



User Manual

Overdue Outstanding Summary Report

Contact us:

KGN SOFT SOLUTIONS

3/59, First Floor, Main Bazar, Rs Road, Kamalapuram,
Kadapa District, Andhra Pradesh 516289.

Email: kgntdl@gmail.com, kgnsofts@gmail.com

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Introduction:

The **Overdue Outstanding Summary Report** is a powerful analytical tool that helps users monitor and manage overdue receivables and payables effectively. It provides a consolidated view of all parties whose bills are pending beyond their due dates, helping businesses maintain better control over credit and payment follow-ups. Let's see how this Add-On will Work in Tally Prime

Features:

- Displays overdue amounts for each Group **Sundry Creditor** or **Sundry Debtor**, giving a quick view of pending dues.
- Categorizes overdue bills based on ageing periods such as 0–30, 31–60, 61–90, and above 90 days for better credit tracking.
- Automatically computes overdue status based on credit period or due date defined in the ledger or voucher.

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 Overdue Outstanding Summary Report”**

Add-On Features

Enable KGN Overdue Outstanding Summary Report

? **Yes**

After Enabling in the Company Level option, you can able to see an additional feature in **Gateway of Tally** as show in the below figure Navigate.

Gateway of Tally

Tally Prime SILVER

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

Gateway of Tally (In Developer Mode)

F2: Date F3: Company

CURRENT PERIOD: 1-Apr-24 to 31-Mar-25
CURRENT DATE: Monday, 29-Jul-2024

NAME OF COMPANY: KGN Overdues Outstanding Summary Report
DATE OF LAST ENTRY: 29-Jul-24

Gateway of Tally

MASTERS
Create
Alter
CHart of Accounts

TRANSACTIONS
Vouchers
Day Book

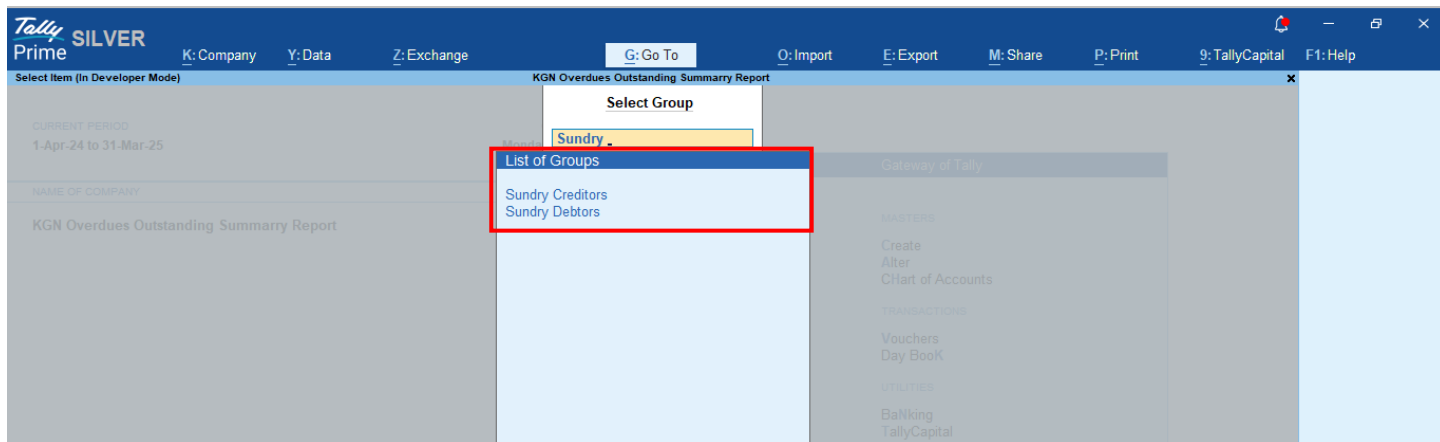
UTILITIES
BaNking
TallyCapital

REPORTS
Balance Sheet
Profit & Loss A/c
Stock Summary
Ratio Analysis
Display More Reports
DashbOard
Overdue Outstanding Report

Quit

Open the Report by the Pressing the Enter Key

After opening the Report **Select the Group**



After selecting the group, the overdue outstanding report will be displayed as shown in the below fig.

KGN Overdues Outstanding Summary Report

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

GROUP WISE OVERDUE PARTIES REPORT

1-Apr-24 to 31-Oct-25

Group Name : Sundry Debtors

SNo.	PARTY NAME	Total of Bills Due	Balance	Over Due Bills	Over Due Bills Value	Mobile No	E-Mail
1	AYUSH MEDICAL & GENERAL STORES	5	1,00,084.00 Dr	5	1,00,084.00 Dr	7815964927	medial@gmail.com
2	BELAGAVI PHARMA LLP	1	8,639.00 Dr	1	8,639.00 Dr	9448192300	pharma@gmail.com
3	BRAMARAMBIKA MEDICALS	5	55,805.00 Dr	5	55,805.00 Dr	9848691600	bharmra@gmail.com
4	CHAKRAVARTI MEDICAL DISTRIBUTORS	5	1,45,063.00 Dr	5	1,45,063.00 Dr	9440592000	chakravaka@gmail.com
5	CITY MEDICAL STORE	1	307.00 Dr	1	307.00 Dr	9449980600	cms@gmail.com
6	DRUG INSPECTOR	1	1,794.00 Dr	1	1,794.00 Dr	8521479600	inspect@gmail.com
7	GAUTHAM MEDICALS	10	52,310.00 Dr	10	52,310.00 Dr	7412589600	Gautham@gmail.com
8	G.S. ASSOCIATES	3	52,200.00 Dr	3	52,200.00 Dr	8523697400	gsass@gmail.com
9	IRKAL MEDICAL	1	17,149.00 Dr	1	17,149.00 Dr	8310523600	imedical@gmail.com
10	JAKSUN PHARMA	3	92,513.00 Dr	3	92,513.00 Dr	9632587400	jak@gmail.com
11	JANATA PHARMA	3	44,009.00 Dr	3	44,009.00 Dr		
12	JAYABALAJI MEDICAL STORE	1	3,384.00 Dr	1	3,384.00 Dr	7013122300	jms@gmail.com
13	JAYA RAMAKRISHNA MEDICAL STORE	3	7,478.00 Dr	3	7,478.00 Dr		
14	J.S.T.AGENCIES	4	38,677.00 Dr	4	38,677.00 Dr		
15	KAPILA MEDICAL AGENCIES	1	2,449.00 Dr	1	2,449.00 Dr	9845802000	kma@gmail.com
16	KAPILA PHARMA	4	86,855.00 Dr	4	86,855.00 Dr		
17	KARNATAKA MEDICAL STORES	1	10,846.00 Dr	1	10,846.00 Dr	9448341400	kms@gmail.com
18	KGN PHARMACEUTICALS	5	56,895.00 Dr	5	56,895.00 Dr	9447021300	alpha@gmail.com
19	KULAKARNI MEDICAL & WHOLESALE PHARMA	6	87,440.00 Dr	6	87,440.00 Dr		
20	LAKSHMI MEDICALS	1	21,521.00 Dr	1	21,521.00 Dr	9182346200	lmk@gmail.com
21	LOKESH MEDICAL STORES	6	74,653.00 Dr	6	74,653.00 Dr	6300166500	lms@gmail.com
22	MANAKKATTU AGENCIES	8	93,614.00 Dr	8	93,614.00 Dr		
	Totals	2,104	38,16,148.28 Dr		76,31,406.56 Dr		

You can apply the filter by the Overdue Days by **Alt + C**

1 AYUSH MEDICAL &GENERAL STORES	5	1,00,084.00 Dr	5	1,00,084.00 Dr	7815964927	medial@gmail.com
2 BELAGAVI PHARMA LLP	1	8,639.00 Dr	1	8,639.00 Dr	9448192300	pharma@gmail.com
3 BRAMARAMBIKA MEDICALS	5	55,805.00 Dr	3	1,804.00 Dr	9848691600	bhamra@gmail.com
4 CHAKRAVARTI MEDICAL DISTRIBUTORS	5	1,45,063.00 Dr	4	1,15,197.00 Dr	9440592000	chakravaka@gmail.com
5 CITY MEDICAL STORE	1	307.00 Dr	1	307.00 Dr	9449980600	cms@gmail.com
6 DRUG INSPECTOR	1	1,794.00 Dr	1	1,794.00 Dr	8521479600	inspect@gmail.com
7 GAUTHAM MEDICALS		00 Dr	7	33,630.00 Dr	7412589600	Gautham@gmail.com
8 G.S. ASSOCIATES		00 Dr	2	30,532.00 Dr	8523697400	gsass@gmail.com
9 IRKAL MEDICAL		00 Dr	1	17,149.00 Dr	8310523600	imedical@gmail.com
10 JAKSUN PHARMA		00 Dr	3	92,513.00 Dr	9632587400	jak@gmail.com
11 JANATA PHARMA		00 Dr	3	44,009.00 Dr		
12 JAYABALAJI MEDICAL STORE	1	3,384.00 Dr	1	3,384.00 Dr	7013122300	jms@gmail.com
13 JAYA RAMAKRISHNA MEDICAL STORE	3	7,478.00 Dr	2	332.00 Cr		
14 J.S.T.AGENCIES	4	38,677.00 Dr	2	8,767.00 Dr		
15 KAPILA MEDICAL AGENCIES	1	2,449.00 Dr	1	2,449.00 Dr	9845802000	kma@gmail.com
16 KAPILA PHARMA	4	86,855.00 Dr	4	86,855.00 Dr		
17 KARNATAKA MEDICAL STORES	1	10,846.00 Dr	1	10,846.00 Dr	9448341400	kms@gmail.com
18 KGN PHARMACEUTICALS	5	56,895.00 Dr	3	31,841.00 Dr	9447021300	alpha@gmail.com

Overdue Days BY

Overdue Days : 500

After applying the Filter by the Overdue Days By

The report shows the Party and Bill details that the bills are above the Overdue 500Days

KGN Overdues Outstanding Summary Report							
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3/59, First Floor, Main Bazar., RS Road, Kamalapuram, 516289, E-Mail : kgnsofts@gmail.com							
GROUP WISE OVERDUE PARTIES REPORT							
1-Apr-24 to 31-Oct-25							
Group Name : Sundry Debtors							
SNo.	PARTY NAME	Total of Bills Due	Balance	Over Due Bills	Over Due Bills Value	Mobile No	E-Mail
1	AYUSH MEDICAL &GENERAL STORES	5	1,00,084.00 Dr	5	1,00,084.00 Dr	7815964927	medial@gmail.com
2	BELAGAVI PHARMA LLP	1	8,639.00 Dr	1	8,639.00 Dr	9448192300	pharma@gmail.com
3	BRAMARAMBIKA MEDICALS	5	55,805.00 Dr	3	1,804.00 Dr	9848691600	bhamra@gmail.com
4	CHAKRAVARTI MEDICAL DISTRIBUTORS	5	1,45,063.00 Dr	4	1,15,197.00 Dr	9440592000	chakravaka@gmail.com
5	CITY MEDICAL STORE	1	307.00 Dr	1	307.00 Dr	9449980600	cms@gmail.com
6	DRUG INSPECTOR	1	1,794.00 Dr	1	1,794.00 Dr	8521479600	inspect@gmail.com
7	GAUTHAM MEDICALS	10	52,310.00 Dr	7	33,630.00 Dr	7412589600	Gautham@gmail.com
8	G.S. ASSOCIATES	3	52,200.00 Dr	2	30,532.00 Dr	8523697400	gsass@gmail.com
9	IRKAL MEDICAL	1	17,149.00 Dr	1	17,149.00 Dr	8310523600	imedical@gmail.com
10	JAKSUN PHARMA	3	92,513.00 Dr	3	92,513.00 Dr	9632587400	jak@gmail.com
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13	JAYA RAMAKRISHNA MEDICAL STORE	3	7,478.00 Dr	2	332.00 Cr		
14	J.S.T.AGENCIES	4	38,677.00 Dr	2	8,767.00 Dr		

You can able to see the bill wise details of the Particular Party/Ledger. Press Enter Key on the Party/Ledger.

Ledger Outstandings (In Developer Mode)				KGN Overdues Outstanding Summary Report				1-Apr-24 to 31-Oct-25		F2: Period	
Ledger : AYUSH MEDICAL & GENERAL STORES		Details of : Pending Bills								F3: Company	
										F4: Ledger	
Date	Ref. No.	Opening Amount	Pending Amount	Due on	Overdue by days					F5	
20-Apr-23	59/ 23-24	6,199.00 Dr	249.00 Dr	20-Apr-23	925					F6: Ageing Method	
2-May-23	84/ 23-24	22,316.00 Dr	22,316.00 Dr	2-May-23	913					F7: GST Info	
31-Jul-23	260/ 23-24	25,725.00 Dr	25,725.00 Dr	31-Jul-23	823					F8	
30-Nov-23	52/ 23-24	27,894.00 Dr	27,894.00 Dr	30-Nov-23	701					F9: GST Outstandings	
21-May-24	105/24-25	23,900.00 Dr	23,900.00 Dr	21-May-24	528					F10	

Here you can able to see the Bill wise details

Here the Overdue days by filter Applied

Like this the With the Help of this Add-On Business Man Can monitor and manage overdue receivables and payables effectively. It provides a consolidated view of all parties whose bills are pending beyond their due dates, helping businesses maintain better control over credit and payment follow-ups.

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**

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Silver Gold

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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