User Manual

Inactive Customers Report

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Inactive Customers Report

Introduction:

This is Useful for the Every one of the TallyPrime Users. With the help of this Add-On **"Inactive Customers Report"** Business Man can able to track an **Inactive Customers Report helps you identify customers who haven't purchased or transacted** with you for a certain period**.** This is useful for re-engagement campaigns, credit control, and analyzing customer activity. Let's see how this Add-On will work in TallyPrime.

Features:

- Customer-wise Inactivity Tracking.
- Outstanding Balance Check of the Customers.
- Print, Export & Sharing Options.
- Applicable to the **Sundry Debtors** and **Sub Groups of Sundry Debtors**

> ### Important Alert!
> Take Back up of your company Data before activing the Add-On.

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

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 Inactive Customers Report"**

Add-On Features

Enable KGN Inactive Customers Report	?	Yes

After Enablening in the Company Level option, you can able to see an additional Feature in the **Gateway of Tally** that is **"Inactive Customers"** as show in the below fig Navigate.

Gateway of Tally ⟶ Inactive Customers
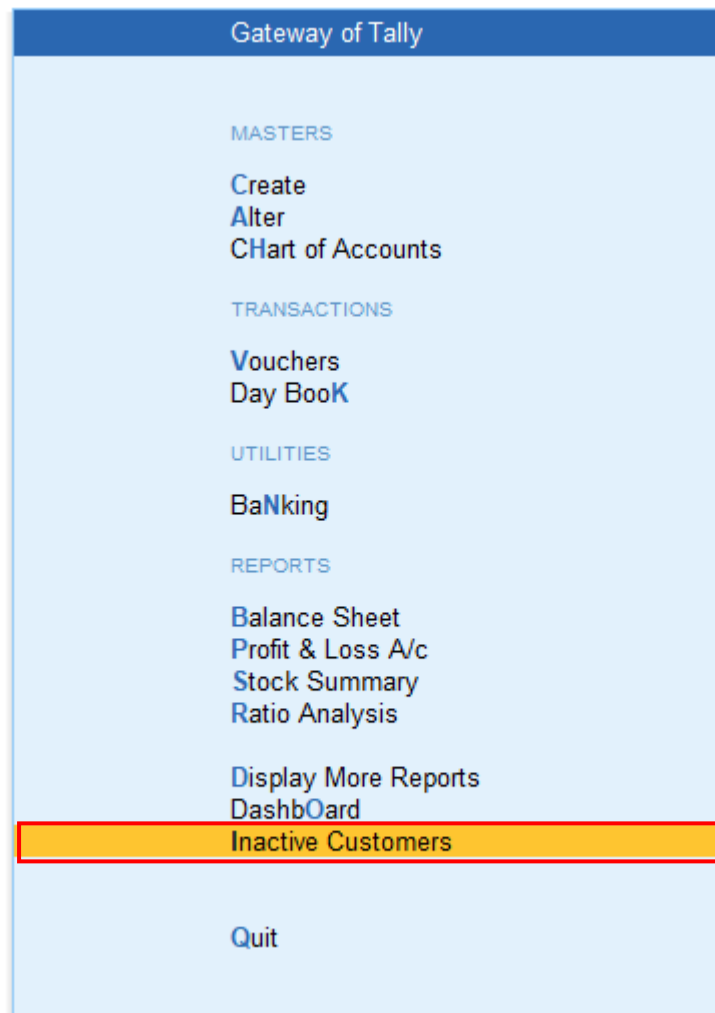
Now open the Report by the Pressing the **Enter** key

After that select the Specified Particular **Group** as show in the below figure.

NOTE: Here you can also see the Sub Group of Sundry Debtors

When You Selected the **Group** and Press Enter Key the Report Will Open with The Selected **Group** as show in the below figure.

Here you can see the **Last Bill Date, Last Bill Amount, Inactive from Days** and also **Current Balance** Of that Customers

In the top right side of the report, you can able to see the **Alt+ F2: Peroid** and **Inactive from Days** you can apply the filter from the Days also by clicking **Ctrl + 5** on the **Inactive from Days** and enter the Days.
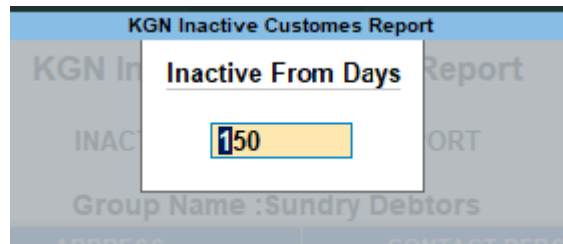
After that you the report will show the Inactive Customers above the 150 Days as show in the below fig.

S No.	CUSTOMER NAME	ADDRESS	CONTACT PERSON	MOBILE NO	LAST BILL DATE	LAST BILL AMOUNT	INACTIVE FROM DAYS	CURRENT BALANCE
1	DRUG INSPECTOR	JAMMALAMADUGU			15-9-2022	1,794.00	683	1,794.00
2	JANATA PHARMA	NEAR SREENIVASA THEATRE, HINDUPUR ANANTAPUR (DIST)			7-11-2023	24,460.00	265	44,009.00
3	MANJULA MEDICALS	D.NO.2/173/1-2,PATEL ROAD, MADANAPALLE,517325		9440912133	30-10-2023	13,093.00	273	8,593.00
4	NANDEESH MEDICALS	NEAR MADHUGIRI CIRCLE, MADAKASIRA		8897319307	26-2-2024	10,308.00	154	7,576.00
5	S.L.V MEDICAL AND GENERAL STORE	MAIN ROAD, G.V. SATRAM, KADAPA DIST	SREENU		11-1-2024	3,374.00	200	4,122.00
6	TIRUMALA MEDICALS	VENKATAPURAM, ANANTAPURAM (DIST)			22-12-2023	7,576.00	220	20,609.00

KGN Inactive Customers Report (In Developer Mode) — KGN Inactive Customers Report

KGN Inactive Customers Report
3/59, First Floor,Main Bazar,, RS Road, Kamalapuram, 516289, E-Mail : kgnsofts@gmail.com
INACTIVE CUSTOMERS REPORT
For 29-Jul-24
Group Name :ANDHRA PRADESH

F2: Period
5: Inactive from Days
7: Show All

Then you will find at the top of the Report your company and Address as show in the below figure.

KGN Inactive Customes Report

KGN Inactive Customes Report
3/59, First Floor,Main Bazar,, RS Road, Kamalapuram, 516289, E-Mail : kgnsofts,@gmail.com
INACTIVE CUSTOMERS REPORT
For 31-Aug-24
Group Name :Sundry Debtors

In

Like this with the help of this Add- Business Man can able to track an **Inactive Customers. This Report helps you identify customers who haven't purchased or transacted** with you for a certain period.

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

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

Add-on Related Any Support Contact: **9063604900**. If You need any type of customization, contact us, we can customize your Requirements.