User Manual

Auto Posting of Bulk Sales Vouchers with Items on Value

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Auto Posting of Bulk Sales Vouchers with Items on Value

Introduction:

This Add-On was useful for everyone of Tally users. With this Add-On you can save your time by the **Auto Posting of Bulk Sales Voucher** in Tally Prime. Let's see how this Add-On will Work in Tally Prime

Features:

- Auto Posting of Bulk Sales Vouchers
- Selection of week holiday
- Flexible Date Frequency
- Combination of cash sales & credit sales
- Total vouchers to post

Important Alert!
Take Back up of your company Data before activing the Add-on.

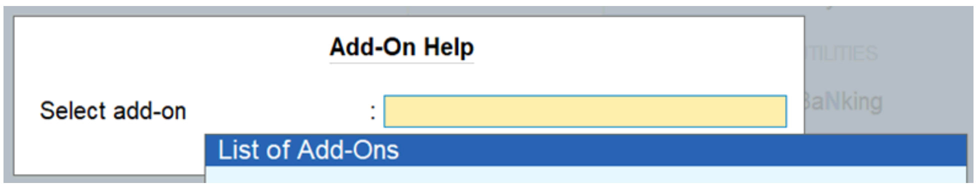
Once you try/purchase this add-on, follow this step below to configure the add-on and use it.

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.)

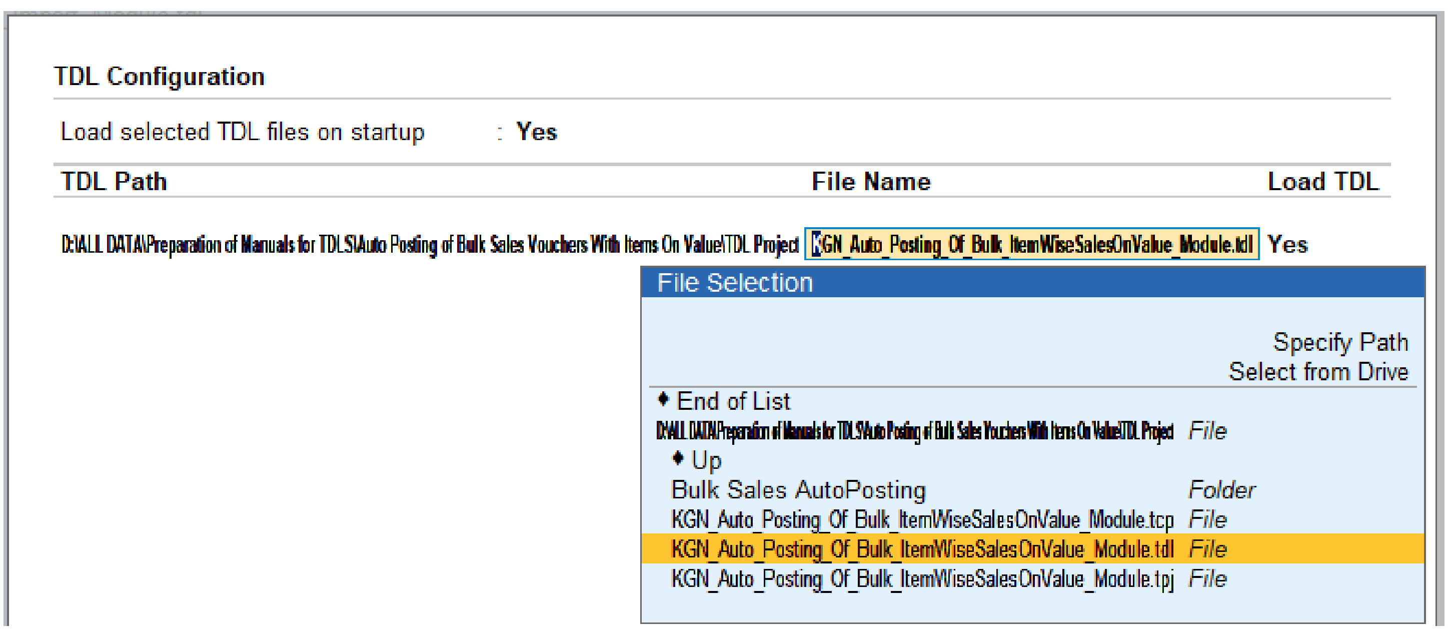
2. Shut down and restart Tally Prime and open your company
3. Press **Ctrl + Alt + H** at any menu screen to open the user manual. In case of multiple Add-on**, Add-on help** screen will pop-up to select add-on manual.
4. Activate the Add-on



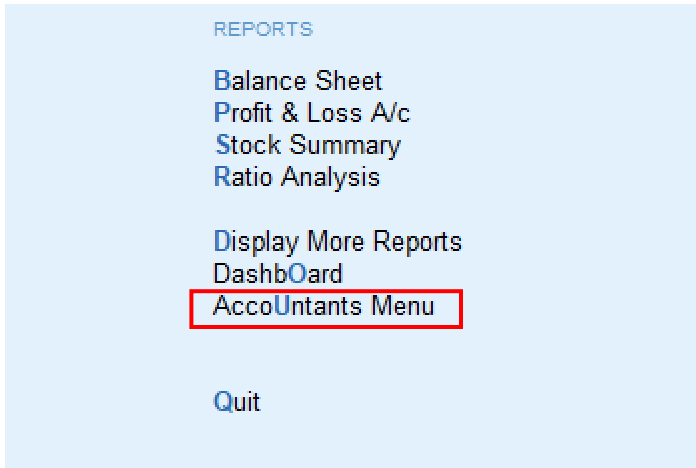
Activate the Add-on for Tally Prime

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

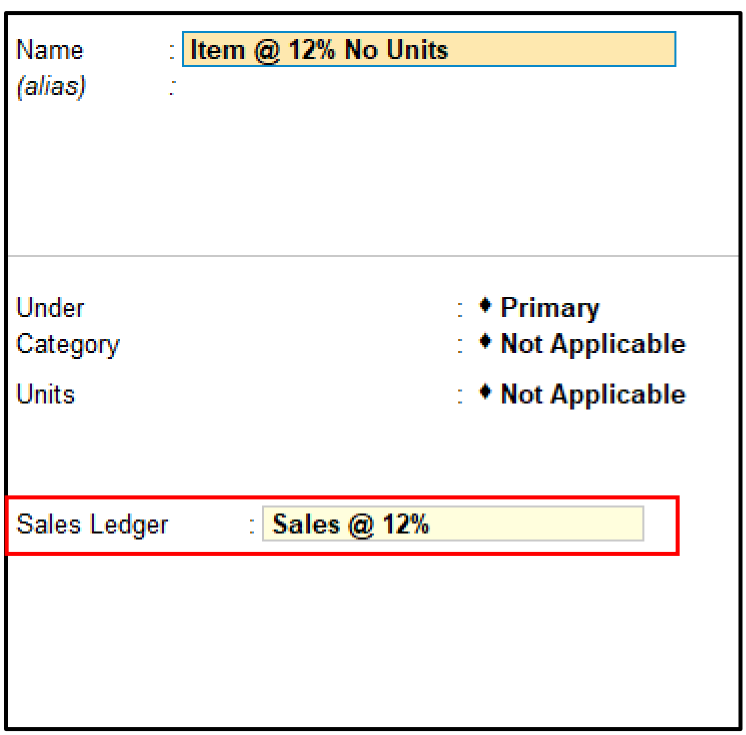
Load Selected TDL files on Start Up – Yes
Selected the TDL from the list and make it yes and save it



After loaded the Add-On You can able to see an additional feature in the **Gateway of Tally** that is **Accountants Menu.**



Before entering into the **Accountants Menu,** you can able to see an additional feature in the **Item creation** and **Item Alteration** that is **Sales Ledger** as show in the below figure.

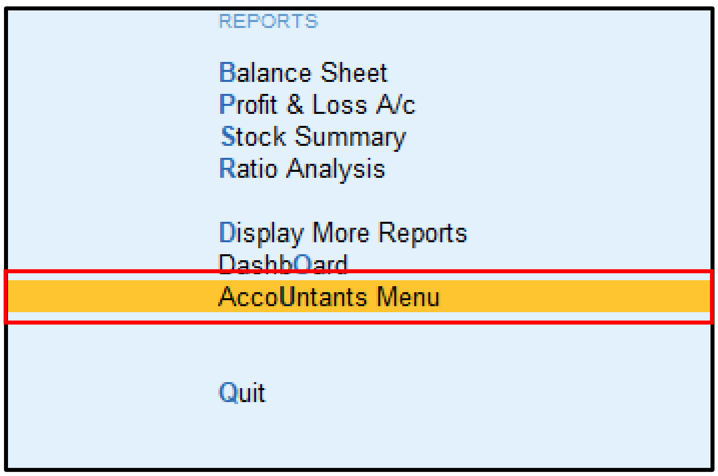


In That **Sales Ledger** feature, you can select suitable **GST Rate** ledger to the item in the list of ledgers.

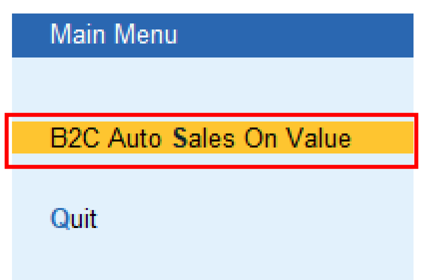
Now you can see the process of **Auto Posting of Bulk Sales Vouchers with Items on Value.**

Select the Accountants Menu from the Gateway of Tally

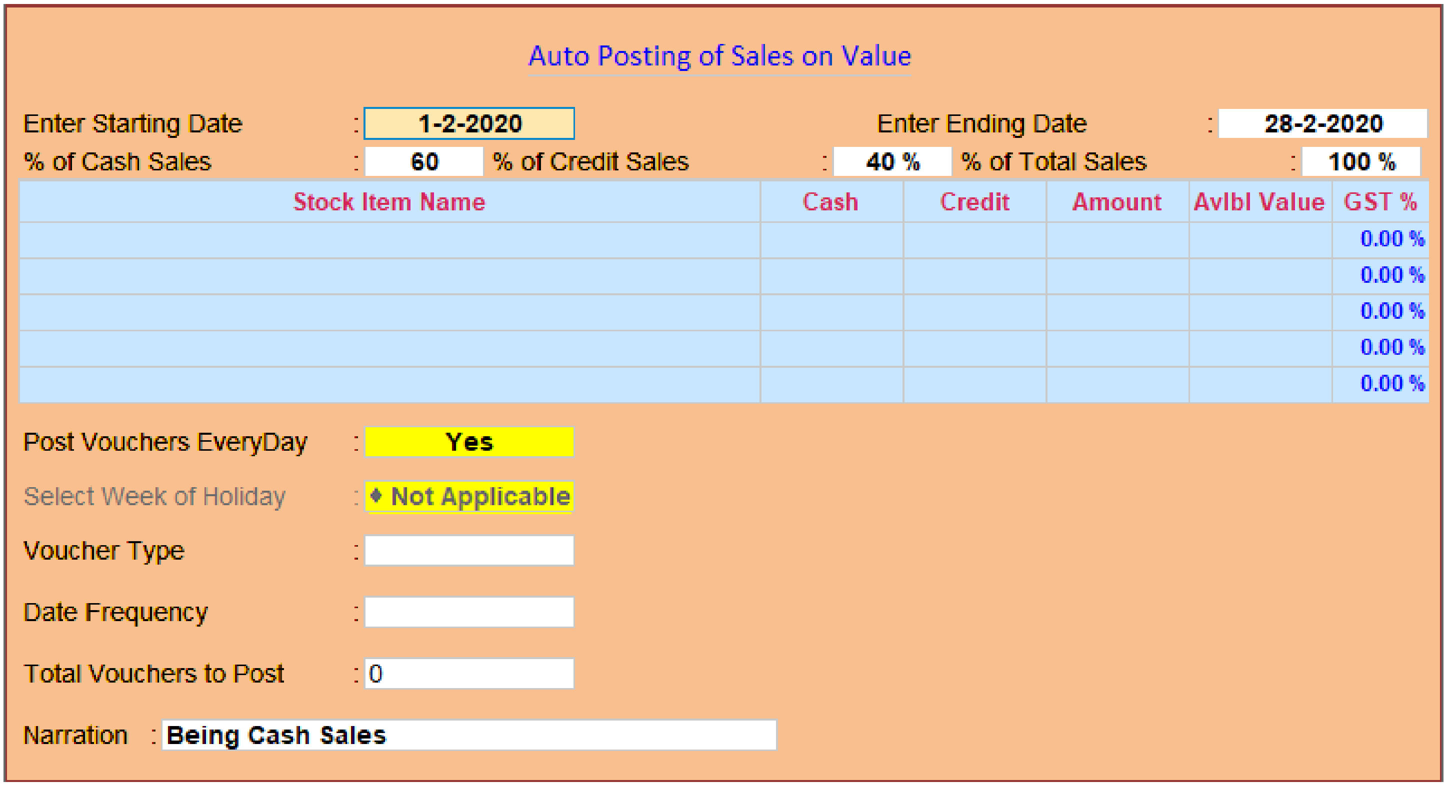
Gateway of Tally ⟶ Accountants Menu



After selecting the **Accountants Menu,** The **Main Menu** was opened. In that Main Menu select **B2C Auto Sales on value**.



After selecting **B2C Auto Sales on value** a new window will display on your screen that is **Auto posting of sales on value** as show in the below figure.



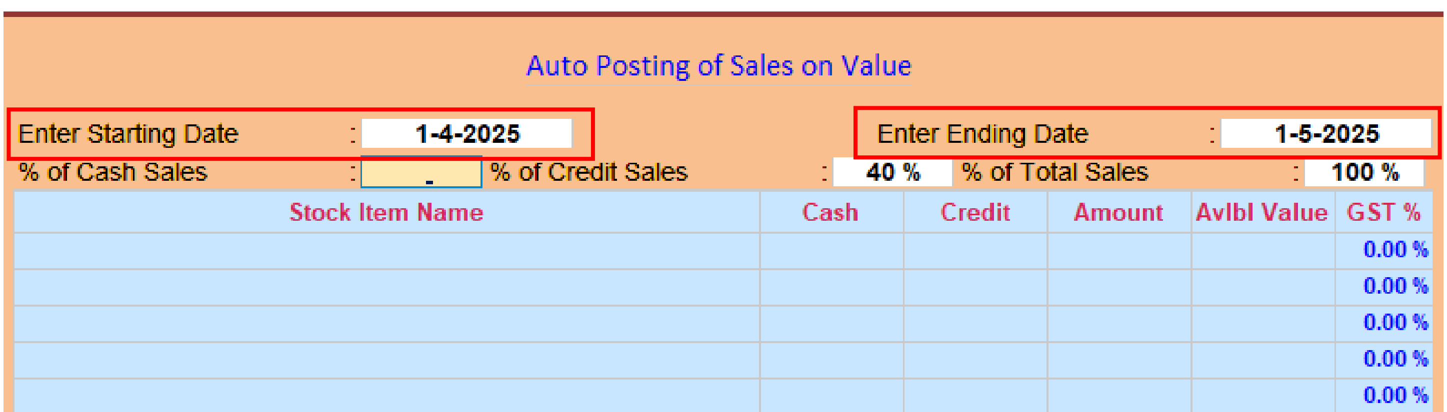
Auto Posting of Sales on Value

Enter Starting Date : 1-2-2020 Enter Ending Date : 28-2-2020
% of Cash Sales : 60 % of Credit Sales : 40 % % of Total Sales : 100 %

Stock Item Name	Cash	Credit	Amount	Avlbl Value	GST %
					0.00 %
					0.00 %
					0.00 %
					0.00 %
					0.00 %

Post Vouchers EveryDay : Yes
Select Week of Holiday : ♦ Not Applicable
Voucher Type :
Date Frequency :
Total Vouchers to Post : 0
Narration : Being Cash Sales

After that, Start the process, Here enter the dates as show in the below figure **from which date to which date** the vouchers are Auto post.

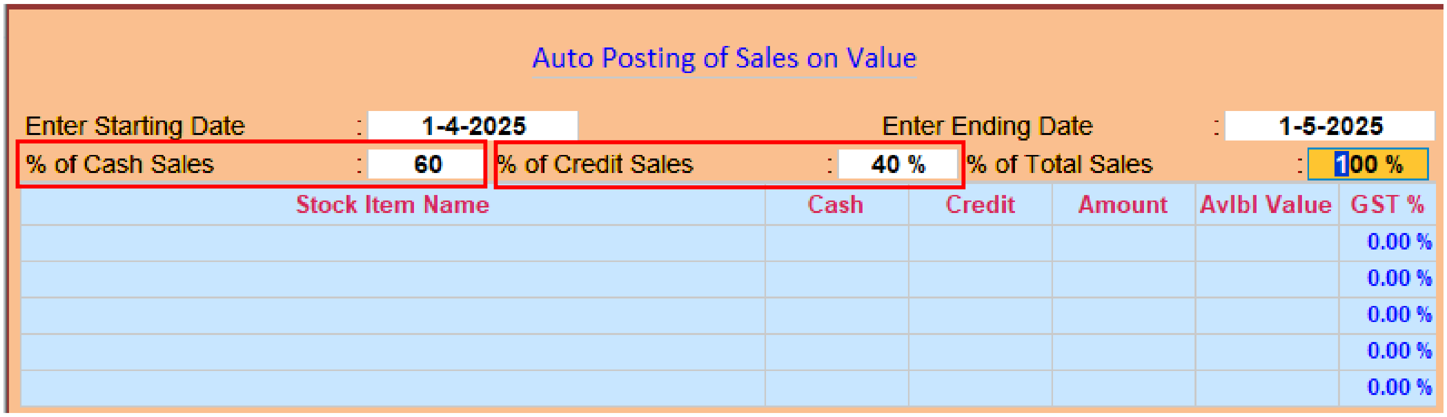


Auto Posting of Sales on Value

Enter Starting Date : 1-4-2025 Enter Ending Date : 1-5-2025
% of Cash Sales : % of Credit Sales : 40 % % of Total Sales : 100 %

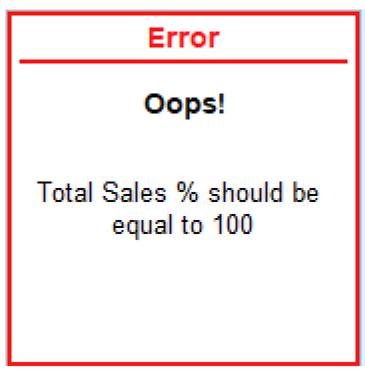
Stock Item Name	Cash	Credit	Amount	Avlbl Value	GST %
					0.00 %
					0.00 %
					0.00 %
					0.00 %
					0.00 %

After entering the dates, Here enter the percentage of sales like cash **sales 60%** and **credit sales 40%** based on your Company sales and the **total sales** are automatically filled by system**.**



The total sales are must **maintain 100%** to be continue the next step.

When the total sales are not equal to 100% an Error messages were shown as below figure so, maintain 100% sales .



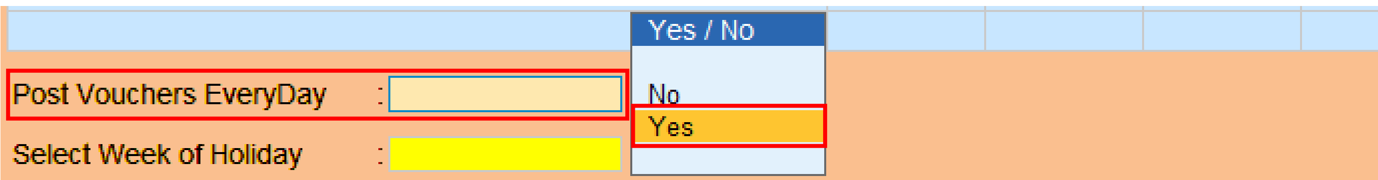
After that, select those items wants to post in the vouchers**.**

Here we can select up to **5 items only**.

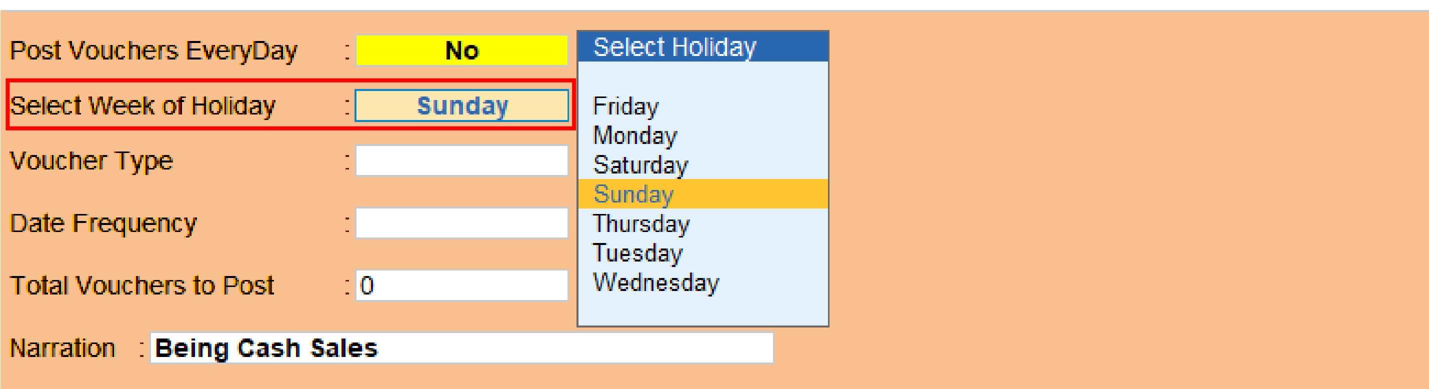
Here the amount was divided on the basis of **sales percent** (That you are given in the **Cash Sales** and **Credit Sales**) and the **GST percent** was also taken by system automatically as shown in the below figure.

Stock Item Name	Cash	Credit	Amount	Avlbl Value	GST %
Item @ 0% No Units	6,000,000.00	4,000,000.00	10,000,000.00	10,000.00	0.00 %
Item @ 12% No Units	150,000.00	100,000.00	250,000.00	120,000.00	12.00 %
Item @ 18% No Units	300,000.00	200,000.00	500,000.00	180,000.00	18.00 %
Item @ 28% No Units	450,000.00	300,000.00	750,000.00	280,000.00	28.00 %
♦ End of List					0.00 %

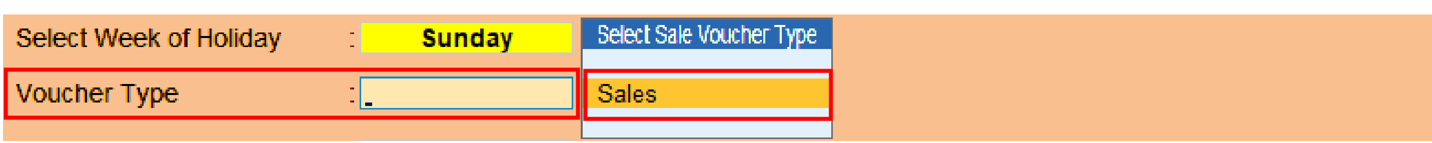
After that, If you want to post the vouchers everyday select the **YES** option.



If you don’t want post the vouchers everyday then select **“NO”** option. When you selected the **“NO”** option the system is ask to **select week of holiday**. Select the week of holiday in the list.



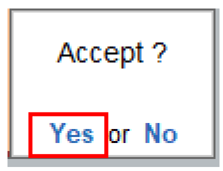
After that, select the voucher Type as **“SALES”.**



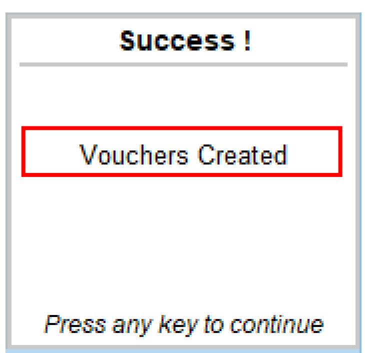
After selecting the Voucher Type, Enter the date frequency which means, when to post the vouchers **"Daily, Day by Day or Weekly once.**

When you enter the **Date Frequency** the **Total Vouchers** to post was taken automatically by system based on the date frequency. After that, enter the narration**.**

Then press **ENTER KEY** to accept the form**.**



After accepting the form wait for the posting of vouchers. After posting of vouchers one success message was shown on the screen.



Finally, all vouchers are posted press any key to continue.

Let's see the **Posted Vouchers** in the Tally Prime. Back to the **Gateway of Tally ⟶ Day Book ⟶ Change the date by press F2. (**Enter Mentioned Dates in Auto Posting Vouchers Form**)**

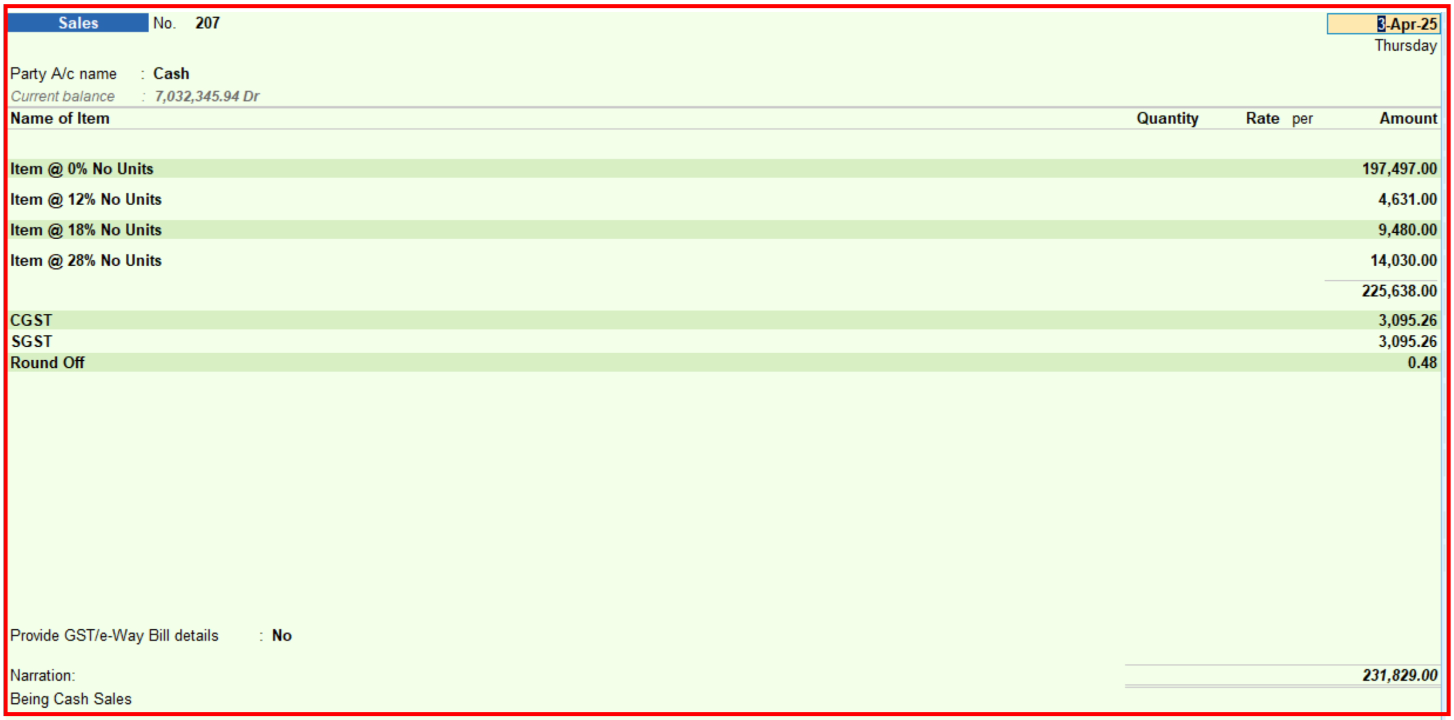
Day Book — KGN Auto Sales Demo

Day Book — 1-Apr-19 to 1-May-25

Date	Particulars	Vch Type	Vch No.	Debit Amount Inwards Qty	Credit Amount Outwards Qty
1-Apr-25	Cash	Sales	205	228,029.00	
1-Apr-25	Trade Debtors	Sales	236	148,516.00	
2-Apr-25	Cash	Sales	206	244,808.00	
2-Apr-25	Trade Debtors	Sales	237	168,464.00	
3-Apr-25	Cash	Sales	207	231,829.00	
3-Apr-25	Trade Debtors	Sales	238	151,818.00	
4-Apr-25	Cash	Sales	208	239,097.00	
4-Apr-25	Trade Debtors	Sales	239	162,629.00	
5-Apr-25	Cash	Sales	209	230,087.00	
5-Apr-25	Trade Debtors	Sales	240	146,880.00	
6-Apr-25	Cash	Sales	210	240,984.00	
6-Apr-25	Trade Debtors	Sales	241	164,994.00	
7-Apr-25	Cash	Sales	211	227,061.00	
7-Apr-25	Trade Debtors	Sales	242	153,409.00	
8-Apr-25	Cash	Sales	212	243,378.00	
8-Apr-25	Trade Debtors	Sales	243	164,268.00	
9-Apr-25	Cash	Sales	213	224,489.00	
9-Apr-25	Trade Debtors	Sales	244	147,451.00	
10-Apr-25	Cash	Sales	214	237,782.00	
10-Apr-25	Trade Debtors	Sales	245	158,710.00	
11-Apr-25	Cash	Sales	215	232,301.00	
11-Apr-25	Trade Debtors	Sales	246	151,853.00	
12-Apr-25	Cash	Sales	216	252,096.00	
12-Apr-25	Trade Debtors	Sales	247	163,996.00	
13-Apr-25	Cash	Sales	217	222,121.00	
13-Apr-25	Trade Debtors	Sales	248	155,220.00	
14-Apr-25	Cash	Sales	218	245,640.00	
14-Apr-25	Trade Debtors	Sales	249	164,631.00	
15-Apr-25	Cash	Sales	219	226,225.00	
15-Apr-25	Trade Debtors	Sales	250	147,290.00	
16-Apr-25	Cash	Sales	220	240,000.00	

In the above figure we can see all the **cash sales** & **credit sales** are posted in the sales vouchers Randomly.

Let's open a voucher to understand easily.


Sales No. 207 3-Apr-25 Thursday

Party A/c name : Cash
Current balance : 7,032,345.94 Dr

Name of Item	Quantity	Rate	per	Amount
Item @ 0% No Units				197,497.00
Item @ 12% No Units				4,631.00
Item @ 18% No Units				9,480.00
Item @ 28% No Units				14,030.00
				225,638.00
CGST				3,095.26
SGST				3,095.26
Round Off				0.48

Provide GST/e-Way Bill details : No

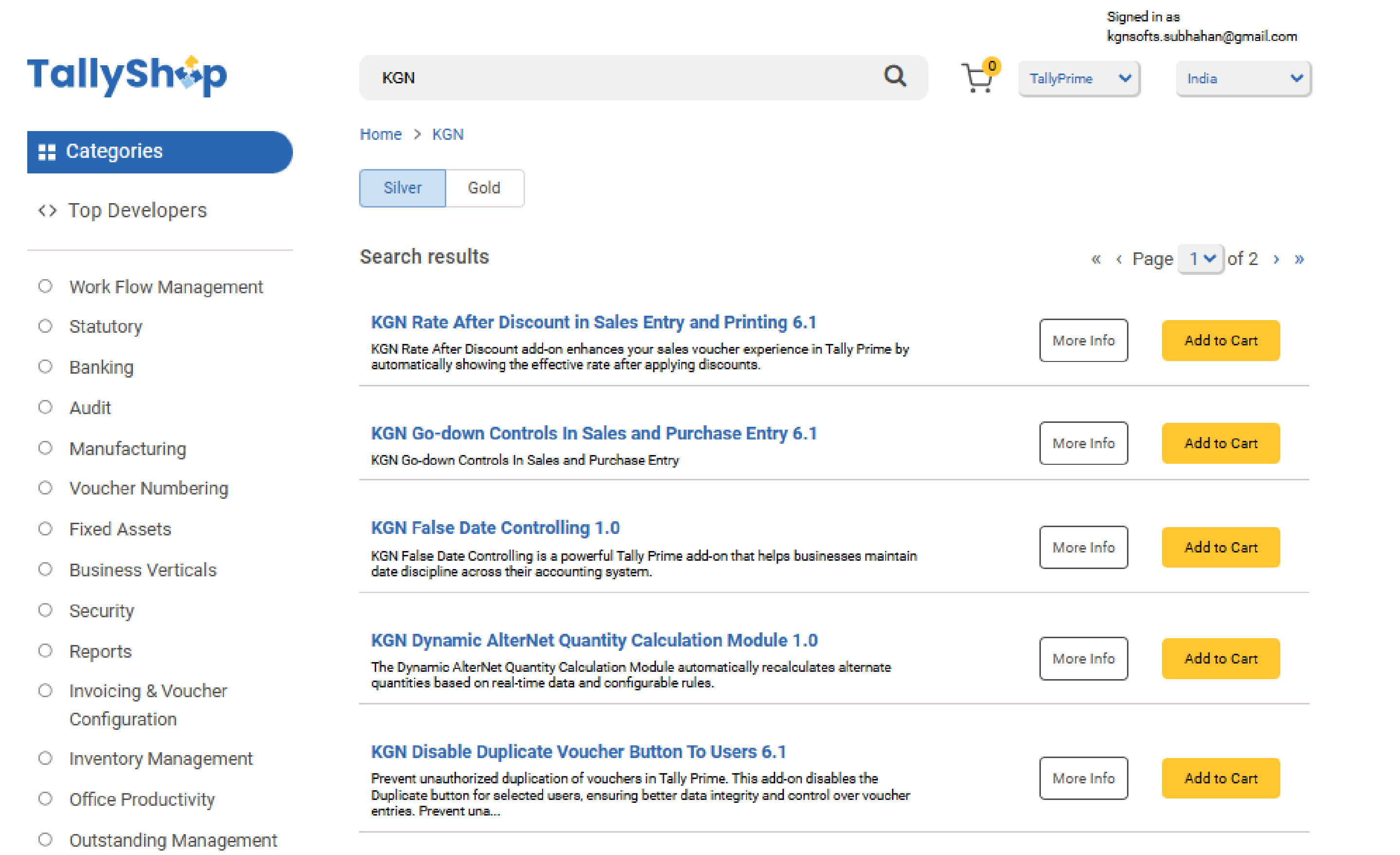
Narration: 231,829.00
Being Cash Sales

Note: Like this Customer can Auto Post the bulk of sales vouchers easily and save his time with the help of this Add-On

============================== **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**



Add-on Related Any Support Contact: **9063604900**. If You need any type of customization, contact us, we can customize your Requirements.

YouTube → www.youtube.com/@kgnsoftsolutions you can Resolve most of your problems from our YouTube Channel

Instagram→ https://www.instagram.com/kgn_softsolutions/?igsh=c3BpbXcyb2c0NXpq

Facebook→ https://www.facebook.com/people/KGN-Soft-Solutions/61554646325286/?mibextid=ZbWKwL

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