



User Manual

Party Previous Balance in Sales and Receipt Vouchers

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Introduction:

The **Party Previous Balance in Sales and Receipt Vouchers** feature helps to view the outstanding amount of a customer or supplier directly at the time of voucher entry. This balance represents the **party's previous dues** before recording the current transaction and in a **Receipt Voucher**, it shows the pending amount receivable from the party, helping users record accurate receipt amounts and track dues efficiently. Let's see how this Add-On will Work in Tally Prime

Features:

- Shows the party's outstanding balance directly on the voucher screen while entering a sales or receipt transaction.
- The balance updates automatically after every voucher entry, ensuring accurate and up-to-date outstanding information.
- In Receipt Vouchers, it displays pending receivables, making it easier to record the exact amount received.

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 Party Previous Balance in Sales, Receipt voucher and in Invoice Printing”**

Add-On Features

Enable KGN Party Previous Balance in Sales, Receipt Voucher and in Invoice Printing

Yes

After Enabling in the Company Level option, you can able to see an additional feature in **Sales and Receipt Voucher Type** as show in the below figure Navigate.

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

Sales

Voucher Type Alteration (In Developer Mode)		KGN Party Previous Balance in Receipt and Sales VCH	
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 Use effective dates from vouchers : No		Enable KGN Party Previous Balance Details ? Yes Printing Print voucher after saving : No Use for POS invoicing : No Default template to print : ♦ Not Applicable Default title to print : Default bank : ♦ Not Applicable Default jurisdiction :	Name of Class F2: Period F3: Company F4 F5 F6 F7 F8 F9 F10: Other Masters More Details

Receipt

Voucher Type Alteration (In Developer Mode)		KGN Party Previous Balance in Receipt and Sales VCH	
Name : Receipt (alias) :			
General 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 Show unused vch nos. in transactions for Retain Original Voucher No. behaviour : Yes		Enable KGN Party Previous Balance Details ? Yes Printing 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 More Details

After enabling in the voucher Type save the Voucher type form and follow the same steps to record the Sales Bill

Gateway of Tally → Vouchers → F8: Sales

Follow the same steps to record the Sales bill

Accounting Voucher Creation (In Developer Mode) KGN Party Previous Balance in Receipt and Sales VCH

Sales No. 5
Reference No. : Date :
Party A/c name : KGN Retail Hub
Current balance : 45,500.00 Dr
Sales ledger : Sales
Current balance : 45,000.00 Cr

Name of Item	Quantity	Rate per	Amount
Item 1	1 Nos	750.00 Nos	750.00
CGST			67.50
SGST			87.50
			885.00

Party Previous Balance 15,500.00 Dr

Narration:

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

Right Panel:
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
F17: Configure

Here you can able to see the party previous Balance

NOTE: when the Party is new or No bill are there on the name of that party then this field will be blank

Now let's see in the invoice printing

Note: You should Compulsorily use Tally Classic Format only for print

Sales Voucher → Alt + P → Current → Preview

Total		1 Nos		₹ 885.00	
Amount Chargeable (in words) INR Eight Hundred Eighty Five Only				E. & O.E Previous Balance: ₹ 500.00 Dr Current Balance: ₹ 1,385.00 Dr	
HSN/SAC	Taxable Value	CGST Rate	Amount	SGST/UTGST Rate	Amount
987456	750.00	9%	67.50	9%	67.50
Total			750.00		135.00
Tax Amount (in words) : INR One Hundred Thirty Five Only Previous Balance : 15,500.00 Dr Bill Amount : 885.00 Dr Current Balance : 16,385.00 Dr					
<u>Declaration</u> We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.					
Customer's Seal and Signature			for KGN Party Previous Balance in Receipt and Sales VCH		
			Authorised Signatory		

This is a Computer Generated Invoice

Now let's see in the Receipt Voucher

Accounting Voucher Creation (In Developer Mode)

KGN Party Previous Balance in Receipt and Sales VCH

✕

Receipt No. 2

1-Apr-25
Tuesday

F2: Date <
 F3: Company <
 F4: Contra <
 F5: Payment <
 F6: Receipt <
 F7: Journal <
 F8: Sales <
 F9: Purchase <
 F10: Other Vouchers <
 E: Autofill <
 H: Change Mode <
 J: More Details <
 Q: Related Reports <
 L: Optional <
 T: Post-Dated <
 S: Stat Adjustment <
 F12: Configure <

Particulars	Debit	Credit
Cr KGN Retail Hub		15,000.00
Cur Bal: 1,385.00 Dr		
Agst Ref 2 10,500.00 Cr		
Agst Ref 1 4,500.00 Cr		
Dr Cash	15,000.00	
Cur Bal: 25,000.00 Dr		
Party Previous Balance 16,385.00 Dr		
Narration:	15,000.00	15,000.00

Q: Quit

A: Accept

D: Delete

X: Cancel Vch

F12: Configure

Here you can able to see the party previous Balance

Now let's see in the invoice printing

Receipt Voucher → Alt + P → Current → Preview

KGN Party Previous Balance in Receipt and Sales VCH

State Name : Andhra Pradesh, Code : 37

Receipt Voucher

No. : 2

Dated : 1-Apr-25

Particulars	Amount
Account :	
KGN Retail Hub	15,000.00
Agst Ref 2 10,500.00 Cr	
Agst Ref 1 4,500.00 Cr	
Through :	
Cash	
Amount (in words) :	
INR Fifteen Thousand Only	
	₹ 15,000.00
Previous Balance : 16,385.00 Dr	
Received Amount : 15,000.00 Cr	
Current Balance : 1,385.00 Dr	

Like this with the help of this Add-On, businesses can able to **View Customers Previous Balance amount while entering Sales voucher and Receipt Voucher**

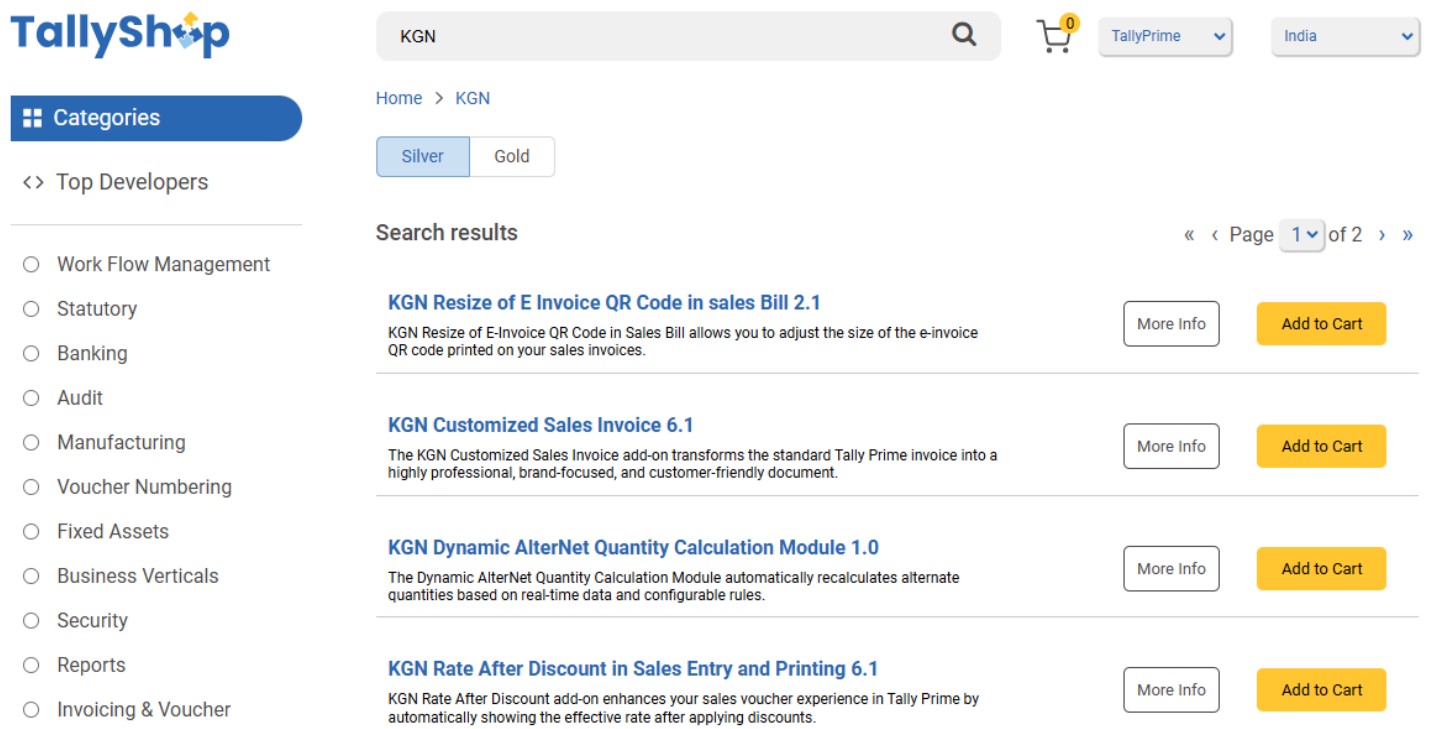
===== End of Add on =====

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**



The screenshot shows the TallyShop website interface. On the left, there's a sidebar with 'Categories' and 'Top Developers'. The main area displays 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 section shows four items:

- 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