
F9:
F10: Other Masters

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

Gateway of Tally → Vouchers → F8: Sales

Accounting Voucher Creation (In Developer Mode) KGN Salesman Wise Outstandings

Sales No. 14

Reference No. : Date : 1-Jul-20 Wednesday

Party A/c name : KGN Soft Solutions

Salesman Name : [List of Salesmen]

Not Applicable

SALESMAN 001
SALESMAN 002
SALESMAN 003
SALESMAN 004
SALESMAN 005

Quantity Rate Rate per Amount
(Incl. of Tax)

Narration:

Quit Accept Delete Cancel Vch

F2: Date
F3: Company
F4: Contra
F5: Payment
F6: Receipt
F7: Journal
F8: Sales
F9: Purchase
F10: Other Vouchers
F12: Configure

Here you can Select the "Salesman"

Bill-wise Details (In Developer Mode) KGN Salesman Wise Outstandings

Reference No: No. 14 Date: 1-Jul-20 Wednesday
Voucher class: * Not Applicable

Party A/c name: KGN Soft Solutions
Salesman Name: SALESMAN 001
Current balance: 1,56,173.35 Cr
Sales ledger: SALES
Current balance: 1,56,173.35 Cr
Name of Item:

Bill-wise Details for: **KGN Soft Solutions**
Up to: ₹ 70,000.00 Dr

Type of Ref	Name	Due Date, or Credit Days (wef. 1-Jul-20)	Salesman Name	Amount	Dr/Cr
New Ref	14		SALESMAN 001	70,000.00	Dr

70,000.00 Dr

Narration:

Q: Quit A: Accept

Accounting Voucher Creation (In Developer Mode) KGN Salesman Wise Outstandings

Sales No. 14 Date: 1-Jul-20 Wednesday
Reference No: Voucher class: * Not Applicable

Party A/c name: KGN Soft Solutions
Salesman Name: SALESMAN 001
Current balance: 1,56,173.35 Cr
Sales ledger: SALES
Current balance: 1,56,173.35 Cr
Name of Item:

Name of Item	Quantity	Rate (Incl. of Tax)	Rate per	Amount
BaJaJ Electricals	2 nos	35,000.00	29,661.02 nos	59,322.04
CGST				5,338.98
SGST				5,338.98
ROUND OFF				

2 nos 70,000.00

Narration:

Q: Quit A: Accept D: Delete X: Cancel Vch F12: Configure

F2: Date
F3: Company
F4: Contra
F5: Payment
F6: Receipt
F7: Journal
F8: Sales
F9: Purchase
F10: Other Vouchers
F11: Autofill
F12: Change Mode
F13: More Details
F14: Related Reports
F15: Optional
F16: Post-Dated

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

Bills Receivable (In Developer Mode)

KGN Salesman Wise Outstandings

1-Apr-20 to 30-Sep-20

Group : ♦ All Items

Details of : Pending Bills

Date	Ref. No.	Party's Name	Salesman Name	Pending Amount	Due on	Overdue by days
1-Jul-20	14	KGN Soft Solutions	SALESMAN 001	70,000.00	1-Jul-20	91

Here you can able to see the Salesman Pending Amount/Outstanding Amount

F2: Period

F3: Company

F4: Group

F5: Bills Payable

F6: Ageing Method

F7: GST Info

F8: Ledger-wise Bills

F9

F10

B: Basis of Values

H: Change View

J: Exception Reports

L: Save View

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

Gateway of Tally → Vouchers → F6: Receipt

Accounting Voucher Creation (In Developer Mode)		KGN Salesman Wise Outstandings		2-Jul-20 Thursday		F2: Date
Receipt No. 5		Salesman Name : SALESMAN 001				F3: Company
Particulars				Debit Credit		F4: Contra
Cr KGN Soft Solutions				35,000.00		F5: Payment
Narration:						F6: Receipt
						F7: Journal
						F8: Sales
						F9: Purchase
						F10: Other Vouchers
						E: Autofill
						H: Change Mode
						I: More Details
						Q: Related Reports
						L: Optional
						T: Post-Dated
						J: Stat Adjustment
						F12: Configure

↓

Here you can Select the **"Salesman"**

F2: Date

F3: Company

F4: Contra

F5: Payment

F6: Receipt

F7: Journal

F8: Sales

F9: Purchase

F10: Other Vouchers

E: Autofill

H: Change Mode

I: More Details

Q: Related Reports

L: Optional

T: Post-Dated

J: Stat Adjustment

F12: Configure

Bill-wise Details (In Developer Mode) KGN Salesman Wise Outstandings

Receipt No. 5 Salesman Name : SALESMAN 001 2-Jul-20 Thursday

Particulars

Cr KGN Soft Solutions

Bill-wise Details for : KGN Soft Solutions
Up to: ₹ 35,000.00 Cr

Type of Ref	Name	Due Date, or Credit Days (wef: 2-Jul-20)	Salesman Name	Amount	Dr/ Cr
Agst Ref	14		SALESMAN 001	35,000.00	Cr

35,000.00 Cr

Quit Accept

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

Bills Receivable (In Developer Mode) KGN Salesman Wise Outstandings

Group : ♦ All Items 1-Apr-20 to 30-Sep-20 F2: Period <

Details of : Pending Bills F3: Company <

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

Here you can able to see the **Amount** Is Less by the Recording of **Receipt**

F4: Group < F5: Bills Payable < F6: Ageing Method < F7: GST Info < F8: Ledger-wise Bills < F9 < F10 < B: Basis of Values < H: Change View < J: Exception Reports < L: Save View <

Press enter button on the Transaction to view in Detailed

Bills Receivable (In Developer Mode)						KGN Salesman Wise Outstandings			1-Apr-20 to 30-Sep-20			F2: Period
Group	♦ All Items											F3: Company
Details of	Pending Bills											F4: Group
Date	Ref. No.	Party's Name		Salesman Name		Pending Amount	Due on	Overdue by days				F5: Bills Payable
1-Jul-20	14	KGN Soft Solutions		SALESMAN 001		35,000.00	1-Jul-20	91				F6: Ageing Method
1-Jul-20	Sales	14		70,000.00	Dr							F7: GST Info
2-Jul-20	Receipt	5		35,000.00	Cr							F8: Ledger-wise Bills
						35,000.00						F9
												F10
												B: Basis of Values
												H: Change View
												J: Exception Reports
												L: Save View
												E: Apply Filter
												F: Filter Details
												F5: Salesman Name
												T: Hide Salesman
												R: GST Portal View
												V: Set GST Status
												F12: Configure

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 { $70,000 - 35,000 = 35,000$ } **Banlce 35,000** from the particular salesman

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

Bills Receivable (In Developer Mode)

KGN Salesman Wise Outstandings

1-Apr-20 to 30-Sep-20

Group : ♦ All Items

Details of : Pending Bills

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

Q: QuitEnter: AlterSpace: SelectA: Add VchZ: Duplicate VchI: Insert VchR: Remove LineU: Restore LineF12: Configure

F2: PeriodF3: CompanyF4: GroupF5: Bills PayableF6: Ageing MethodF7: GST InfoF8: Ledger-wise BillsF9F10B: Basis of ValuesH: Change ViewJ: Exception ReportsL: Save ViewE: Apply FilterF: Filter DetailsE5: Salesman NameT: Hide SalesmanR: GST Portal ViewV: Set GST Status

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**

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

KGN_CWIS_PartyVar (In Developer Mode) KGN Salesman Wise Outstandings 1-Apr-20 to 30-Sep-20

Group : ♦ All Items
Details of : Pending Bills

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	1,002.00	15-Jun-20	107
1-Jul-20	14	KGN Soft Solutions	SALESMAN 001	3,000.00	1-Jul-20	91
30-Sep-20	10	Party One	SALESMAN 001	600.00	30-Sep-20	0
				2,02,705.00		

Q: Quit A: Accept

Salesman Wise Filtration

Salesman Name :

List of Salesmans

- ♦ All Items
- SALESMAN 001
- SALESMAN 002
- SALESMAN 003
- SALESMAN 004
- SALESMAN 005

Bills Receivable (In Developer Mode) KGN Salesman Wise Outstandings 1-Apr-20 to 30-Sep-20

Group : ♦ All Items
Details of : Pending Bills

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
1-Apr-20	2	Party One	SALESMAN 001	50,001.00	1-Apr-20	182
15-Jun-20	6	Party One	SALESMAN 001	1,000.00	15-Jun-20	107
1-Jul-20	14	KGN Soft Solutions	SALESMAN 001	35,000.00	1-Jul-20	91

F2: Period
F3: Company
F4: Group
F5: Bills Payable
F6: Ageing Method
F7: GST Info
F8: Ledger-wise Bills
F9
F10
B: Basis of Values
H: Change View
J: Exception Reports
L: Save View

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.

Bills Receivable (In Developer Mode)

KGN Salesman Wise Outstandings

Group : ♦ All Items

Details of : Pending Bills

1-Apr-20 to 30-Sep-20

F2: Period

F3: Company

F4: Group

F5: Bills Payable

F6: Ageing Method

F7: GST Info

F8: Ledger-wise Bills

F9

F10

B: Basis of Values

H: Change View

J: Exception Reports

L: Save View

E: Apply Filter

F: Filter Details

F5: Salesman Name

T: Show Salesman

R: GST Portal View

V: Set GST Status

F12: Configure

Show desktop

Date	Ref. No.	Party's Name	Pending Amount	Due on	Overdue by days
31-Mar-20	OpBill 001	Party One	500.00	31-Mar-20	183
1-Apr-20	2	Party One	50,001.00	1-Apr-20	182
15-Jun-20	6	Party One	1,000.00	15-Jun-20	107
1-Jul-20	14	KGN Soft Solutions	35,000.00	1-Jul-20	91
			86,501.00		

If you want to see the salesman, click on the Show Salesman Alt + T

Q: Quit

Enter: Alter

Space: Select

A: Add Vch

Z: Duplicate Vch

I: Insert Vch

R: Remove Line

U: Restore Line

F12: Configure

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

Receipt register:

Voucher Register (In Developer Mode)				KGN Salesman Wise Outstandings			1-Sep-20 to 30-Sep-20			
List of All Receipt Vouchers										
Date	Particulars	Salesman Name	Vch Type	Vch No.	Debit Amount	Credit Amount				
1-Sep-20	KGN Soft	SALESMAN 002	Receipt	4	1,000.00					
1-Sep-20	Party Two	SALESMAN 004	Receipt	1	15,000.00					
2-Sep-20	KGN Soft	SALESMAN 003	Receipt	3	535.72					
30-Sep-20	Party One	SALESMAN 001	Receipt	2	2.00					

Sales Register:

Voucher Register (In Developer Mode)		KGN Salesman Wise Outstandings				1-Jun-20 to 30-Jun-20		F2: Date
List of All Sales Vouchers								F3: Company
Date	Particulars	Salesman Name	Vch Type	Vch No.	Debit Amount	Credit Amount		F4: Voucher Type
15-Jun-20	Party Two	SALESMAN 002	Sales	4	41,002.00			F5
15-Jun-20	Party One	SALESMAN 004	Sales	5	3,000.00			F6
15-Jun-20	Party One	SALESMAN 001	Sales	6	1,000.00			F7: Show Profit
15-Jun-20	Party Two	SALESMAN 003	Sales	7	100.00			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**

Categories

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- ☐ Work Flow Management
- ☐ Statutory
- ☐ Banking
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- ☐ Reports
- ☐ Invoicing & Voucher

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Silver

Gold

Search results

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KGN Resize of E Invoice QR Code in sales Bill 2.1

KGN Resize of E-Invoice QR Code in Sales Bill allows you to adjust the size of the e-invoice QR code printed on your sales invoices.

More Info

Add to Cart

KGN Customized Sales Invoice 6.1

The KGN Customized Sales Invoice add-on transforms the standard Tally Prime invoice into a highly professional, brand-focused, and customer-friendly document.

More Info

Add to Cart

KGN Dynamic AlterNet Quantity Calculation Module 1.0

The Dynamic AlterNet Quantity Calculation Module automatically recalculates alternate quantities based on real-time data and configurable rules.

More Info

Add to Cart

KGN Rate After Discount in Sales Entry and Printing 6.1

KGN Rate After Discount add-on enhances your sales voucher experience in Tally Prime by automatically showing the effective rate after applying discounts.

More Info

Add to Cart

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