User Manual

Letter head Format with Big Logo Invoice Printing

Contact us:

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Introduction:

The **Letter Head Format with Big Logo Invoice Printing** module allows businesses to print invoices on a customized letterhead layout that prominently displays a large company logo at the top of the page. This feature enhances the overall branding and presentation of invoices, giving them a more professional and corporate appearance. Let's see how this Add-On will Work in Tally Prime.

Features:

- Displays a large company logo at the top to give a premium and professional look to all invoices.
- Eliminates the cost of printed stationery and reduces manual printing errors.
- Ensures the logo and header align properly without disturbing the invoice body layout.

Important Alert!

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

Support Related Terms & Conditions

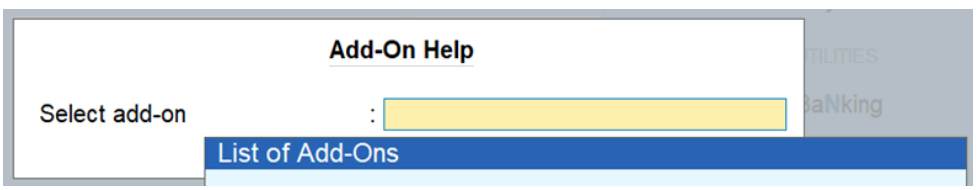
1. **One-Time Free Support:** Free support is provided **only once,** either during the trial period or after purchase add-on.
2. **Additional Support:** Any further support will be chargeable based on the duration of the support required.
3. Remote support will be provided during working hours on business 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**

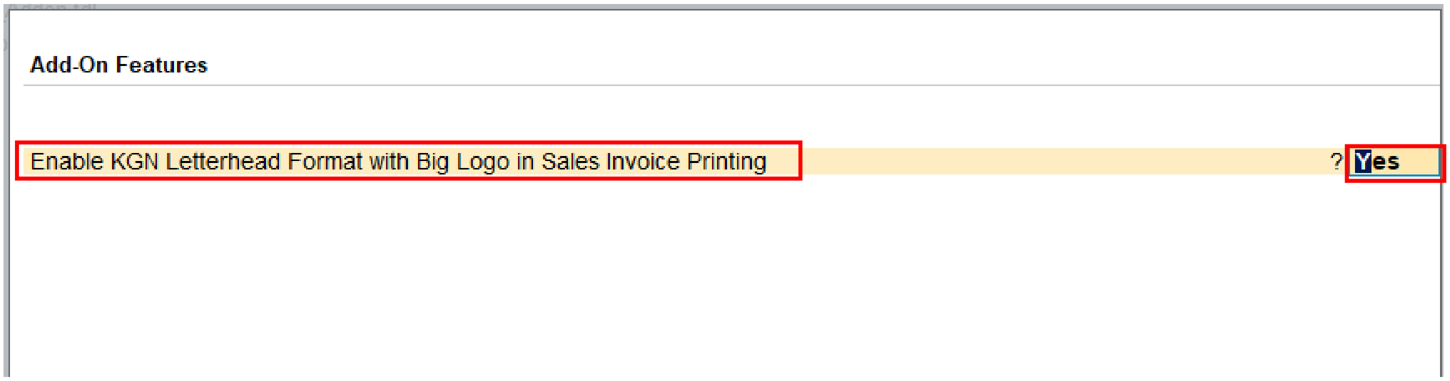
Click on F4: Manage Local TDLs

Load Selected TDL files on Start Up – Yes

Selected the TDL from the list and make it yes

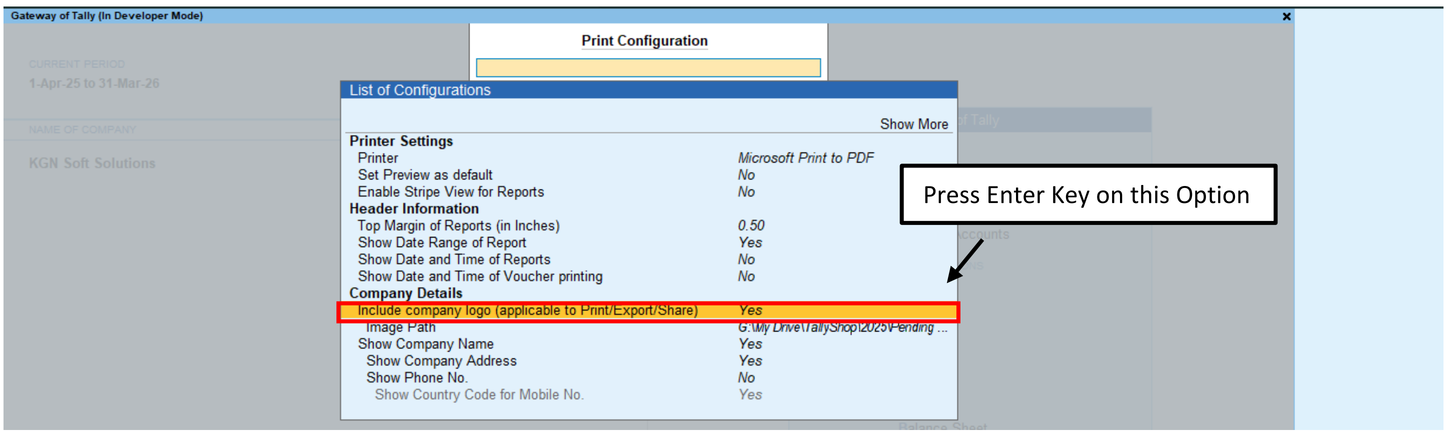
Click On F6: Add-on Features

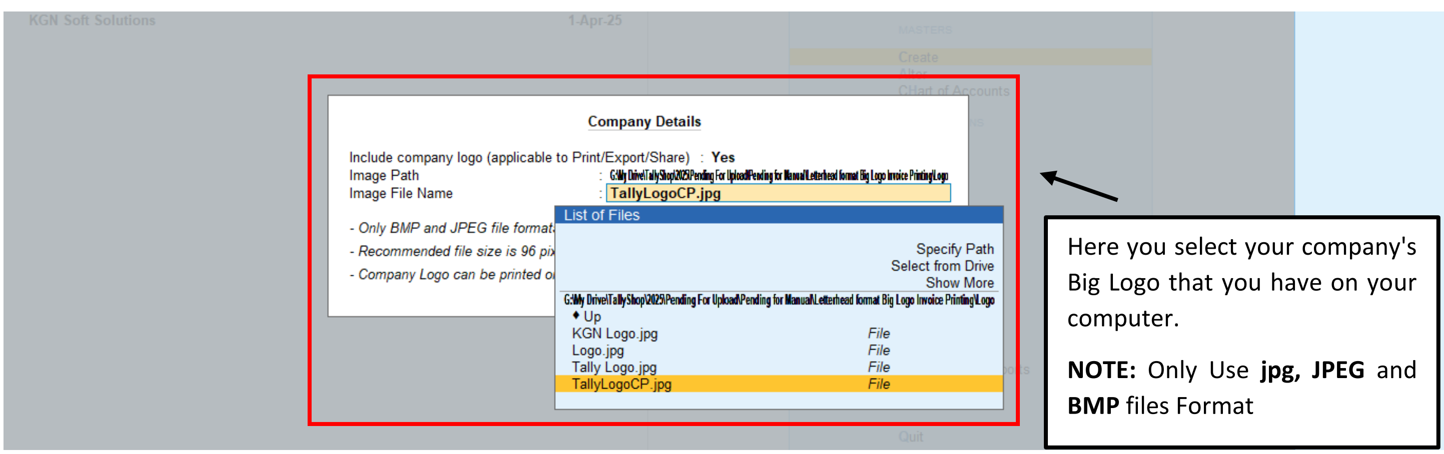
Set "Yes" to the option **"Enable KGN Letterhead Format with Big Logo in Sales Invoice Printing"**



After Enabling in the Company Level option. You Should Configure your **Company Big Logo** in your **Tally Prime** as show in the below figure.

Gateway of Tally → Alt + P: Print → Configuration

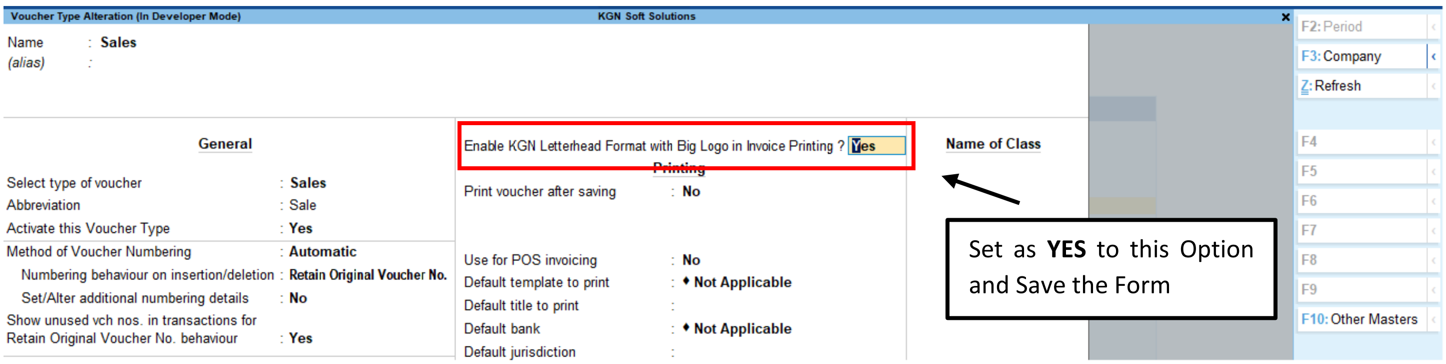




After selecting your Company Big Logo **Save** the Form **"Ctrl + A"**

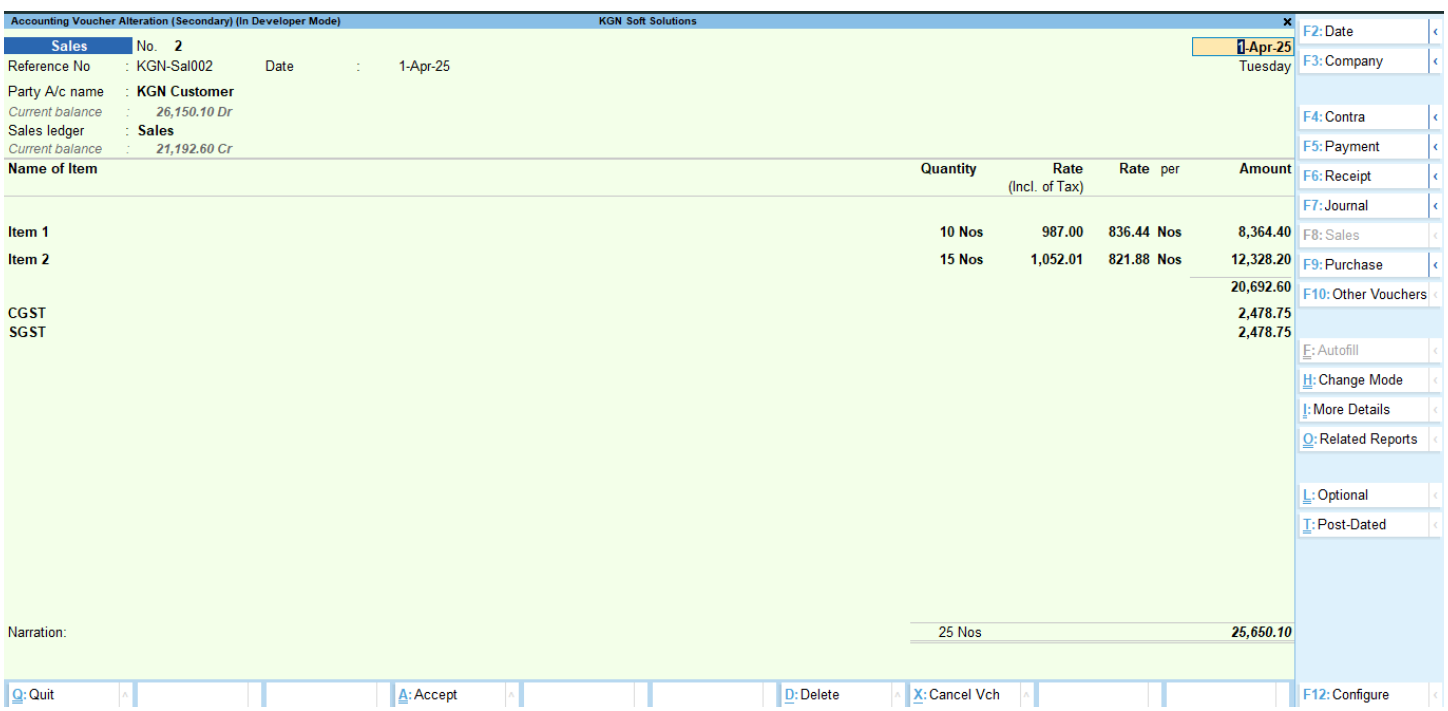
After that you should Enable on Feature in the **Sales Voucher Type** Navigate

Gateway of Tally → Alter → Voucher Type → Sales



Now Record a **New Sales bill** or Open an **Already recorded Sales Bill in Daybook** or **Sales Register**

Gateway of Tally → Vouchers → F8: Sales, Follow the Same Steps to record the Sales bill



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

Let's See the Print Preview **Sales Voucher → Alt + P → Current → Preview**

TALLY CERTIFIED PARTNER 3 Star Sales & Implementation | Tally POWER OF SIMPLICITY

KGN Soft Solutions
3/59, First Floor,Main Bazar,
RS Road, Kamalapuram
516289
State Name : Andhra Pradesh, Code : 37

Tax Invoice

Consignee (Ship to)
KGN Customer
3/59, First Floor,Main Bazar,
RS Road, Kamalapuram
516289
7989604900
GSTIN/UIN : 09986566EWR5244
State Name : Andhra Pradesh, Code : 37

Buyer (Bill to)
KGN Customer
3/59, First Floor,Main Bazar,
RS Road, Kamalapuram
516289
7989604900
GSTIN/UIN : 09986566EWR5244
State Name : Andhra Pradesh, Code : 37

Invoice No. **2**	Dated **1-Apr-25**
Delivery Note	Mode/Terms of Payment
Reference No. & Date. **KGN-Sal002 dt. 1-Apr-25**	Other References
Buyer's Order No.	Dated
Dispatch Doc No.	Delivery Note Date
Dispatched through	Destination
Terms of Delivery	

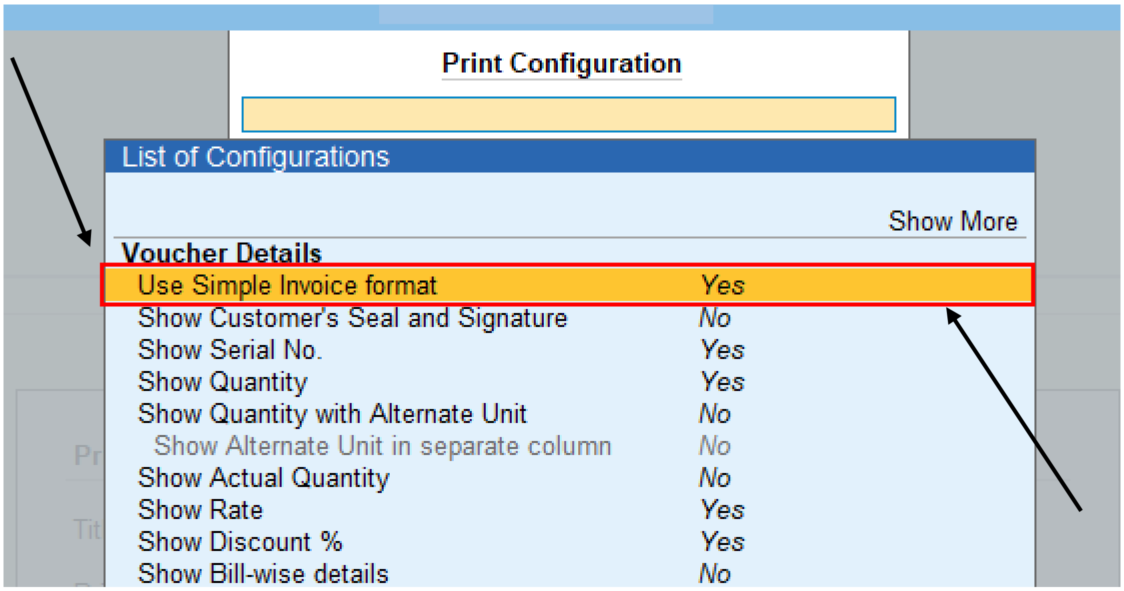
Sl No.	Description of Goods	HSN/SAC	GST Rate	Quantity	Rate	per	Amount
1	**Item 1**	7854	18 %	**10 Nos**	836.44	Nos	**8,364.40**
2	**Item 2**	9658	28 %	**15 Nos**	821.88	Nos	**12,328.20**
							20,692.60
	CGST						**2,478.75**
	SGST						**2,478.75**

As shown in the Above fig **Your Company Big logo is formed**

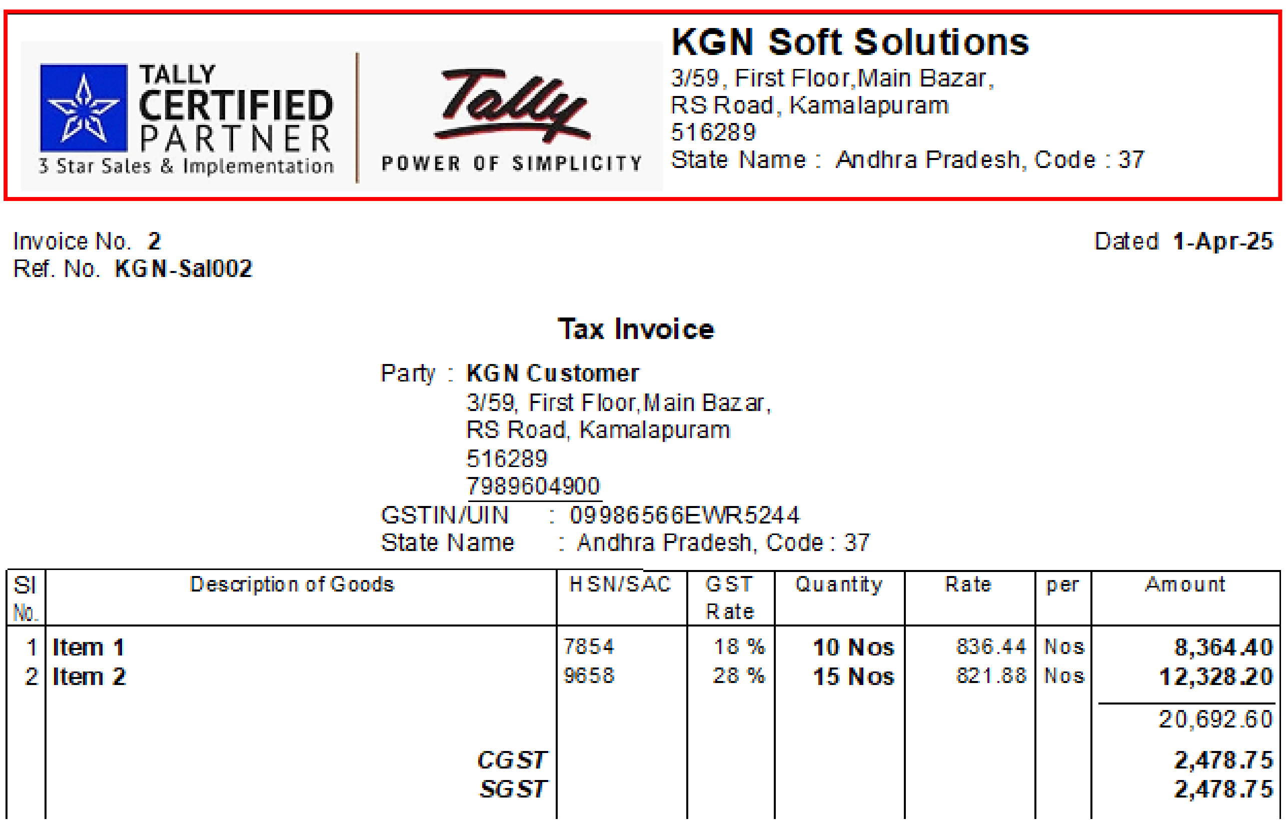
Now let's see in the simple Invoice Format

Sales Voucher → Alt + P → Current → Configure

Set the **use simple invoice format** as **YES** and save the form



Let's see the preview of the bill in simple invoice format



KGN Soft Solutions
3/59, First Floor,Main Bazar,
RS Road, Kamalapuram
516289
State Name : Andhra Pradesh, Code : 37

Invoice No. **2**
Ref. No. **KGN-Sal002**

Dated **1-Apr-25**

Tax Invoice

Party : **KGN Customer**
3/59, First Floor,Main Bazar,
RS Road, Kamalapuram
516289
7989604900
GSTIN/UIN : 09986566EWR5244
State Name : Andhra Pradesh, Code : 37

Sl No.	Description of Goods	HSN/SAC	GST Rate	Quantity	Rate	per	Amount
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							20,692.60
	CGST						**2,478.75**
	SGST						**2,478.75**

Like this with the help of this Add-On the Business Man can easily set their Company Big Logo in the Sales Invoice with in a seconds

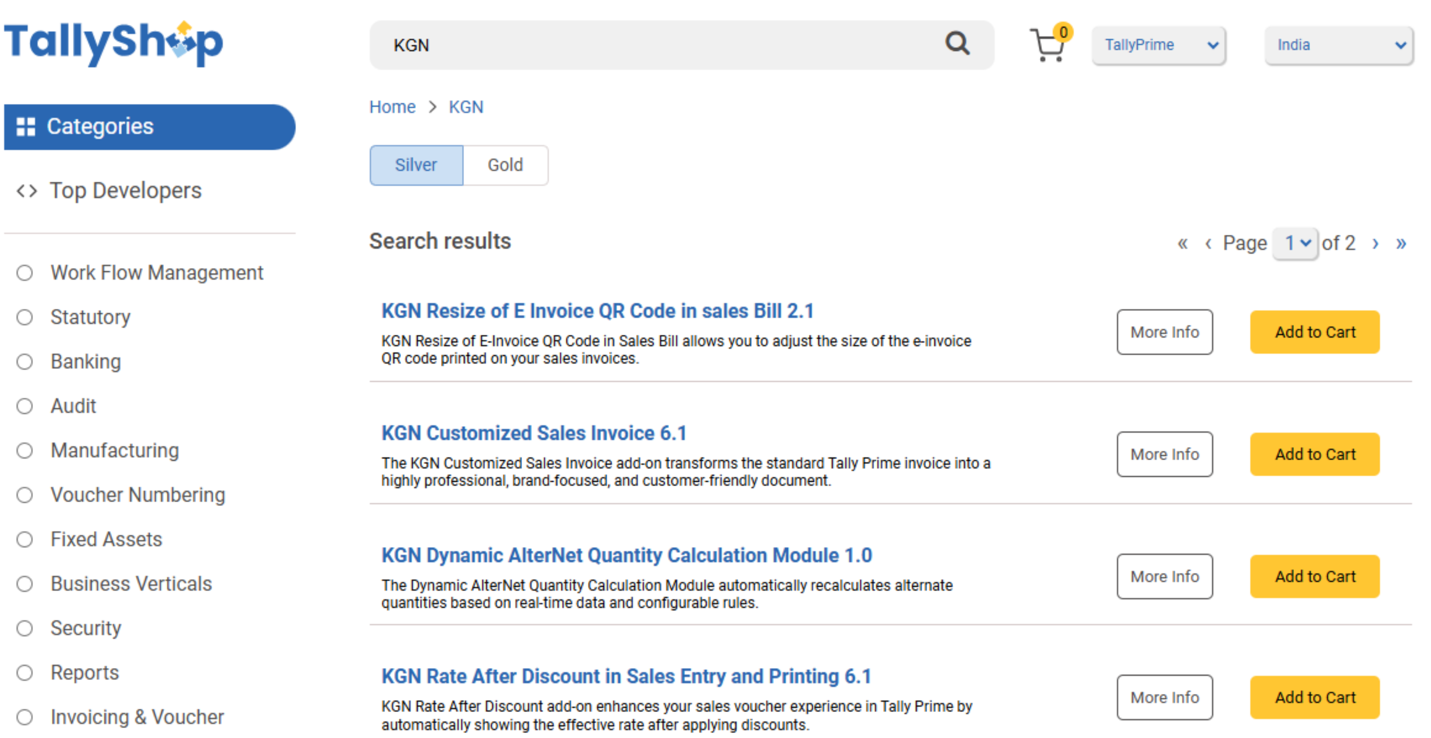
For Any Additional Customization Please Contact Our Senior Developer :

+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**



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