











User Manual Salesman Wise Outstanding Report

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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 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 \rightarrow F1: Help \rightarrow 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"



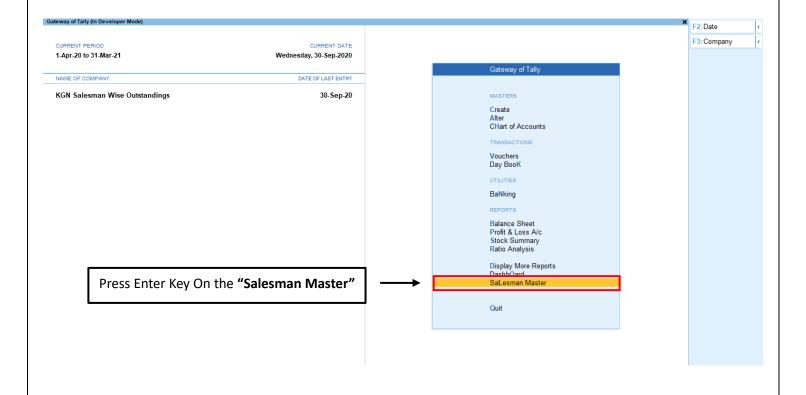




| Add-On Features | |
|---|-----|
| Enable Sales Man in Outstanding reports | Yes |
| | |

After Enablening 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.

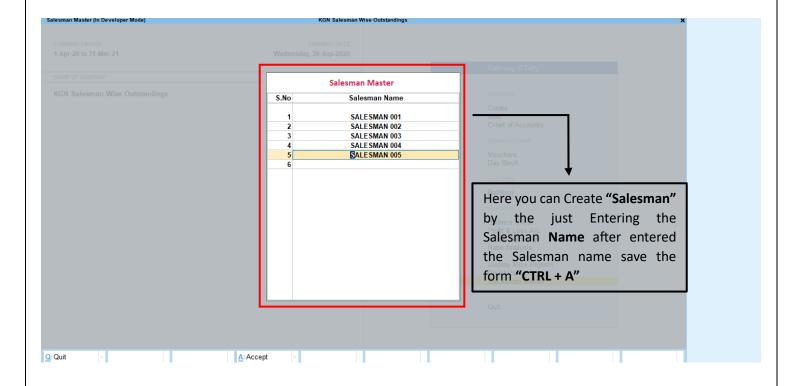
Gateway of Tally → Salesman Master





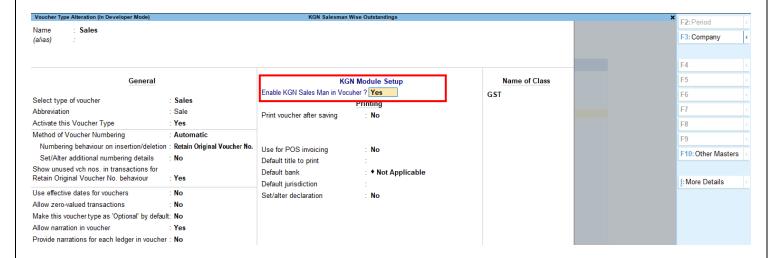






Now you should Enable one feature in the **Sales VoucherType** and **Receipt VoucherType** Navigate.

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







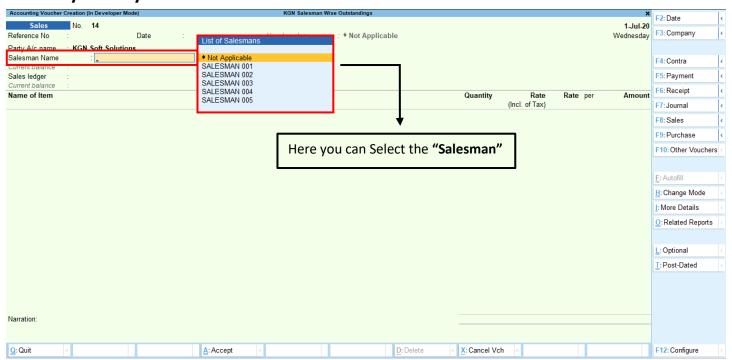


Receipt



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

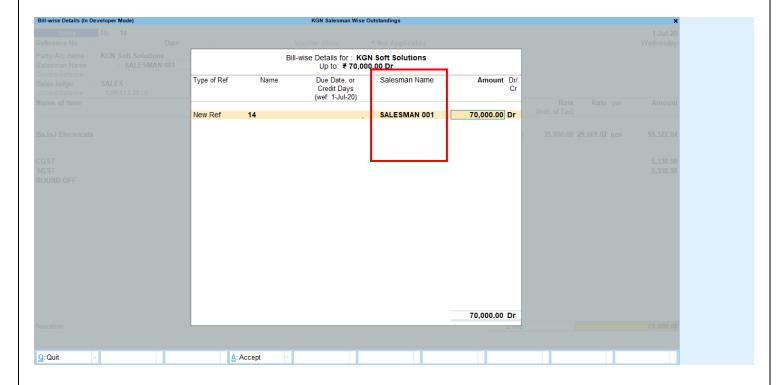
Gateway of Tally → Vouchers → F8: Sales

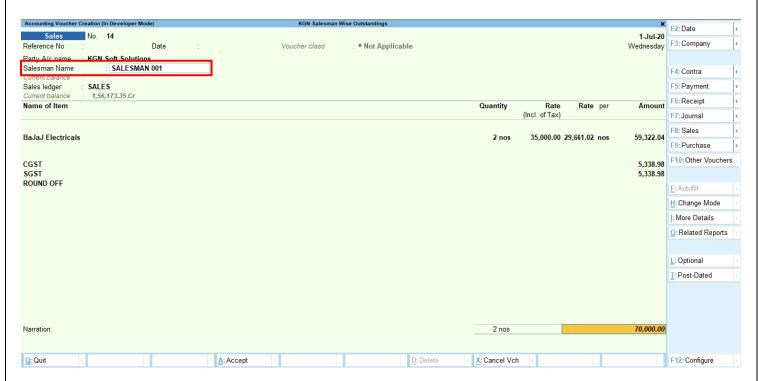












After that save the sales Bill



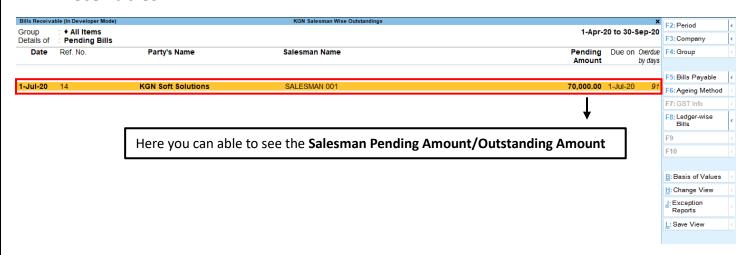




Now let's see the Outstanding of the Salesman

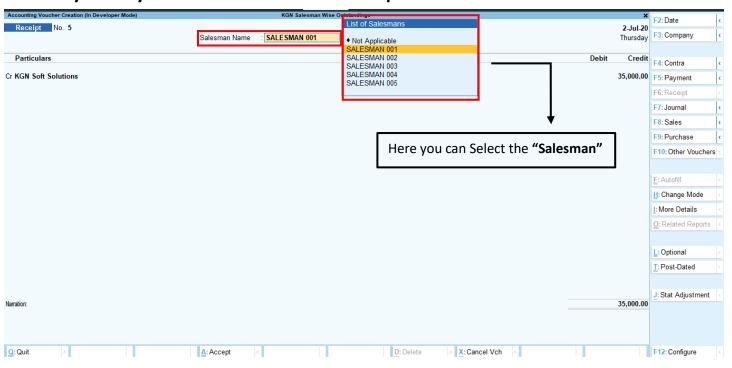
Gateway of Tally → Display More Reports → Statements of Accounts → Outstanding

Receivables



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

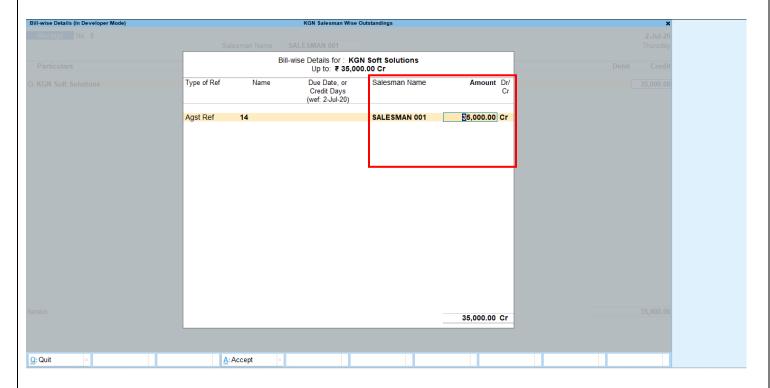
Gateway of Tally → Vouchers → F6: Receipt









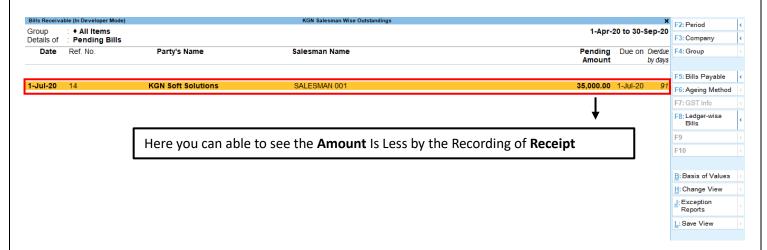


After that save the **Receipt**

Now let's see the Outstanding of the Salesman

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

→ Receivables

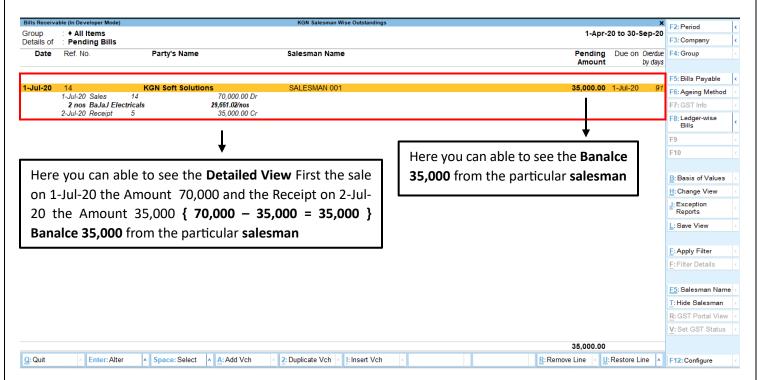




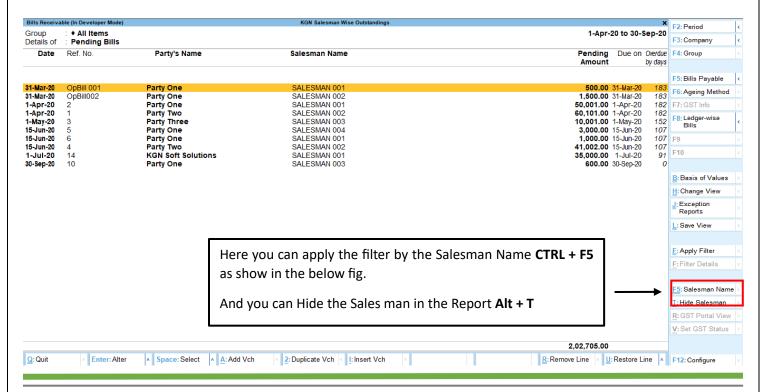




Press enter button on the Transaction to view in Detailed



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

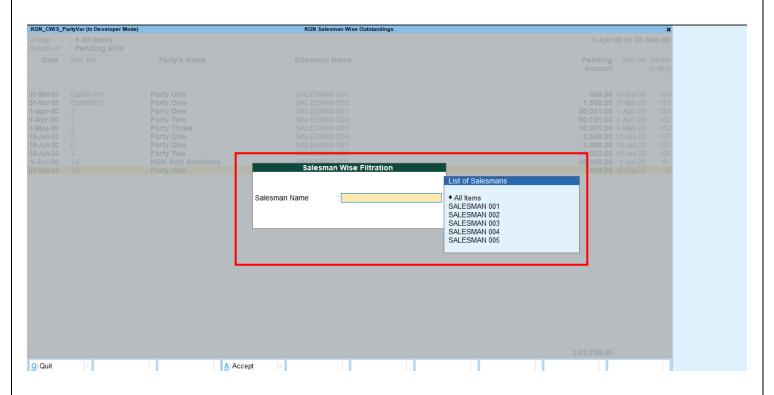


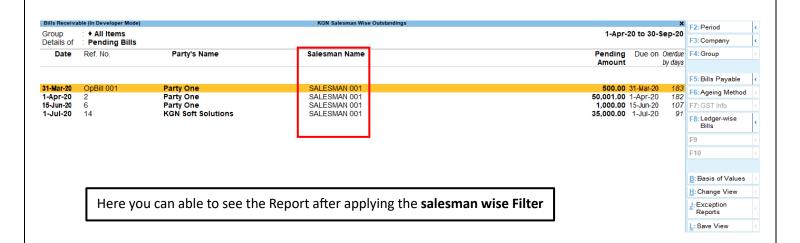






Salesman wise Filtration CTRL + F5



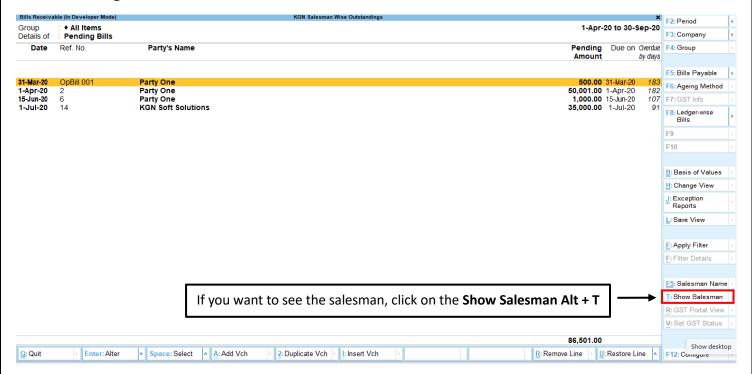






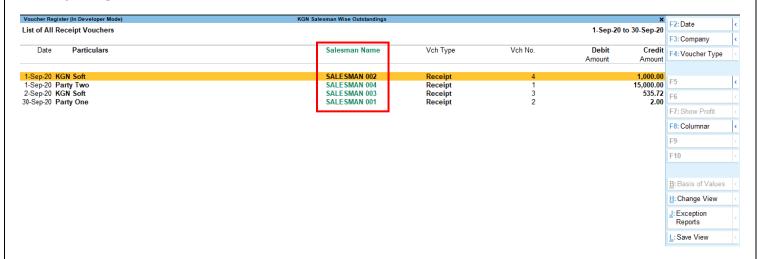


When you click on the **Hide Salesman Alt + T** the report as shown as default as shown in the below fig.



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

Receipt register:









Sales Register:



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

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**

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