



User Manual

User-wise Print Seal and Signature in Invoice

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Introduction:

The **KGN Users-Wise Print Seal and Signature** add-on allows you to automatically print a specific **Seal and Signature** on invoices based on the **USER's who is recording the voucher**. This feature is highly useful for businesses where multiple users handle billing, and each user needs their own authorized signature on printed documents. Let's see how this Add-On will work in TallyPrime.

Features:

- Applicable to the **Sales, Sales Order** and **Credit Note Voucher Type**
- **User-Based** Signature Mapping
- The system automatically prints the correct user's signature based on who created the voucher.
- Simply map each user to their signature image in the add-on configuration.

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.

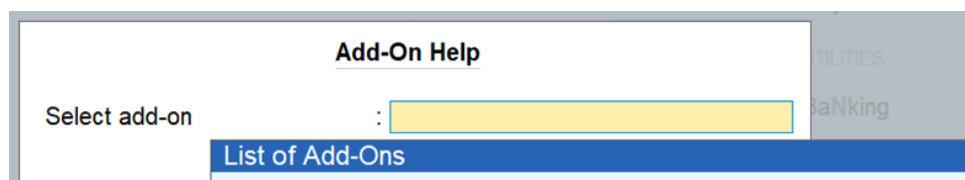
Once you try/purchase this add-on, follow this step below to configure the add-on and use it.

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

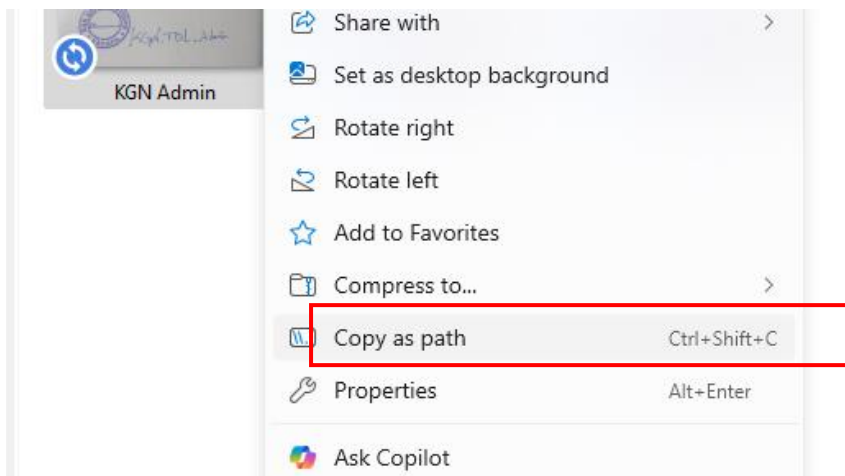
Click On F6: Add-on Features
Set “Yes” to the option **“Enable KGN User wise Scanned sign Printing in Invoice”**

Add-On Features

Enable KGN User wise scanned sign printing in Invoices ? **Yes**
Admin Scan Sign Image path : **G:\My Drive\TallyShop\2026\Uploded Completed in Shop\User Wise Scanned Sign Printing in Sales\Signatures\KGN Admin.jpeg**

Here you can paste the **Admin's signature image path** and **Remove the Double Inverted Commas**. This signature will appear only **when the invoice is generated by the Admin**.

NOTE: You must copy the image path using **"Copy as Path"** (Ctrl + Shift + C). as shown in the below fig.



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

Gateway of Tally → Alter → Voucher Type → Sales

The screenshot shows the 'Voucher Type Alteration (In Developer Mode)' window for 'Sales'. The 'General' tab is active. The 'Enable KGN User wise scanned sign printing' option is highlighted with a red box and set to 'Yes'. A callout box with an arrow points to this option, stating 'Set as YES to this Option and Save the form'. Other options include '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), and 'Default jurisdiction' (Not Applicable). The 'Name of Class' field is empty. The right sidebar shows function keys F2 through F10.

Similarly, you can enable this Feature in the Remaining **Sales Order** and **credit Note Voucher Type**.

You can see the **Admin's signature**, which you set in the Company-Level option, displayed in the invoices generated by the Admin.

In Admin Level:

You can Record a New Sales Voucher or You can see the Signature in the Already Existed Vouchers

Gateway of Tally → Vouchers → F8: Sales {Follow the Same Steps to Record the Sales Invoice}

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

Sales No. 1 Date: 1-Apr-25 Tuesday

Reference No. : Party A/c name : KGN Soft Solutions
Current balance : 6,250.80 Dr
Sales ledger : Sales
Current balance : 5,297.28 Cr

Name of Item	Quantity	Rate (Incl. of Tax)	Rate per	Amount
Item 1	10 Nos	85.00	72.03 Nos	720.30
Item 2	12 Nos	97.00	82.20 Nos	986.40
Item 3	15 Nos	105.00	88.98 Nos	1,334.70
				3,041.40
SGST				273.73
CGST				273.73
Total				3,588.86

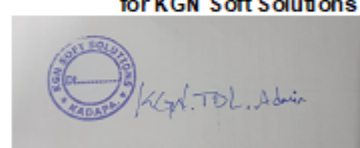
SGST 273.73
CGST 273.73

Narration: 37 Nos 3,588.86

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

Now let's see the Bill Preview **Sales Bill** → **Alt + P** → **Current** → **Preview**

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

Total		37 Nos		₹ 3,588.86		
Amount Chargeable (in words)				E. & O.E		
INR Three Thousand Five Hundred Eighty Eight and Eighty Six paise Only				Previous Balance: ₹ 2,661.94 Dr		
				Current Balance: ₹ 6,250.80 Dr		
HSN/SAC	Taxable Value	CGST		SGST/UTGST		Total
		Rate	Amount	Rate	Amount	Tax Amount
8965	720.30	9%	64.83	9%	64.83	129.66
8547	986.40	9%	88.78	9%	88.78	177.56
7412	1,334.70	9%	120.12	9%	120.12	240.24
Total	3,041.40		273.73		273.73	547.46
Tax Amount (in words) : INR Five Hundred Forty Seven and Forty Six paise Only						
Declaration		for KGN Soft Solutions				
We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.						
		Authorised Signatory				

This is a Computer Generated Invoice

This is the Admin seal and Signature

Now let's see the Process of **User-Wise Seal and Signature**

NOTE: Before that you Should **Maintain Users** in your Tally Company.

Gateway of Tally → **Alt + K: Company** → **Users and Passwords**

User Roles	Username	Password (if any)	Update Access	User Access Details	Enable Scan Image
Data Entry	User 1	*	No	No access provided	Yes
Data Entry	User 2	*	No	No access provided	Yes

Here You can able to see the **Enable Scan Image** feature Set as **YES** to this Option

After setting as YES to that Option a Small form will open as shown in the below fig.

Sign Image File Path

Scan Sign Image File Path : G:\My Drive\TallyShop\2025\Pending For Upload\Pending for Manual User Wise Scanned Sign Printing in Sales\Signatures\KGN Authority.jpeg

Here you can paste the **User signature image path** and **Remove the Double Inverted Commas**. This signature will appear only **when the invoice is Printed by the User**.
NOTE: You must copy the image path using **"Copy as Path"** (Ctrl + Shift + C)

NAME OF COMPANY: KGN Soft Solutions

List of Users for Company

Name: KGN Soft Solutions

User Roles	Username	Password (if any)	Allow Browser Access	Allow Remote Access	Allow Local TDL Files	Enable Scan Image
Data Entry	User 1	*	No	No	No	Yes
Data Entry	User 2	*	No	No	No	Yes

Accept ?
Yes or No

Now let's change the user

Gateway of Tally → Alt + K: Company → Change User

Change User

Select Company : KGN Soft Solutions

Username : User 1

Password : *

In User Level:

After changing the user, Follow the same steps to record the Sale Voucher 'or' You can see the Already Existed Vouchers

Gateway of Tally → Vouchers → F8: Sales {Follow the same steps to record the Sales}

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

Sales No. **2** 1-Apr-25 Tuesday

Reference No : Date :

Party A/c name : KGN Soft Solutions

Current balance : 6,250.80 Dr

Sales ledger : Sales

Current balance : 5,297.28 Cr

Name of Item	Quantity	Rate (Incl. of Tax)	Rate per	Amount
Item 1	1 Nos	87.00	73.73 Nos	73.73
Item 2	5 Nos	95.00	80.51 Nos	402.55
Item 3	20 Nos	105.00	88.98 Nos	1,779.60
				2,255.88
CGST				203.03
SGST				203.03

Narration: 26 Nos 2,661.94

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

Now let's see the Bill Preview **Sales Bill** → **Alt + P** → **Current** → **Preview**

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

Total		26 Nos		₹ 2,661.94	
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Amount Chargeable (in words) **INR Two Thousand Six Hundred Sixty One and Ninety Four paise Only** E. & O.E

Previous Balance: ₹ 3,588.86 Dr

Current Balance: ₹ 6,250.80 Dr

HSN/SAC	Taxable Value	CGST		SGST/UTGST		Total Tax Amount
		Rate	Amount	Rate	Amount	
8965	73.73	9%	6.64	9%	6.64	13.28
8547	402.55	9%	36.23	9%	36.23	72.46
7412	1,779.60	9%	160.16	9%	160.16	320.32
Total	2,255.88		203.03		203.03	406.06

Tax Amount (in words) : **INR Four Hundred Six and Six paise Only**

Declaration
We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.

for KGN Soft Solutions

KGN SOFT SOLUTIONS
GSTIN:37ARDPT9875E124
#3/59, 1st Floor, Main Bazar,
R.S. Road, KAMALAPURAM
YSR Dist-516209 A.P

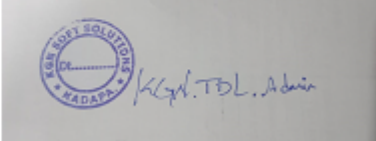
Kgn. Indu
Authorized Signatory

This is a Computer Generated Invoice

This is the User Configure seal and Signature

Similarly, you can see this Seal and Signature Image in the **Sales Order** and **Credit Note Invoice**

Sales Order Bill

Total	150 Nos	₹ 13,050.22
Amount Chargeable (in words) E. & O.E INR Thirteen Thousand Fifty and Twenty Two paise Only		
for KGN Soft Solutions  Authorised Signatory		

This is a Computer Generated Document

Credit Note:

	Total				25 Nos			₹ 2,524.96
Amount Chargeable (in words) E. & O.E								
INR Two Thousand Five Hundred Twenty Four and Ninety Six paise Only					Previous Balance: ₹ 6,250.80 Dr			
					Current Balance: ₹ 3,725.84 Dr			
HSN/SAC		Taxable Value	CGST		SGST/UTGST		Total	
			Rate	Amount	Rate	Amount	Tax Amount	
8547		805.10	9%	72.46	9%	72.46	144.92	
7412		1,334.70	9%	120.12	9%	120.12	240.24	
Total		2,139.80		192.58		192.58	385.16	
Tax Amount (in words) : INR Three Hundred Eighty Five and Sixteen paise Only								
for KGN Soft Solutions								
 <i>KGN.TDL Admin</i>								
Authorised Signatory								

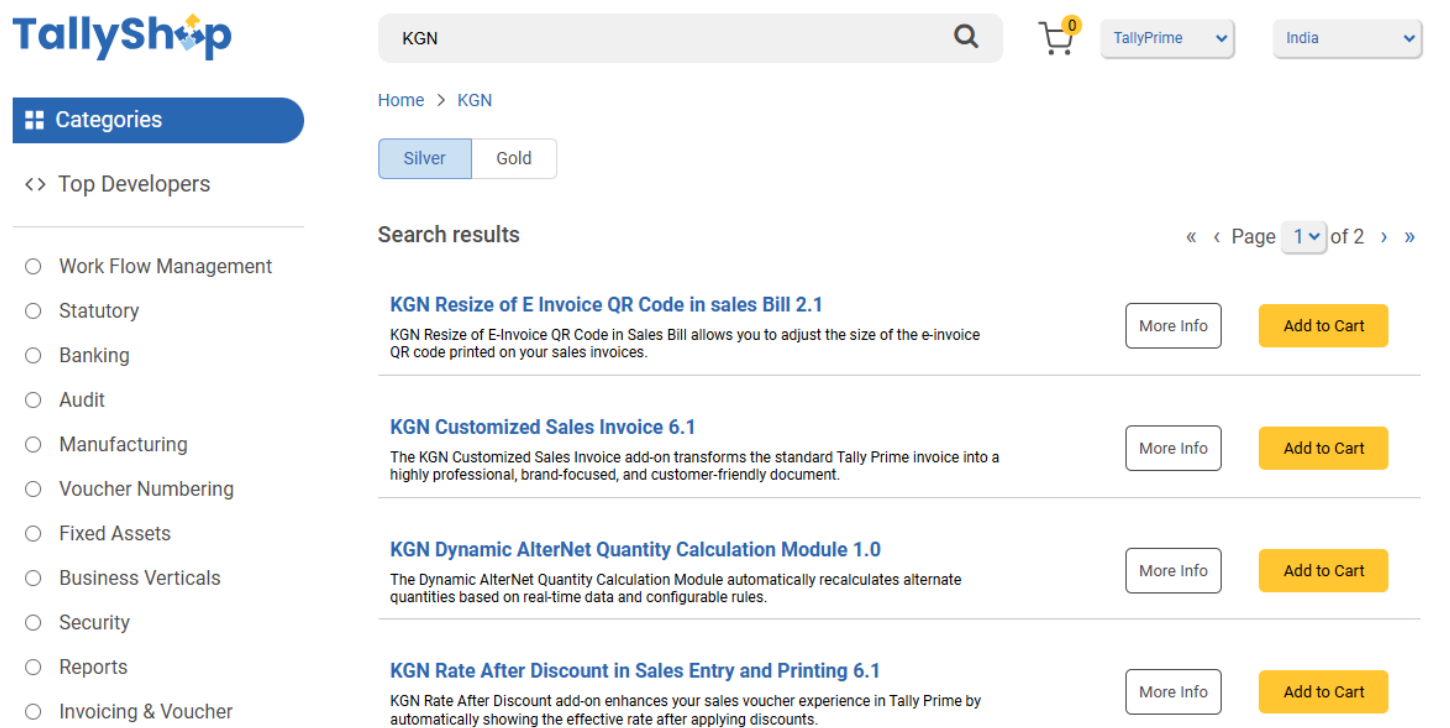
This is a Computer Generated Document

Like this with the help of this Add-on Business Man/Customer automatically print a specific **Seal and Signature** on invoices based on the **USER's who is recording the voucher**. This feature is highly useful for businesses where multiple users handle billing, and each user needs their own authorized signature on printed documents.

===== 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. At the top, there's a search bar with 'KGN' entered. Below the search bar, there are filters for 'Silver' and 'Gold'. The search results are displayed in a list format. Each result includes a title, a brief description, and two buttons: 'More Info' and 'Add to Cart'.

Search results	More Info	Add to Cart
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