



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 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.

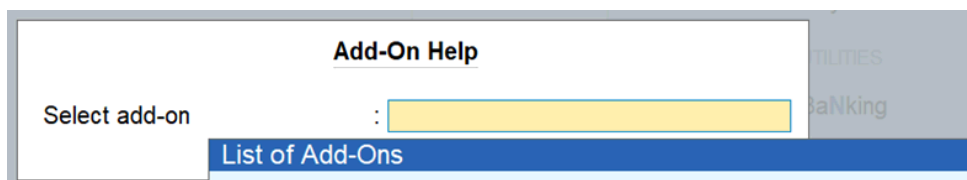
Once you try/purchase this add-on, follow this step below to configure the add-on and use it.

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 Letterhead Format with Big Logo in Sales Invoice Printing”**

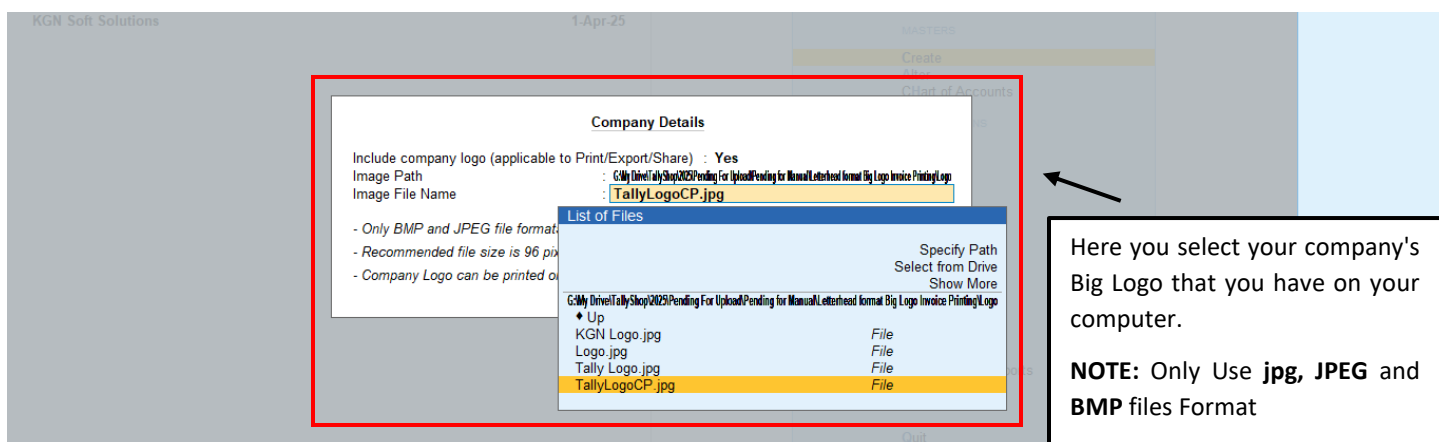
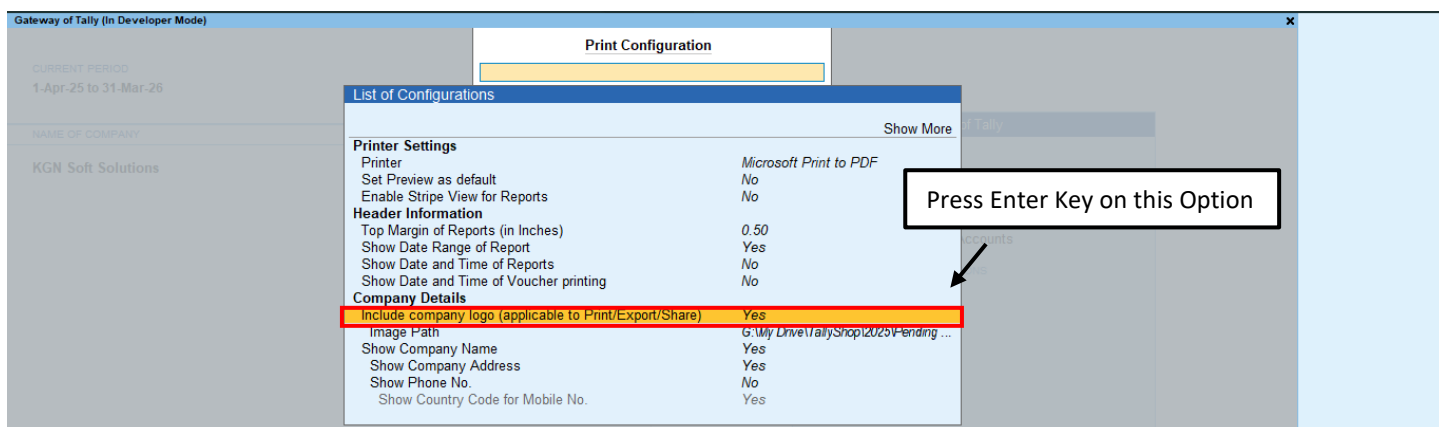
Add-On Features

Enable KGN Letterhead Format with Big Logo in Sales Invoice Printing

? **Yes**

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

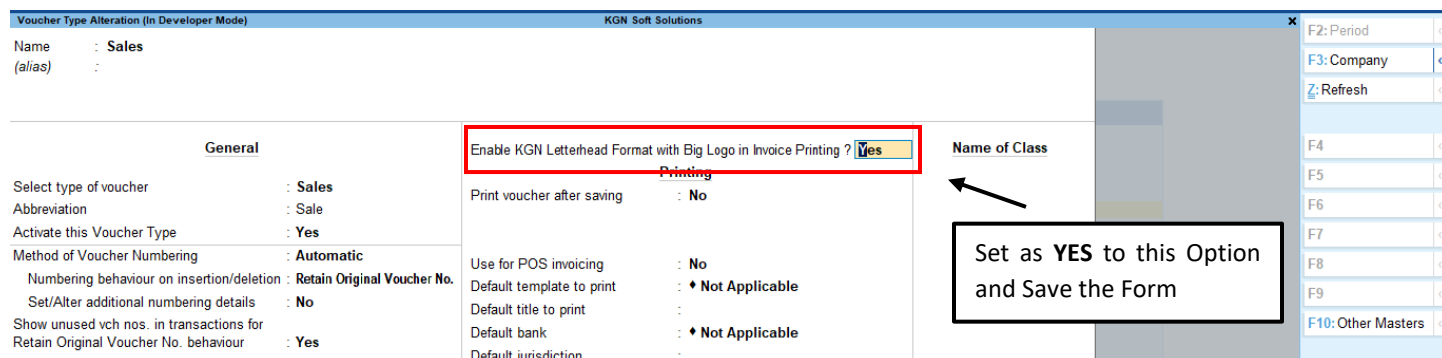
Gateway of Tally → Alt + P: Print → Configuration



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



Voucher Type Alteration (In Developer Mode) KGN Soft Solutions

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

Enable KGN Letterhead Format with Big Logo in Invoice Printing ? **Yes**

Print voucher after saving : No

Use for POS invoicing : No
Default template to print : ♦ Not Applicable
Default title to print : ♦ Not Applicable
Default bank : ♦ Not Applicable
Default jurisdiction :

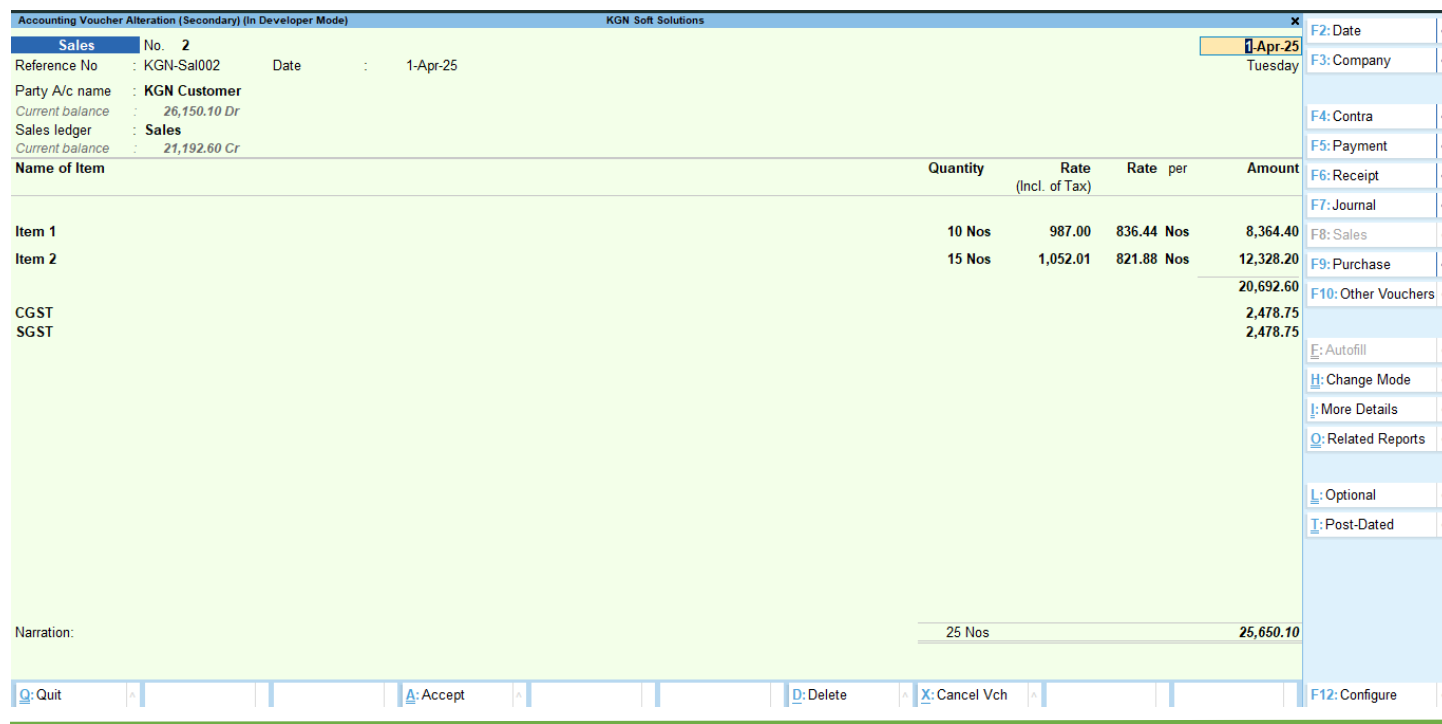
Name of Class

Set as **YES** to this Option and Save the Form

F2: Period
F3: Company
Z: Refresh
F4
F5
F6
F7
F8
F9
F10: Other Masters

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



Accounting Voucher Alteration (Secondary) (In Developer Mode) KGN Soft Solutions

Sales No. 2
Reference No : KGN-Sal002 Date : 1-Apr-25
Party A/c name : KGN Customer
Current balance : 26,150.10 Dr
Sales ledger : Sales
Current balance : 21,192.60 Cr

Name of Item

Name of Item	Quantity	Rate (Incl. of Tax)	Rate per	Amount
Item 1	10 Nos	987.00	836.44 Nos	8,364.40
Item 2	15 Nos	1,052.01	821.88 Nos	12,328.20
CGST				20,692.60
SGST				2,478.75
				2,478.75
Narration:	25 Nos			25,650.10

Quit Accept Delete Cancel Vch Configure

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

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

SI 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
							2,478.75
							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

Print Configuration

[Show More](#)

List of Configurations

Voucher Details	
Use Simple Invoice format	Yes
Show Customer's Seal and Signature	No
Show Serial No.	Yes
Show Quantity	Yes
Show Quantity with Alternate Unit	No
Show Alternate Unit in separate column	No
Show Actual Quantity	No
Show Rate	Yes
Show Discount %	Yes
Show Bill-wise details	No

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

 3 Star Sales & Implementation	 POWER OF SIMPLICITY	KGN Soft Solutions 3/59, First Floor, Main Bazar, RS Road, Kamalapuram 516289 State Name : Andhra Pradesh, Code : 37
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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
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
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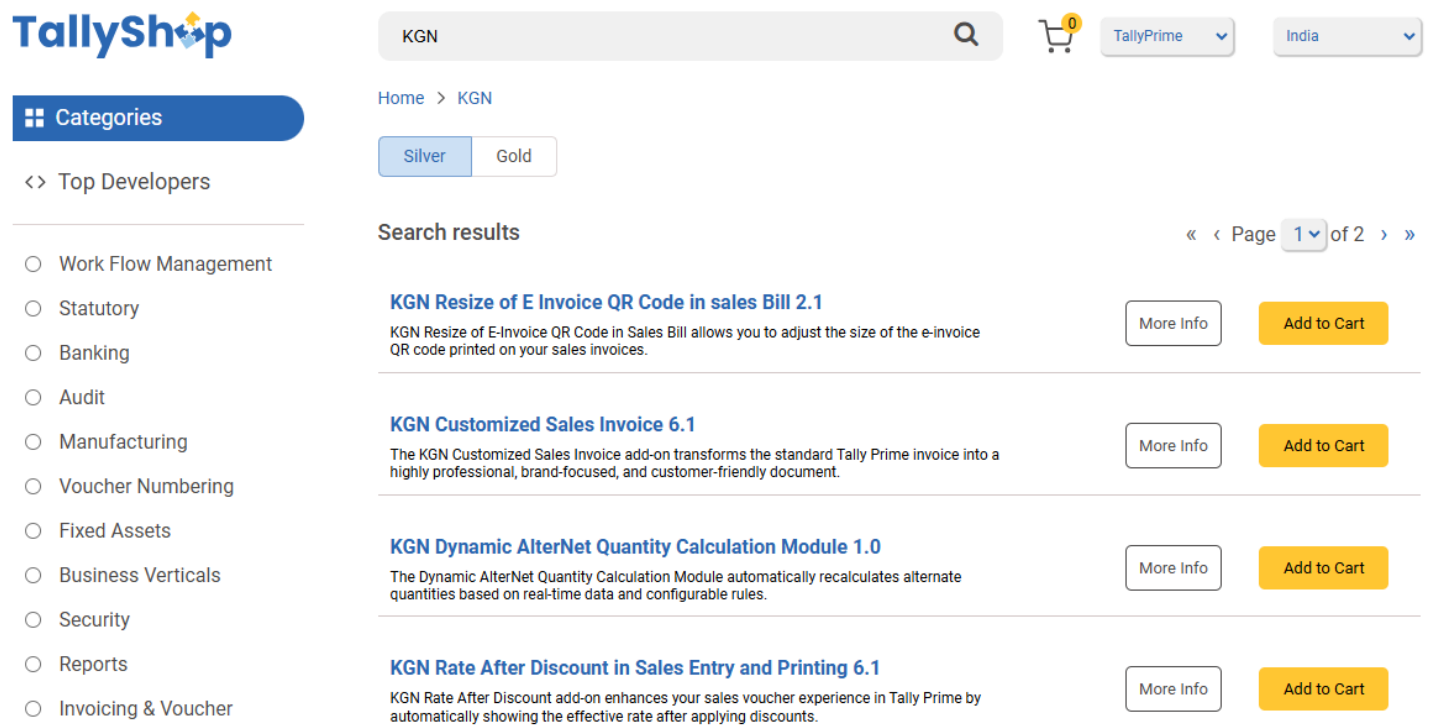
Like this with the help of this Add-On the Business Man can easily set their Company Big Logo in the Sales Invoice with in a seconds

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**



The screenshot shows the TallyShop website interface. On the left, there's a sidebar with 'Categories' and 'Top Developers'. The main content area shows 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 are displayed in a table with four items, each with a title, description, and 'More Info' and 'Add to Cart' buttons.

Category	Item	Description	More Info	Add to Cart
KGN	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