



User Manual

Credit Days Controls on Over Due Bills to Users

Contact us:

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Introduction:

KGN Credit Days & Credit limit Controls to Users is a powerful control feature designed to manage customer credit effectively in Tally. When a **user attempts to create a sales voucher** for a **customer whose bills are overdue beyond the allowed credit period and Credit Limit**, the **system automatically restricts the transaction to Users**. This ensures better credit discipline, reduces the risk of bad debts, and strengthens overall cash flow management by preventing uncontrolled credit sales. Let's see how this Add-On will Work in Tally Prime

Features:

- Controls sales transactions based on customer-wise credit days.
- Displays warning or restriction messages when credit days are exceeded.
- Party-wise credit days can be Controlled.
- Ensures better credit discipline and reduces the risk of bad debts.

Important Alert!

Take Back up of your company Data before activating the Add-on.

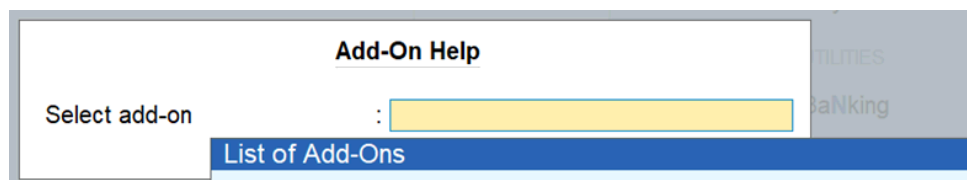
Support Related Terms & Conditions

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 KGN Both Credit Controls to Users Module**”

Add-On Features

Enable KGN Both Credit Controls to Users Module ? **Yes**

Before Proceeding this **Add-on**, you should compulsorily **Maintain USERS** in your company and use **Bill-wise entry** Navigate, **Gateway of Tally** → **F11: Company Features**

Company: KGN Soft Solutions	
Show more features	: Yes
Show all features	: Yes
Accounting	
Maintain Accounts	: Yes
Enable Bill-wise entry	: Yes
Enable Cost Centres	: No
Enable Interest Calculation	: No
Inventory	
Maintain Inventory	: Yes
Integrate Accounts with Inventory	: Yes
Enable multiple Price Levels	: No
Taxation	
Enable Goods and Services Tax (GST)	: No
Set/Alter Company GST Rate and Other Details	: No
Enable Tax Deducted at Source (TDS)	: No
Enable Tax Collected at Source (TCS)	: No
Enable Value Added Tax (VAT)	: No
Enable Excise	: No
Enable Service Tax	: No

Goto: **Gateway of Tally** → **Alter** → **Ledger** {Select Specific Ledger}

Ledger Alteration (In Developer Mode)	
Name : KGN Retail Hub	Total Opening Balance
(alias) :	
Under : Sundry Debtors (Current Assets)	Mailing Details
Maintain balances bill-by-bill : Yes	Name : KGN Retail Hub
Default credit period : 10 Days	Address :
Check for credit days during voucher entry : Yes	State : Andhra Pradesh
Specify credit limit : 50,000.00 Dr	Country : India
Override credit limit using post-dated transactions : No	Provide bank details : No

Here you can enter the Credit Period

Now you should enable one last feature in the sales voucher Type, navigate: **Gateway of Tally → Alter → Voucher Type → Sales**

Voucher Type Alteration (In Developer Mode)

Name : Sales
(alias) :

General

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

Printing

Enable KGN Both Credit Controls to Users Module ? **Yes**
Print voucher after saving : No

Name of Class

Use for POS invoicing : No
Default template to print : ♦ Not Applicable
Default title to print :
Default bank : ♦ Not Applicable
Default jurisdiction :

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

Now let's record the New sales Voucher, Navigate; **Gateway of Tally → Vouchers → F8:Sales**

In Admin Level:

Accounting Voucher Creation (In Developer Mode)

Sales No. 8 1-Jul-22 Friday

Party A/c name : KGN Retail Hub
Current balance : 47,755.00 Dr Credit Limit : 50,000.00 Dr
Sales ledger :
Current balance :

Name of Item Quantity Rate per Amount

Voucher

Warning
'3' bill(s) of 'KGN Retail Hub' is outstanding.
Due date exceeded!
Press any key to continue

Narration:

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

Accounting Voucher Creation (In Developer Mode) KGN Soft Solutions

Sales No. 8 1-Jul-22 Friday

Party A/c name : KGN Retail Hub
Current balance : 47,755.00 Dr Credit Limit : 50,000.00 Dr
Sales ledger : Sales
Current balance : 77,766.00 Cr

Name of Item Quantity Rate per Amount

Item 52,000.00

* End of List

Narration.

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

Warning

Credit Limit of 'KGN Retail Hub' 50,000.00 Dr exceeded !
(Current :99,755.00 Dr)

Press any key to continue

Similarly, when a sales voucher is recorded for a **Party exceeding the credit limit at the admin level**, automatically shows a warning message like this

In this way, the system **controls both credit days and credit limits** while recording sales vouchers at the **User level**.

Now let's record the Sales Voucher in User Level

Gateway of Tally → Alt + K: Company → Change User, follow the same Steps to Record the Sales Voucher Navigate; **Gateway of Tally → Vouchers → F8:Sales**

In User Level:

Accounting Voucher Creation (In Developer Mode) KGN Soft Solutions

Sales No. 9 1-Jul-22 Friday

Party A/c name : KGN Retail Hub
Current balance : 99,755.00 Dr Credit Limit : 50,000.00 Dr
Sales ledger :
Current balance :

Name of Item	Quantity	Rate per	Amount
Narration:			

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

Error
Oops!
"3" bill(s) of 'KGN Retail Hub' is outstanding. Due date exceeded!

If a sales voucher is recorded for a **Party** having **overdue bills** at the **User level**, the system automatically Controls the Bill like this

Accounting Voucher Creation (In Developer Mode) KGN Soft Solutions

Sales No. 9 1-Apr-22 Friday

Party A/c name : KGN Retail Hub
Current balance : 99,755.00 Dr Credit Limit : 50,000.00 Dr
Sales ledger : Sales
Current balance : 1,29,766.00 Cr

Name of Item	Quantity	Rate per	Amount
Item			25,000.00
* End of List			

Narration:

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

Error
Oops!
Credit Limit of 'KGN Retail Hub' 50,000.00 Dr exceeded ! (Current : 1,24,755.00 Dr)

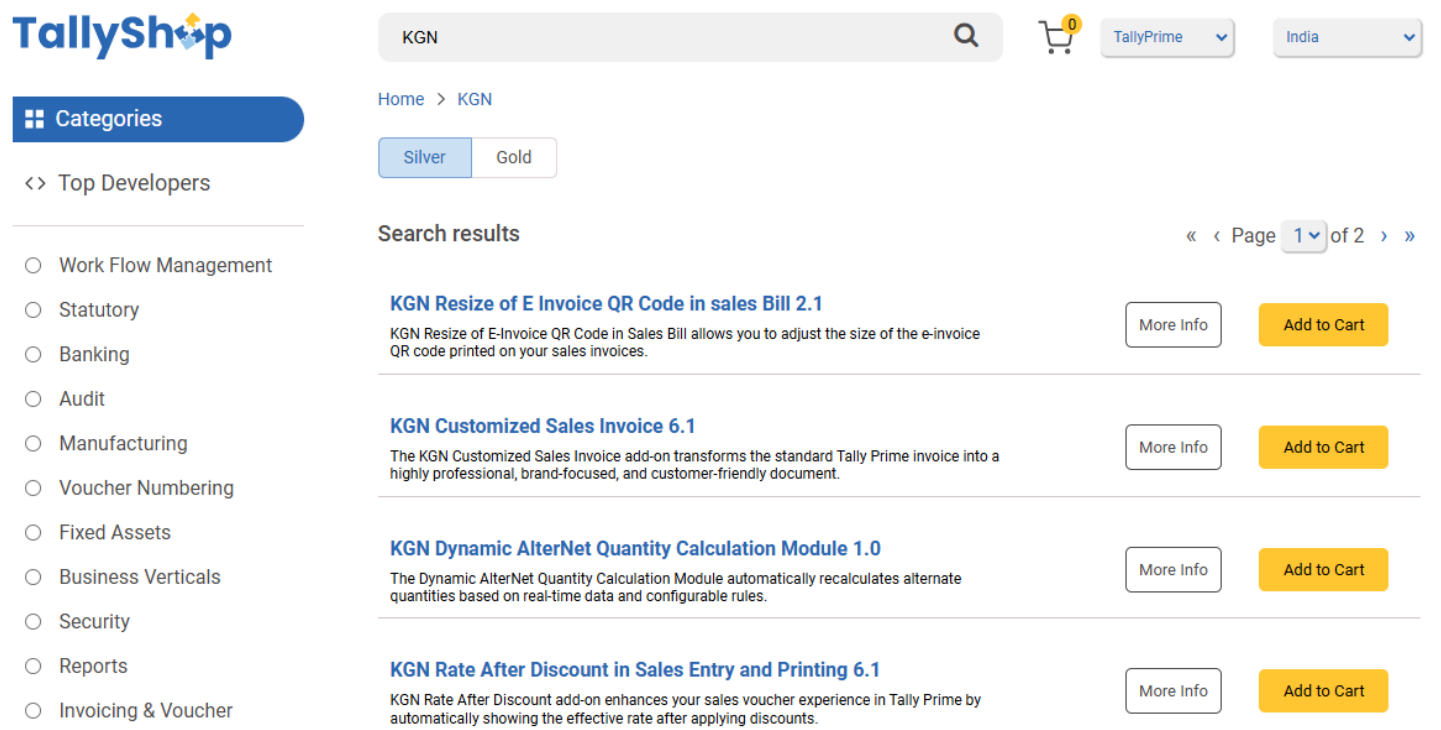
Similarly, when a sales voucher is recorded for a **Party** exceeding the **credit limit** at the **User level**, the system automatically Controls the Bill like this.

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

For Any Additional Customization Please Contact Our Senior Developer : +91 9849234327

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**



The screenshot shows the TallyShop website interface. On the left, there's a sidebar with 'Categories' and 'Top Developers'. The main content area shows search results for 'KGN'. The search bar at the top contains 'KGN'. Below the search bar, there are filters for 'Silver' and 'Gold'. The search results are displayed in a table with four items, each with a title, description, and buttons for 'More Info' and 'Add to Cart'.

Category	Item	Description	More Info	Add to Cart
KGN	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

If You need any type of customization, contact us **9063604900**, we can customize your Requirements.

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