



User Manual

Salesman Wise Outstanding Report

Contact us:

KGN SOFT SOLUTIONS

3/59, First Floor, Main Bazar, Rs Road, Kamalapuram,
Kadapa District, Andhra Pradesh 516289.

Email: kgntdl@gmail.com , kgnsofts@gmail.com

Cell: 9063604900, 9849234327

Salesman Wise Outstanding Report

Introduction:

This helps businesses track how much credit each salesman has extended to their customers and how much is still due for collection. It acts as a performance monitoring and collection management tool. Let's see how this Add-On will work in TallyPrime.

Features:

- Within each salesman, you can see customer-wise pending receivables.
- Creation of Salesman Master
- Flexible to Enable or Disable as your Company Requirement in the Company Level Options

Important Alert!

Take Back up of your company Data before activating 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 Sales Man in Outstanding Reports”**

Add-On Features

Enable Sales Man in Outstanding reports

Yes

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

Gateway of Tally → Salesman Master

Gateway of Tally (In Developer Mode)

CURRENT PERIOD 1-Apr-20 to 31-Mar-21	CURRENT DATE Wednesday, 30-Sep-2020
NAME OF COMPANY KGN Salesman Wise Outstandings	DATE OF LAST ENTRY 30-Sep-20

Press Enter Key On the "Salesman Master"

Gateway of Tally

- MASTERS
 - Create
 - Alter
 - CHart of Accounts
- TRANSACTIONS
 - Vouchers
 - Day Book
- UTILITIES
 - BaNking
- REPORTS
 - Balance Sheet
 - Profit & Loss A/c
 - Stock Summary
 - Ratio Analysis
 - Display More Reports
 - Dashboard
 - SaLesman Master**
 - Quit

Salesman Master (In Developer Mode) KGN Salesman Wise Outstandings

CURRENT PERIOD: 1-Apr-20 to 31-Mar-21
CURRENT DATE: Wednesday, 30-Sep-2020

NAME OF COMPANY: KGN Salesman Wise Outstandings

Salesman Master	
S.No	Salesman Name
1	SALESMAN 001
2	SALESMAN 002
3	SALESMAN 003
4	SALESMAN 004
5	SALESMAN 005
6	

Gateway of Tally

MASTERS
Create
Alter
Chart of Accounts
TRANSACTIONS
Vouchers
Day Book
HELP
Banking
Balance
Profit & Loss A/c
Ratio Analysis
Quit

Here you can Create "Salesman" by the just Entering the Salesman Name after entered the Salesman name save the form "CTRL + A"

Q: Quit A: Accept

Now you should Enable one feature in the **Sales VoucherType** and **Receipt VoucherType** Navigate.

Gateway of Tally → Create/Alter → Voucher Type → Sales

Voucher Type Alteration (In Developer Mode) KGN Salesman Wise Outstandings

Name : Sales
(alias) :

General		KGN Module Setup		Name of Class	
Select type of voucher	: Sales	Enable KGN Sales Man in Voucher ?	<input checked="" type="checkbox"/> Yes	GST	
Abbreviation	: Sale	Printing			
Activate this Voucher Type	: Yes	Print voucher after saving	: No		
Method of Voucher Numbering	: Automatic	Use for POS invoicing	: No		
Numbering behaviour on insertion/deletion	: Retain Original Voucher No.	Default title to print	:		
Set/Alter additional numbering details	: No	Default bank	: ♦ Not Applicable		
Show unused vch nos. in transactions for Retain Original Voucher No. behaviour	: Yes	Default jurisdiction	:		
Use effective dates for vouchers	: No	Set/alter declaration	: No		
Allow zero-valued transactions	: No				
Make this voucher type as 'Optional' by default:	No				
Allow narration in voucher	: Yes				
Provide narrations for each ledger in voucher	: No				

F2: Period
F3: Company
F4
F5
F6
F7
F8
F9
F10: Other Masters
More Details

Receipt

Voucher Type Alteration (In Developer Mode) KGN Salesman Wise Outstandings

Name : Receipt
(alias) :

General	KGN Module Setup	Name of Class
Select type of voucher : Receipt	Enable KGN Sales Man in Voucher ? <input checked="" type="checkbox"/> Yes	
Abbreviation : Rcpt	Printing	
Activate this Voucher Type : Yes	Print voucher after saving : No	
Method of Voucher Numbering : Automatic	Print formal receipt after saving : No	
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		
Use effective dates for vouchers : No		
Allow zero-valued transactions : No		
Make this voucher type as 'Optional' by default: No		
Allow narration in voucher : Yes		
Provide narrations for each ledger in voucher : No		

F2: Period
F3: Company
F4:
F5:
F6:
F7:
F8:
F9:
F10: Other Masters
More Details

Now let's see how the salesman can work, Follow the Same steps to record the Sales Bill

Gateway of Tally → Vouchers → F8: Sales

Accounting Voucher Creation (In Developer Mode) KGN Salesman Wise Outstandings

Sales No. 14 Date 1-Jul-20 Wednesday

Reference No. : * Not Applicable

Party A/c name : KGN Soft Solutions

Salesman Name :

Current balance :
Sales ledger :
Current balance :

Name of Item

Quantity Rate Rate per Amount
(Incl. of Tax)

Narration:

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

List of Salesmans

- * Not Applicable
- SALESMAN 001
- SALESMAN 002
- SALESMAN 003
- SALESMAN 004
- SALESMAN 005

Here you can Select the "Salesman"

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
Q: Related Reports
L: Optional
T: Post-Dated

Bill-wise Details (In Developer Mode) KGN Salesman Wise Outstandings

Reference No : 14 Date : 1-Jul-20 Wednesday
Party A/c name : KGN Soft Solutions
Salesman Name : SALESMAN 001
Current balance :
Sales ledger : SALES
Current balance : 1,56,173.35 Cr
Name of Item

Bill-wise Details for : **KGN Soft Solutions**
Up to: ₹ 70,000.00 Dr

Type of Ref	Name	Due Date, or Credit Days (wef: 1-Jul-20)	Salesman Name	Amount	Dr/ Cr
New Ref	14		SALESMAN 001	70,000.00	Dr

70,000.00 Dr

Quit Accept

Accounting Voucher Creation (In Developer Mode) KGN Salesman Wise Outstandings

Reference No : 14 Date : 1-Jul-20 Wednesday
Party A/c name : KGN Soft Solutions
Salesman Name : SALESMAN 001
Current balance :
Sales ledger : SALES
Current balance : 1,56,173.35 Cr
Name of Item

Name of Item	Quantity	Rate (Incl. of Tax)	Rate per	Amount
BaJaJ Electricals	2 nos	35,000.00	29,661.02 nos	59,322.04
CGST				5,338.98
SGST				5,338.98
ROUND OFF				

2 nos 70,000.00

Quit Accept Delete Cancel Vch

F2: Date
F3: Company
F4: Contra
F5: Payment
F6: Receipt
F7: Journal
F8: Sales
F9: Purchase
F10: Other Vouchers
F12: Configure

After that save the sales Bill

Now let's see the Outstanding of the Salesman

Gateway of Tally → Display More Reports → Statements of Accounts → Outstanding → Receivables

Bills Receivable (In Developer Mode)					KGN Salesman Wise Outstandings			1-Apr-20 to 30-Sep-20			F2: Period
Group : ♦ All Items		Details of : Pending Bills								F3: Company	
Date	Ref. No.	Party's Name	Salesman Name	Pending Amount	Due on	Overdue by days					F4: Group
1-Jul-20	14	KGN Soft Solutions	SALESMAN 001	70,000.00	1-Jul-20	91					F5: Bills Payable

↓

Here you can able to see the **Salesman Pending Amount/Outstanding Amount**

F6: Ageing Method

F7: GST Info

F8: Ledger-wise Bills

F9

F10

B: Basis of Values

H: Change View

J: Exception Reports

L: Save View

Now will record a **Receipt** against of that Salesman Navigate. Follow the Same steps to record the **Receipt**

Gateway of Tally → Vouchers → F6: Receipt

Accounting Voucher Creation (In Developer Mode)		KGN Salesman Wise Outstandings		2-Jul-20 Thursday		F2: Date
Receipt No. 5		Salesman Name : SALESMAN 001				F3: Company
Particulars				Debit	Credit	F4: Contra
Cr KGN Soft Solutions					35,000.00	F5: Payment
						F6: Receipt
						F7: Journal
						F8: Sales
						F9: Purchase
						F10: Other Vouchers
Narration:					35,000.00	E: Autofill
						H: Change Mode
						I: More Details
						Q: Related Reports
						L: Optional
						T: Post-Dated
						J: Stat Adjustment
						F12: Configure

List of Salesmans

♦ Not Applicable

SALESMAN 001

SALESMAN 002

SALESMAN 003

SALESMAN 004

SALESMAN 005

↓

Here you can Select the **"Salesman"**

Bill-wise Details (In Developer Mode) KGN Salesman Wise Outstandings

Receipt No. 5 Salesman Name SALESMAN 001 2-Jul-20 Thursday

Particulars

Cr KGN Soft Solutions

Bill-wise Details for : **KGN Soft Solutions**
Up to: **₹ 35,000.00 Cr**

Type of Ref	Name	Due Date, or Credit Days (wef: 2-Jul-20)	Salesman Name	Amount	Dr/ Cr
Agst Ref	14		SALESMAN 001	35,000.00	Cr

35,000.00 Cr

Q: Quit A: Accept

After that save the **Receipt**

Now let's see the Outstanding of the Salesman

Gateway of Tally → Display More Reports → Statements of Accounts → Outstanding → Receivables

Bills Receivable (In Developer Mode) KGN Salesman Wise Outstandings

Group : ♦ All Items 1-Apr-20 to 30-Sep-20

Details of : Pending Bills

Date	Ref. No.	Party's Name	Salesman Name	Pending Amount	Due on	Overdue by days
1-Jul-20	14	KGN Soft Solutions	SALESMAN 001	35,000.00	1-Jul-20	91

Here you can able to see the **Amount** Is Less by the Recording of **Receipt**

F2: Period
F3: Company
F4: Group
F5: Bills Payable
F6: Ageing Method
F7: GST Info
F8: Ledger-wise Bills
F9
F10
B: Basis of Values
H: Change View
J: Exception Reports
L: Save View

Press enter button on the Transaction to view in Detailed

Bills Receivable (In Developer Mode)				KGN Salesman Wise Outstandings				F2: Period			
Group : ♦ All Items								1-Apr-20 to 30-Sep-20			
Details of : Pending Bills								F3: Company			
Date	Ref. No.	Party's Name	Salesman Name	Pending Amount	Due on	Overdue by days	F4: Group				
							F5: Bills Payable				
1-Jul-20	14	KGN Soft Solutions	SALESMAN 001	35,000.00	1-Jul-20	91	F6: Ageing Method				
1-Jul-20 Sales 14 70,000.00 Dr							F7: GST Info				
2 nos BaJaJ Electricals 29,661.02/nos							F8: Ledger-wise Bills				
2-Jul-20 Receipt 5 35,000.00 Cr							F9				
							F10				
							B: Basis of Values				
							H: Change View				
							J: Exception Reports				
							L: Save View				
							E: Apply Filter				
							F: Filter Details				
							F5: Salesman Name				
							T: Hide Salesman				
							R: GST Portal View				
							V: Set GST Status				
							F12: Configure				

Here you can able to see the **Detailed View** First the sale on 1-Jul-20 the Amount 70,000 and the Receipt on 2-Jul-20 the Amount 35,000 { $70,000 - 35,000 = 35,000$ } **Banlace 35,000** from the particular salesman

Here you can able to see the **Banlace 35,000** from the particular salesman

In the Right side of the Button panel, you can able to see two additional Buttons are there as shown in the below fig.

Bills Receivable (In Developer Mode)

KGN Salesman Wise Outstandings

Group

Details of

♦ All Items

Pending Bills

1-Apr-20 to 30-Sep-20

F2: Period

F3: Company

F4: Group

F5: Bills Payable

F6: Ageing Method

F7: GST Info

F8: Ledger-wise Bills

F9

F10

B: Basis of Values

H: Change View

J: Exception Reports

L: Save View

E: Apply Filter

F: Filter Details

F5: Salesman Name

T: Hide Salesman

R: GST Portal View

V: Set GST Status

F12: Configure

Date	Ref. No.	Party's Name	Salesman Name	Pending Amount	Due on	Overdue by days
31-Mar-20	OpBill 001	Party One	SALESMAN 001	500.00	31-Mar-20	183
31-Mar-20	OpBill002	Party One	SALESMAN 002	1,500.00	31-Mar-20	183
1-Apr-20	2	Party One	SALESMAN 001	50,001.00	1-Apr-20	182
1-Apr-20	1	Party Two	SALESMAN 002	60,101.00	1-Apr-20	182
1-May-20	3	Party Three	SALESMAN 003	10,001.00	1-May-20	152
15-Jun-20	5	Party One	SALESMAN 004	3,000.00	15-Jun-20	107
15-Jun-20	6	Party One	SALESMAN 001	1,000.00	15-Jun-20	107
15-Jun-20	4	Party Two	SALESMAN 002	41,002.00	15-Jun-20	107
1-Jul-20	14	KGN Soft Solutions	SALESMAN 001	35,000.00	1-Jul-20	91
30-Sep-20	10	Party One	SALESMAN 003	600.00	30-Sep-20	0
				2,02,705.00		

Here you can apply the filter by the Salesman Name **CTRL + F5** as show in the below fig.

And you can Hide the Sales man in the Report **Alt + T**

F5: Salesman Name

Here you can apply the filter by the Salesman Name **CTRL + F5** as show in the below fig.

And you can Hide the Sales man in the Report **Alt + T**

Salesman wise Filtration CTRL + F5

KGN_CWIS_PartyVar (In Developer Mode) KGN Salesman Wise Outstandings

Group : ♦ All Items
Details of : Pending Bills

1-Apr-20 to 30-Sep-20

Date	Ref. No.	Party's Name	Salesman Name	Pending Amount	Due on	Overdue by days
31-Mar-20	OpBill 001	Party One	SALESMAN 001	500.00	31-Mar-20	183
31-Mar-20	OpBill002	Party One	SALESMAN 002	1,500.00	31-Mar-20	183
1-Apr-20	2	Party One	SALESMAN 001	50,001.00	1-Apr-20	182
1-Apr-20	1	Party Two	SALESMAN 002	60,101.00	1-Apr-20	182
1-May-20	3	Party Three	SALESMAN 003	10,001.00	1-May-20	152
15-Jun-20	5	Party One	SALESMAN 004	3,000.00	15-Jun-20	107
15-Jun-20	6	Party One	SALESMAN 001	1,000.00	15-Jun-20	107
15-Jun-20	4	Party Two	SALESMAN 002	1,000.00	15-Jun-20	107
1-Jul-20	14	KGN Soft Solutions	SALESMAN 003	35,000.00	1-Jul-20	91
30-Sep-20	10	Party One	SALESMAN 001	500.00	30-Sep-20	0
				2,02,705.00		

Q: Quit A: Accept

Salesman Wise Filtration

Salesman Name :

List of Salesmans

- ♦ All Items
- SALESMAN 001
- SALESMAN 002
- SALESMAN 003
- SALESMAN 004
- SALESMAN 005

Bills Receivable (In Developer Mode) KGN Salesman Wise Outstandings

Group : ♦ All Items
Details of : Pending Bills

1-Apr-20 to 30-Sep-20

Date	Ref. No.	Party's Name	Salesman Name	Pending Amount	Due on	Overdue by days
31-Mar-20	OpBill 001	Party One	SALESMAN 001	500.00	31-Mar-20	183
1-Apr-20	2	Party One	SALESMAN 001	50,001.00	1-Apr-20	182
15-Jun-20	6	Party One	SALESMAN 001	1,000.00	15-Jun-20	107
1-Jul-20	14	KGN Soft Solutions	SALESMAN 001	35,000.00	1-Jul-20	91

Salesman Name

Here you can able to see the Report after applying the **salesman wise Filter**

F2: Period <

F3: Company <

F4: Group <

F5: Bills Payable <

F6: Ageing Method <

F7: GST Info <

F8: Ledger-wise Bills <

F9 <

F10 <

B: Basis of Values <

H: Change View <

J: Exception Reports <

L: Save View <

When you click on the **Hide Salesman Alt + T** the report as shown as default as shown in the below fig.

Bills Receivable (In Developer Mode)

KGN Salesman Wise Outstandings

Group : ♦ All Items

Details of : Pending Bills

1-Apr-20 to 30-Sep-20

F2: Period

F3: Company

F4: Group

F5: Bills Payable

F6: Ageing Method

F7: GST Info

F8: Ledger-wise Bills

F9

F10

B: Basis of Values

H: Change View

J: Exception Reports

L: Save View

E: Apply Filter

F: Filter Details

F5: Salesman Name

T: Show Salesman

R: GST Portal View

V: Set GST Status

Show desktop

F12: Configure

Date	Ref. No.	Party's Name	Pending Amount	Due on	Overdue by days
31-Mar-20	OpBill 001	Party One	500.00	31-Mar-20	183
1-Apr-20	2	Party One	50,001.00	1-Apr-20	182
15-Jun-20	6	Party One	1,000.00	15-Jun-20	107
1-Jul-20	14	KGN Soft Solutions	35,000.00	1-Jul-20	91
			86,501.00		

If you want to see the salesman, click on the Show Salesman Alt + T

Q: Quit

Enter: Alter

Space: Select

A: Add Vch

2: Duplicate Vch

I: Insert Vch

R: Remove Line

U: Restore Line

If you want to see the salesman, click on the **Show Salesman Alt + T**

This salesman fields are also available in the Sales Register and Receipt register

Receipt register:

Voucher Register (In Developer Mode)				KGN Salesman Wise Outstandings			1-Sep-20 to 30-Sep-20		F2: Date	
List of All Receipt Vouchers									F3: Company	
Date	Particulars	Salesman Name	Vch Type	Vch No.	Debit Amount	Credit Amount			F4: Voucher Type	
1-Sep-20	KGN Soft	SALESMAN 002	Receipt	4		1,000.00			F5	
1-Sep-20	Party Two	SALESMAN 004	Receipt	1		15,000.00			F6	
2-Sep-20	KGN Soft	SALESMAN 003	Receipt	3		535.72			F7: Show Profit	
30-Sep-20	Party One	SALESMAN 001	Receipt	2		2.00			F8: Columnar	
									F9	
									F10	
									B: Basis of Values	
									H: Change View	
									J: Exception Reports	
									L: Save View	

Sales Register:

Voucher Register (In Developer Mode) KGN Salesman Wise Outstandings							F2: Date
List of All Sales Vouchers							F3: Company
							F4: Voucher Type
Date	Particulars	Salesman Name	Vch Type	Vch No.	Debit Amount	Credit Amount	F5
15-Jun-20	Party Two	SALESMAN 002	Sales	4	41,002.00		F6
15-Jun-20	Party One	SALESMAN 004	Sales	5	3,000.00		F7: Show Profit
15-Jun-20	Party One	SALESMAN 001	Sales	6	1,000.00		F8: Columnar
15-Jun-20	Party Two	SALESMAN 003	Sales	7	100.00		F9
							F10
							B: Basis of Values
							H: Change View

Like this with the help of this Add-on Business Man/Customer Can Easily Find the outstanding of the Salesman in their Company

===== 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.