



User Manual

UN-Paid Customers Report

Contact us:

KGN SOFT SOLUTIONS

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Introduction:

This is Useful for the Every one of the TallyPrime Users. With the help of this Add-On **“UN-Paid Customers Report”** Business Man can able to track **customers with outstanding payments**. While Tally Prime doesn't provide a dedicated **"Unpaid Customer Report"** by default, you can achieve this by customizing the standard reports like Outstanding. Let's see how this Add-On will work in TallyPrime.

Features:

- The report helps you quickly identify overdue payments, so you can prioritize follow-ups and send reminders to customers who have not paid within the agreed time frame.
- By knowing which customers have pending dues and how old those dues are, businesses can make informed decisions about extending credit, offering discounts, or even taking legal actions if required.
- With detailed records of outstanding amounts, you can maintain better communication with customers, helping resolve any payment issues quickly and professionally.
- Applicable to the **Sundry Debtors** and **Sub Groups of Sundry Debtors**

Important Alert!

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

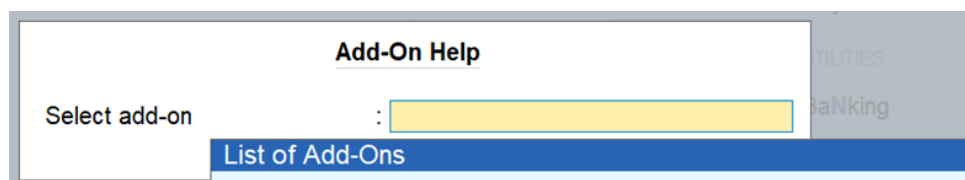
Support Related Terms & Conditions

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**

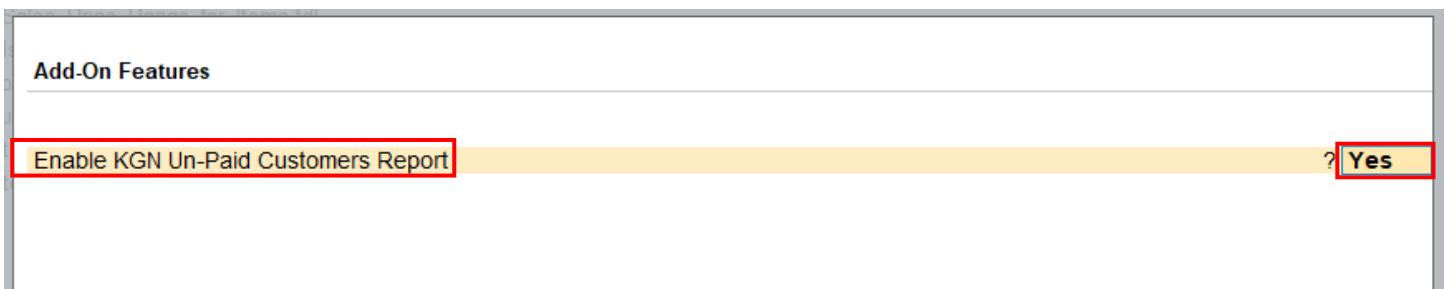
Click on F4: Manage Local TDLs

Load Selected TDL files on Start Up – Yes

Selected the TDL from the list and make it yes

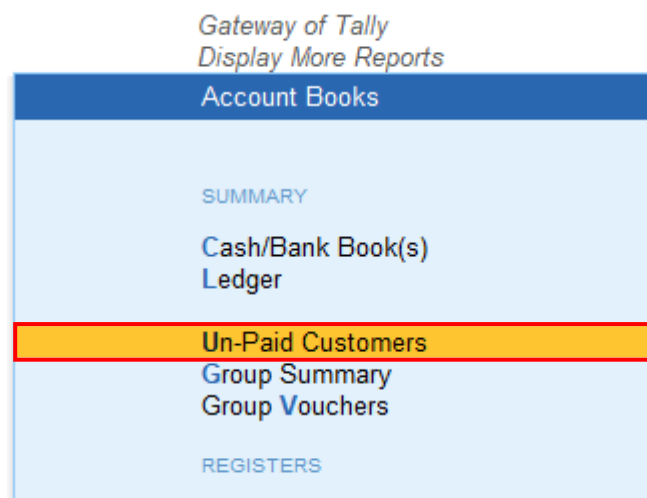
Click On F6: Add-on Features

Set “Yes” to the option “**Enable KGN UN-Paid Customers Report**”



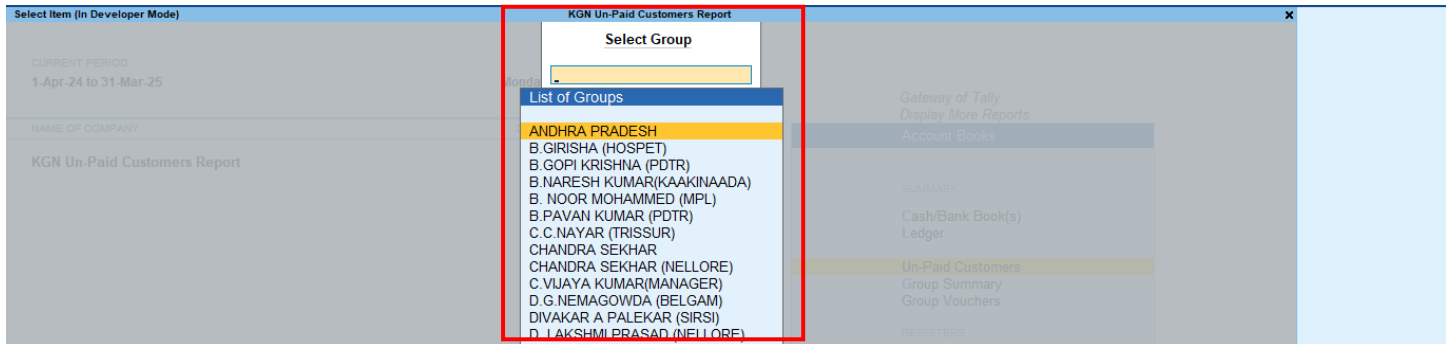
After Enabling in the Company Level option, you can able to see an additional Feature in the **Account Books** that is “**Un-Paid Customers**” as show in the below fig Navigate.

Gateway of Tally → Display More Reports → Account Books



Now open the Report by the Pressing the **Enter** key

After that select the Specified Particular **Group** as show in the below figure.

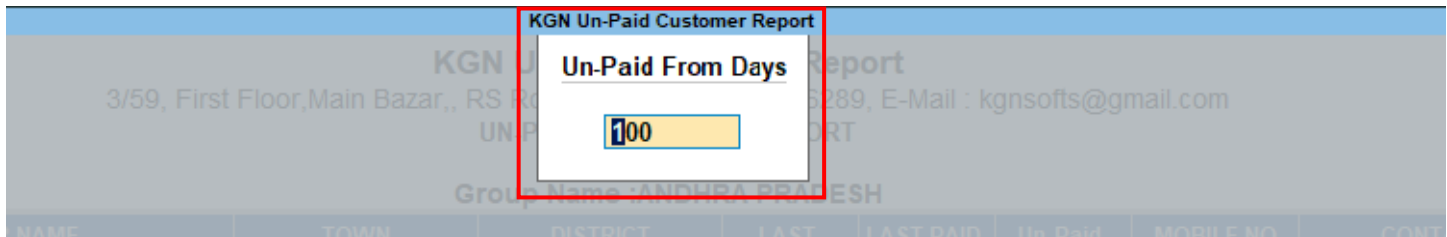


When You Selected the **Group** and Press Enter Key the Report Will Open with The Selected **Group** as show in the below figure.

KGN Un-Paid Customers Report										
KGN Un-Paid Customers Report										
3/59 First Floor Main Bazar, RS Road, Kamalapuram, 516289 E-Mail : konsofts@gmail.com										
UN-PAID CUSTOMERS REPORT										
For 29-Jul-24										
Group Name :ANDHRA PRADESH										
S No.	ALIAS	CUSTOMER NAME	GROUP	MAIN GROUP	LAST BILLED DATE	LAST PAID DATE	Un-Paid from Days	MOBILE NO	CONTACT PERSON	CURRENT BALANCE
1 97	AYUSH MEDICAL &GENERAL STORES	MRAMA MURTHY (HINDUPUR)	ANDHRA PRADESH		21-5-2024	4-12-2023	238			1,00,084.00 Dr
2 128	BRAMARAMBIKA MEDICALS	B. NOOR MOHAMMED (MPL)	ANDHRA PRADESH		16-7-2024	3-7-2024	26			55,805.00 Dr
3 133	CHAKRAVARTI MEDICAL DISTRIBUTORS	B. NOOR MOHAMMED (MPL)	ANDHRA PRADESH		29-6-2024	31-5-2024	59		MAHESH	1,45,063.00 Dr
4	DRUG INSPECTOR	M.V. SUBBA RAO	ANDHRA PRADESH		15-9-2022		683			1,794.00 Dr
5 51	GAUTHAM MEDICALS	M.V. SUBBA RAO	ANDHRA PRADESH		24-7-2024	10-6-2024	49			50,604.00 Dr
6	Imam	ANDHRA PRADESH	Sundry Debtors		1-7-2024		28			223.21 Dr
7 192	JAKSUN PHARMA	M.V. SUBBA RAO	ANDHRA PRADESH		14-6-2024	22-5-2024	68			68,315.00 Dr
8 96	JANATA PHARMA	MRAMA MURTHY (HINDUPUR)	ANDHRA PRADESH		7-11-2023	12-2-2024	168			44,009.00 Dr
9 66	JAYABALAJI MEDICAL STORE	M.V. SUBBA RAO	ANDHRA PRADESH		3-4-2024	2-2-2024	178		SUDHARSHAN	3,384.00 Dr
10 78	JAYA RAMAKRISHNA MEDICAL STORE	M.V. SUBBA RAO	ANDHRA PRADESH		20-7-2024	30-6-2023	395			7,478.00 Dr
11	LAKSHMI MEDICALS	MRAMA MURTHY (HINDUPUR)	ANDHRA PRADESH		13-7-2024		16			21,521.00 Dr
12 107	LOKESH MEDICAL STORES	MRAMA MURTHY (HINDUPUR)	ANDHRA PRADESH		30-5-2024	23-3-2024	128		KUMAR	74,437.00 Dr
13 131	MANJULA MEDICALS	B. NOOR MOHAMMED (MPL)	ANDHRA PRADESH		30-10-2023	14-6-2024	45			8,593.00 Dr
14	METRO MEDICALS	B. NOOR MOHAMMED (MPL)	ANDHRA PRADESH		12-7-2024		17			14,111.00 Dr
15	M/S PAVAN MEDICAL AND GENERAL STORES	MRAMA MURTHY (HINDUPUR)	ANDHRA PRADESH		6-5-2024		84		P.H.MARUTHI	9,769.00 Dr
16 0151	M/S SREENIVASA MEDICAL & GENERAL STORES	B. NOOR MOHAMMED (MPL)	ANDHRA PRADESH		1-7-2024	19-9-2023	314		RAJESH RANGA	3,831.28 Dr
17 110	NANDEESH MEDICALS	MRAMA MURTHY (HINDUPUR)	ANDHRA PRADESH		26-2-2024	5-1-2024	206			7,576.00 Dr
18 190	NANO LAB	M.V. SUBBA RAO	ANDHRA PRADESH		11-7-2024	4-7-2024	25			1,39,510.00 Dr
19 100	NEW VISHNU MEDICAL & GENERAL STORE	MRAMA MURTHY (HINDUPUR)	ANDHRA PRADESH		18-6-2024	25-3-2024	126			92,195.00 Dr
TOTAL										23,23,406.49 Dr

In the top right side of the report, you can able to see the **Un-Paid from Days** you can apply the filter from the Days also as show in the below fig.

Click **Ctrl + 5 "Un-Paid from Days"**



Then the report will show the Un-Paid from Days above the 100 Days

KGN Un-Paid Customers Report (In Developer Mode)

KGN Un-Paid Customers Report

KGN Un-Paid Customers Report

3/59, First Floor,Main Bazar,, RS Road, Kamalapuram, 516289, E-Mail : kgnsofts@gmail.com

UN-PAID CUSTOMERS REPORT

For 29-Jul-24

Group Name :ANDHRA PRADESH

F2: Period

5: UnPaid From Days

7: Show All

S No.	ALIAS	CUSTOMER NAME	STATE	GROUP	LAST BILLED DATE	LAST PAID DATE	Un-Paid from Days	MOBILE NO	CONTACT PERSON	CURRENT BALANCE
1 97		AYUSH MEDICAL &GENERAL STORES	ANDHRA PRADESH	Sundry Debtors	21-5-2024	4-12-2023	238			1,00,084.00 Dr
2		DRUG INSPECTOR	ANDHRA PRADESH	Sundry Debtors	15-9-2022		683			1,794.00 Dr
3 96		JANATA PHARMA	ANDHRA PRADESH	Sundry Debtors	7-11-2023	12-2-2024	168			44,009.00 Dr
4 66		JAYABALAJI MEDICAL STORE	ANDHRA PRADESH	Sundry Debtors	3-4-2024	2-2-2024	178		SUDHARSHAN	3,384.00 Dr
5 78		JAYA RAMAKRISHNA MEDICAL STORE	ANDHRA PRADESH	Sundry Debtors	20-7-2024	30-6-2023	395			7,478.00 Dr
6 107		LOKESH MEDICAL STORES	ANDHRA PRADESH	Sundry Debtors	30-5-2024	23-3-2024	128		KUMAR	74,437.00 Dr
7 0151		M/S SREENIVASA MEDICAL & GENERAL STORES	ANDHRA PRADESH	Sundry Debtors	1-7-2024	19-9-2023	314		RAJESH RANGA	3,831.28 Dr
8 110		NANDEESH MEDICALS	ANDHRA PRADESH	Sundry Debtors	26-2-2024	5-1-2024	206			7,576.00 Dr
9 100		NEW VISHNU MEDICAL & GENERAL STORE	ANDHRA PRADESH	Sundry Debtors	18-6-2024	25-3-2024	126			92,195.00 Dr
10		ORANGE MEDICAL & HEALTH PRIV	ANDHRA PRADESH	Sundry Debtors	19-7-2024	19-3-2024	132			6,720.00 Dr
11 114		RAJYALAXMI MEDICAL STORES	ANDHRA PRADESH	Sundry Debtors	29-4-2024	23-3-2024	128			71,336.00 Dr
12 106		SAKUNTALA MEDICAL STORE	ANDHRA PRADESH	Sundry Debtors	21-5-2024	19-2-2024	161		BUNNY	10,560.00 Dr
13 108		SANIYA MEDICAL & GENERAL STORE	ANDHRA PRADESH	Sundry Debtors	19-4-2024	23-3-2024	128			23,580.00 Dr
14 112		SHAMBHAVI MEDICALS	ANDHRA PRADESH	Sundry Debtors	17-6-2024	26-9-2023	307			24,793.00 Dr
15 109		S.L.V ENTERPRISES	ANDHRA PRADESH	Sundry Debtors	4-7-2024	26-3-2024	125			15,820.00 Dr
16 73		S.L.V MEDICAL AND GENERAL STORE	ANDHRA PRADESH	Sundry Debtors	11-1-2024	21-2-2024	159		SREENU	4,122.00 Dr
17 46		SRI DEVI MEDICAL DISTRIBUTOR	ANDHRA PRADESH	Sundry Debtors	1-7-2024	22-3-2024	129			35,516.00 Dr
18 79		SRI LAKSHMIBALAJIMEDICAL &FANCY STORE	ANDHRA PRADESH	Sundry Debtors	13-7-2024	22-3-2024	129			27,926.00 Dr
19 48		SRI MAHALAKSHMI MEDICAL STORES	ANDHRA PRADESH	Sundry Debtors	14-5-2024	28-3-2024	123			16,425.00 Dr
TOTAL 6,17,637.28 Dr										

Q: Quit

Enter: Alter

Space: Select

A: Add Vch

2: Duplicate Vch

I: Insert Vch

D: Delete

X: Cancel Vch

R: Remove Line

U: Restore Line

Then you will find at the top of the Report your company and Address as show in the below figure.

KGN Un-Paid Customer Report

KGN Un-Paid Customer Report

3/59, First Floor, Main Bazar., RS Road, Kamalapuram, 516289, E-Mail : kgnsofts@gmail.com

UN-PAID CUSTOMERS REPORT

For 29-Jul-24

Group Name :ANDHRA PRADESH

Like this with the help of this Add-on Business Man Can Easily Find the Un-Paid Customers and get high more Revenue by the following the customers

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

For Any Additional Customization Please Contact Our Senior Developer :

+91 9063604900/+91 7989604900

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**

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- ☐ Reports
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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