



User Manual

Payables and Receivables Reminder Report

Contact us:

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Introduction:

The **Payables and Receivables Reminder** feature is designed to help businesses **automatically track, and manage outstanding bills** — both from **debtors (receivables)** and **creditors (payables)** — before their due dates. Let's see how this Add-On will Work in Tally Prime

Features:

- Works for both **Receivables (Customer Payments)** and **Payables (Supplier Dues)**.
- Remind users or parties about **upcoming or overdue bills**.
- Displays **party name, bill number, due date, amount, and days overdue**.

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 Payables & Receivable Reminder Report”**

Add-On Features

Enable KGN Payables & Receivables Reminder Report
Reminder Days

? Yes

5



Here you can define how many **Reminder days** bills should show before their due date.

NOTE: This Add-On is useful for Only the parties who are having the **Bill-By-Bill** or **Bill-wise Details** you Should Compulsorily Enable the **Bill-By-Bill** or **Bill-Wise Details** for Parties or Ledgers

Reference No. : KGN Soft Solutions

Party A/c name : KGN Soft Solutions

Current balance : 6,492.00 Dr

Sales ledger : Sales

Current balance : 7,574.00 Cr

Name of Item

Item 1

* End of List

Narration:

Bill-wise Details for : **KGN Soft Solutions**
Up to: ₹ 1,082.00 Dr

Type of Ref	Name	Due Date, or Credit Days (wef: 1-Apr-25)	Amount	Dr/ Cr
New Ref	4	3 Days (4-Apr-25)	1,082.00	Dr

1,082.00 Dr

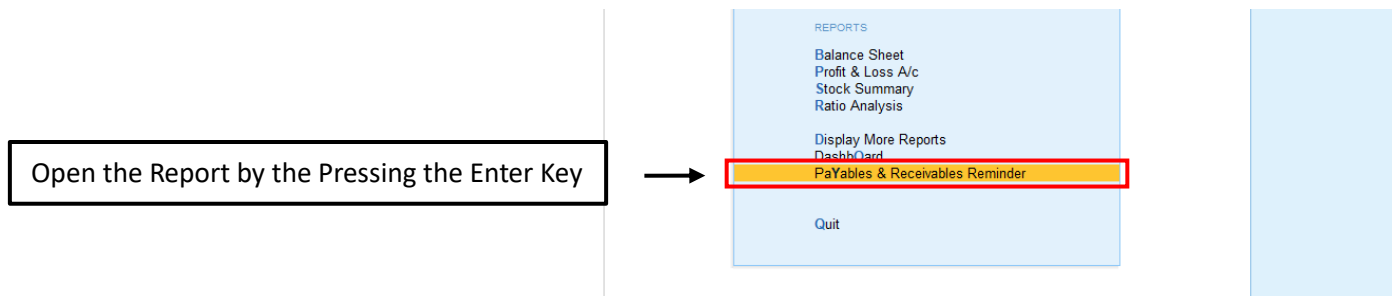
Quantity Rate per Amount

2 Nos 541.00 Nos 1,082.00

NOTE: In **Sales Bill** or **Purchase bill** you Should Compulsorily Enter the **Due Date** or **Credit Days**

After Enabling in the Company Level option. You can able to see an Additional Feature in the **Gateway of Tally** as shown in the Below fig.

Gateway of Tally



Bills Payable

Group : ♦ All Items

Details of : Pending Bills

KGN Company

For 1-Apr-25

F2: Period

F3: Company

F4: Group

F5: Bills Receivable

F6: Ageing Method

F7: GST Info

F8: Ledger-wise Bills

F9

F10

B: Basis of Values

H: Change View

E: Exception Reports

L: Save View

Date	Ref. No.	Party's Name	Pending Amount	Due on	Overdue by days	Overdue in Days
1-Apr-25	2	KGN General Stores	1,020.00	6-Apr-25		5 days
1-Apr-25	3	KGN General Stores	5,508.00	4-Apr-25		3 days
1-Apr-25	1	KGN Retail Hub	52,020.00	2-Apr-25		1 days
1-Apr-25	4	KGN Retail Hub	4,080.00	4-Apr-25		3 days

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Here you can able to see the Actual Bill Due on Days But this Report will Remind to Us in **earlier 5 days** because we have set **Reminder Days 5** in **Company Level option**

To Change the Report from Bills Payable to Bills Receivable Click **F5**

Bills Receival

Group : ♦ All Items

Details of : Pending Bills

KGN Company

For 1-Apr-25

Date	Ref. No.	Party's Name	Pending Amount	Due on	Overdue by days	Overdue in Days
1-Apr-25	3	KGN Consumer	541.00	3-Apr-25		2 days
1-Apr-25	1	KGN Soft Solutions	5,410.00	2-Apr-25		1 days
1-Apr-25	4	KGN Soft Solutions	1,082.00	4-Apr-25		3 days

↑

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Here you can able to see the Actual Bill Due on Days But this Report will Remind to Us in **earlier 5 days** because we have set **Reminder Days 5** in **Company Level option**

F2: Period

F3: Company

F4: Group

F5: Bills Payable

F6: Ageing Method

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F10

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Like this with the help of this Add-On the Business Man can Remind himself to Connect the Customer for the Receivable or Payable of Amount

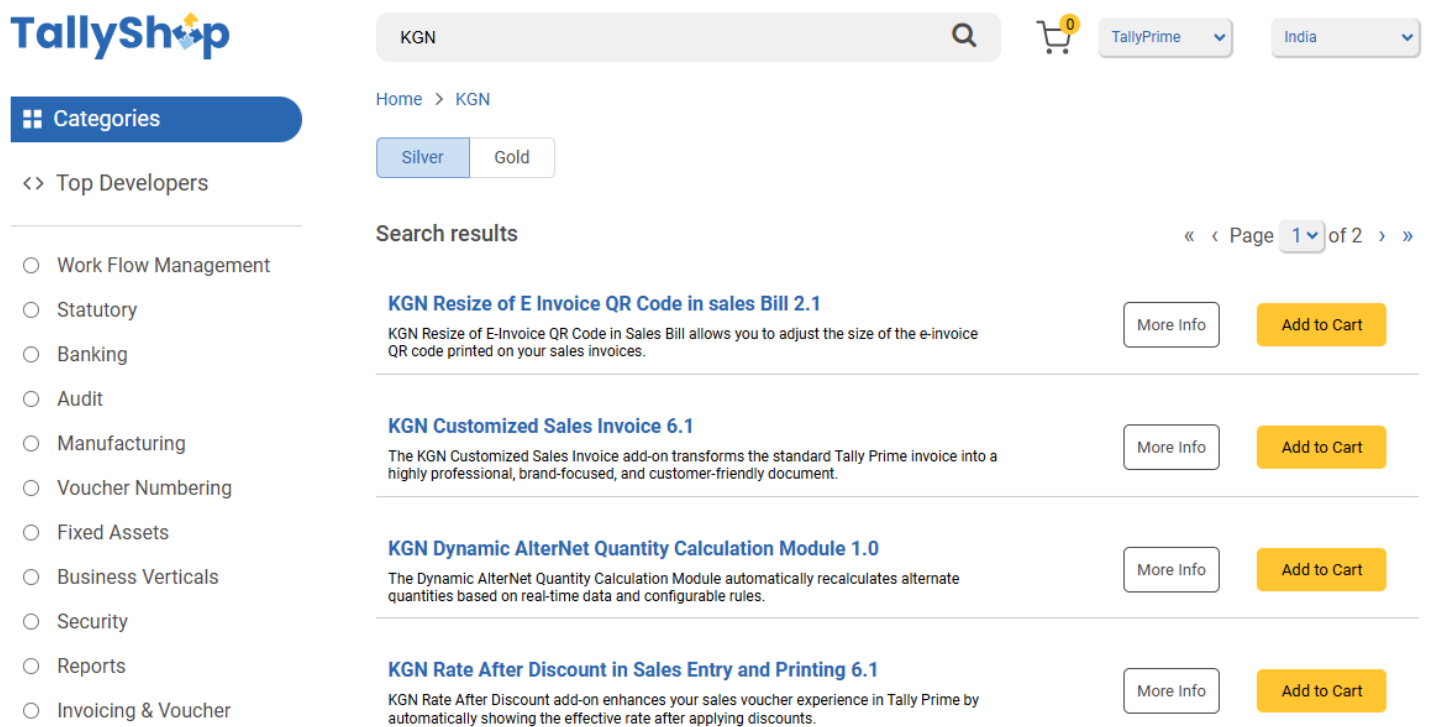
For Any Additional Customization Please Contact Our Senior Developer :

+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**



The screenshot shows the TallyShop website interface. On the left, there's a sidebar with 'Categories' and 'Top Developers'. The main content area displays search results for 'KGN'. The results include four items, each with a title, description, and 'More Info' and 'Add to Cart' buttons.

Category	Item Title	Description	More Info	Add to Cart
Work Flow Management	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
Statutory	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
Banking	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
Audit	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