



User Manual

UN-Paid Customers Report

Contact us:

KGN SOFT SOLUTIONS

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UN-Paid Customers Report

Introduction:

This is Useful for the Every one of the TallyPrime Users. With the help of this Add-On **"UN-Paid Customers Report"** Business Man can able to track **customers with outstanding payments**. While Tally Prime doesn't provide a dedicated **"Unpaid Customer Report"** by default, you can achieve this by customizing the standard reports like Outstanding. Let's see how this Add-On will work in TallyPrime.

Features:

- The report helps you quickly identify overdue payments, so you can prioritize follow-ups and send reminders to customers who have not paid within the agreed time frame.
- By knowing which customers have pending dues and how old those dues are, businesses can make informed decisions about extending credit, offering discounts, or even taking legal actions if required.
- With detailed records of outstanding amounts, you can maintain better communication with customers, helping resolve any payment issues quickly and professionally.
- Applicable to the **Sundry Debtors** and **Sub Groups of Sundry Debtors**

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

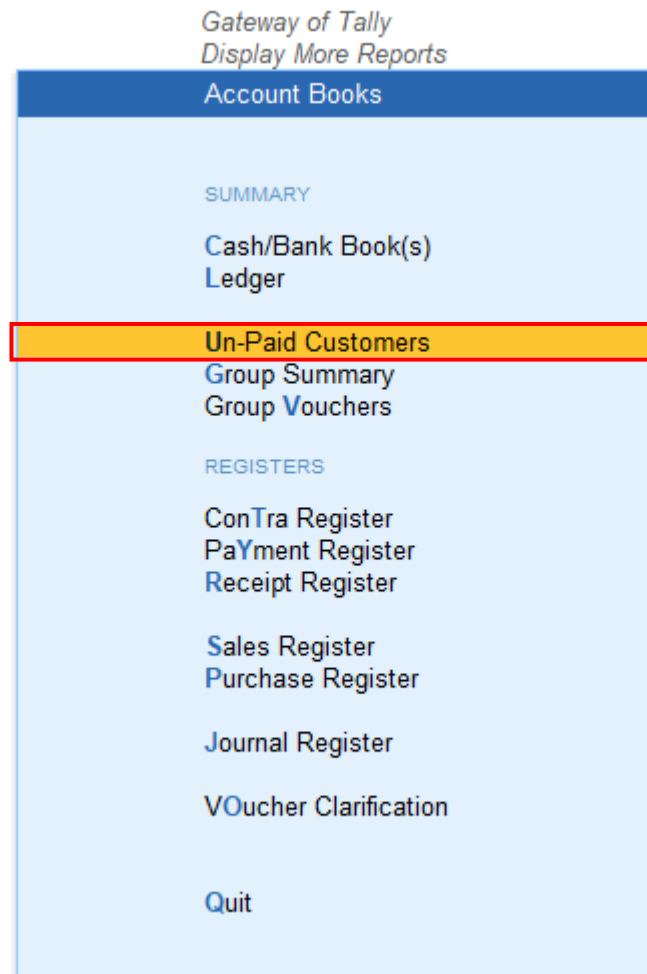
Click On F6: Add-on Features

Set “Yes” to the option “**Enable KGN UN-Paid Customers Report**”

Add-On Features	
Enable KGN Un-Paid Customers Report	? Yes

After Enablenig in the Company Level option, you can able to see an additional Feature in the **Account Books** that is “**Un-Paid Customers**” as show in the below fig Navigate.

Gateway of Tally → Display More Reports → Account Books



Now open the Report by the Pressing the **Enter** key

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

Select Item (In Developer Mode)

KGN Un-Paid Customers Report

SELECT GROUP

1-Apr-24 to 31-Mar-25

NAME OF COMPANY

KGN Un-Paid Customers Report

Gateway of Tally
Display More Reports
Account Books

SUMMARY
Cash/Bank Book(s)
Ledger

Un-Paid Customers
Group Summary
Group Vouchers

REGISTERS

List of Groups

ANDHRA PRADESH
B GIRISHA (HOSPET)
B GOPI KRISHNA (PDTR)
B NARESH KUMAR(KAAKINAADA)
B. NOOR MOHAMMED (MPL)
B.PAVAN KUMAR (PDTR)
C.C.NAYAR (TRISSUR)
CHANDRA SEKHAR
CHANDRA SEKHAR (NELLORE)
C.VIJAYA KUMAR(MANAGER)
D.G.NEMAGOWDA (BELGAM)
DIVAKAR A PALEKAR (SIRSI)
D. LAKSHMI PRASAD (NELLORE)

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

KGN Un-Paid Customers Report (In Developer Mode)

KGN Un-Paid Customers Report

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UN-PAID CUSTOMERS REPORT
For 29-Jul-24
Group Name :ANDHRA PRADESH

F2: Period
F5: UnPaid From Days
F7: Show All

S No.	ALIAS	CUSTOMER NAME	GROUP	MAIN GROUP	LAST BILLED DATE	LAST PAID DATE	Un-Paid from Days	MOBILE NO	CONTACT PERSON	CURRENT BALANCE
1 97		AYUSH MEDICAL &GENERAL STORES	M.RAMA MURTHY (HINDUPUR)	ANDHRA PRADESH	21-5-2024	4-12-2023	238			1,00,084.00 Dr
2 128		BRAMARAMBIKA MEDICALS	B.NOOR MOHAMMED (MPL)	ANDHRA PRADESH	16-7-2024	3-7-2024	26	9848691635		55,805.00 Dr
3 133		CHAKRAVARTI MEDICAL DISTRIBUTORS	B.NOOR MOHAMMED (MPL)	ANDHRA PRADESH	29-6-2024	31-5-2024	59	9440592070	MAHESH	1,45,063.00 Dr
4		DRUG INSPECTOR	M.V.SUBBA RAO	ANDHRA PRADESH	15-9-2022		683			1,794.00 Dr
5 51		GAUTHAM MEDICAL S	M.V.SUBBA RAO	ANDHRA PRADESH	24-7-2024	10-6-2024	49			50,604.00 Dr
6		Imam	ANDHRA PRADESH	Sundry Debtors	1-7-2024		28			223.21 Dr
7 192		JAKSUN PHARMA	M.V.SUBBA RAO	ANDHRA PRADESH	14-6-2024	22-5-2024	68			68,315.00 Dr
8 96		JANATA PHARMA	M.RAMA MURTHY (HINDUPUR)	ANDHRA PRADESH	7-11-2023	12-2-2024	168			44,009.00 Dr
9 66		JAYABALAJI MEDICAL STORE	M.V.SUBBA RAO	ANDHRA PRADESH	3-4-2024	2-2-2024	178	7013122316	SUDHARSHAN	3,384.00 Dr
10 78		JAYA RAMAKRISHNA MEDICAL STORE	M.V.SUBBA RAO	ANDHRA PRADESH	20-7-2024	30-6-2023	395			7,478.00 Dr
11		LAKSHMI MEDICALS	M.RAMA MURTHY (HINDUPUR)	ANDHRA PRADESH	13-7-2024		16	9182346298		21,521.00 Dr
12 107		LOKESH MEDICAL STORES	M.RAMA MURTHY (HINDUPUR)	ANDHRA PRADESH	30-5-2024	23-3-2024	128	6300166574	KUMAR	74,437.00 Dr
13 131		MANJULA MEDICAL S	B.NOOR MOHAMMED (MPL)	ANDHRA PRADESH	30-10-2023	14-6-2024	45	9440912133		8,593.00 Dr
14		METRO MEDICAL S	B.NOOR MOHAMMED (MPL)	ANDHRA PRADESH	12-7-2024		17			14,111.00 Dr
15		M/S PAVAN MEDICAL AND GENERAL STORES	M.RAMA MURTHY (HINDUPUR)	ANDHRA PRADESH	6-5-2024		84		P.H.MARUTHI	9,769.00 Dr
16 0151		M/S SREENIVASA MEDICAL & GENERAL STORES	B.NOOR MOHAMMED (MPL)	ANDHRA PRADESH	1-7-2024	19-9-2023	314	9885430832	RAJESH RANGA	3,831.28 Dr
17 110		NANDEESH MEDICALS	M.RAMA MURTHY (HINDUPUR)	ANDHRA PRADESH	26-2-2024	5-1-2024	206	8897319307		7,576.00 Dr
18 190		NANO LAB	M.V.SUBBA RAO	ANDHRA PRADESH	11-7-2024	4-7-2024	25	9482505194		1,39,510.00 Dr
19 100		NEW VISHNU MEDICAL & GENERAL STORE	M.RAMA MURTHY (HINDUPUR)	ANDHRA PRADESH	18-6-2024	25-3-2024	126	9490360067		92,195.00 Dr
										27
										TOTAL 23,23,406.49 Dr

Quit Enter, Alter Space, Select Add Vch Duplicate Vch Insert Vch Delete Cancel Vch Remove Line Restore Line

In the top right side of the report, you can able to see the **Un-Paid from Days** you can apply the filter from the Days also as show in the below fig.

Click **Ctrl + 5** "Un-Paid from Days"

KGN Un-Paid Customer Report

Un-Paid From Days

100

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UN-PAID CUSTOMERS REPORT

For 29-Jul-24

Group Name :ANDHRA PRADESH

NAME	TOWN	DISTRICT	LAST PAID DATE	LAST PAID	Un Paid	MOBILE NO	CONT
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Then the report will show the Un-Paid from Days above the 100 Days

KGN Un-Paid Customers Report (In Developer Mode)

KGN Un-Paid Customers Report

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UN-PAID CUSTOMERS REPORT

For 29-Jul-24

Group Name :ANDHRA PRADESH

S No.	ALIAS	CUSTOMER NAME	STATE	GROUP	LAST BILLED DATE	LAST PAID DATE	Un-Paid from Days	MOBILE NO	CONTACT PERSON	CURRENT BALANCE
1	97	AYUSH MEDICAL & GENERAL STORES	ANDHRA PRADESH	Sundry Debtors	21-5-2024	4-12-2023	238			1,00,084.00 Dr
2		DRUG INSPECTOR	ANDHRA PRADESH	Sundry Debtors	15-9-2022		683			1,794.00 Dr
3	96	JANATA PHARMA	ANDHRA PRADESH	Sundry Debtors	7-11-2023	12-2-2024	168			44,009.00 Dr
4	66	JAYABALA.JI MEDICAL STORE	ANDHRA PRADESH	Sundry Debtors	3-4-2024	2-2-2024	178	7013122316	SUDHARSHAN	3,384.00 Dr
5	78	JAYA RAMAKRISHNA MEDICAL STORE	ANDHRA PRADESH	Sundry Debtors	20-7-2024	30-6-2023	395			7,478.00 Dr
6	107	LOKESH MEDICAL STORES	ANDHRA PRADESH	Sundry Debtors	30-5-2024	23-3-2024	128	9300166574	KUMAR	74,437.00 Dr
7	0151	M/S SREENIVASA MEDICAL & GENERAL STORES	ANDHRA PRADESH	Sundry Debtors	1-7-2024	19-9-2023	314	9885430832	RAJESH RANGA	3,831.28 Dr
8	110	NANDEESH MEDICALS	ANDHRA PRADESH	Sundry Debtors	26-2-2024	5-1-2024	206	9897319307		7,576.00 Dr
9	100	NEW VISHNU MEDICAL & GENERAL STORE	ANDHRA PRADESH	Sundry Debtors	18-6-2024	25-3-2023	126	9490360067		92,195.00 Dr
10		ORANGE MEDICAL & HEALTH PRIV	ANDHRA PRADESH	Sundry Debtors	19-7-2024	19-3-2023	132			6,720.00 Dr
11	114	RAJYALAXMI MEDICAL STORES	ANDHRA PRADESH	Sundry Debtors	29-4-2024	23-3-2023	128			71,336.00 Dr
12	106	SAKUNTALA MEDICAL STORE	ANDHRA PRADESH	Sundry Debtors	21-5-2024	19-2-2023	161	9573588487	BUNNY	10,560.00 Dr
13	108	SANIYA MEDICAL & GENERAL STORE	ANDHRA PRADESH	Sundry Debtors	19-4-2024	23-3-2023	128	7032346528		23,580.00 Dr
14	112	SHAMBHAVI MEDICALS	ANDHRA PRADESH	Sundry Debtors	17-6-2024	26-9-2023	307	8660915329		24,793.00 Dr
15	109	S.L.V ENTERPRISES	ANDHRA PRADESH	Sundry Debtors	4-7-2024	26-3-2023	125	9949627155		15,820.00 Dr
16	73	S.L.V MEDICAL AND GENERAL STORE	ANDHRA PRADESH	Sundry Debtors	11-1-2024	21-2-2023	159		SREENU	4,122.00 Dr
17	46	SRI DEVI MEDICAL DISTRIBUTOR	ANDHRA PRADESH	Sundry Debtors	1-7-2024	22-3-2023	129	9989475004		35,516.00 Dr
18	79	SRI LAKSHMBALAJIMEDICAL & FANCY STORE	ANDHRA PRADESH	Sundry Debtors	13-7-2024	22-3-2023	129			27,926.00 Dr
19	48	SRI MAHALAKSHMI MEDICAL STORES	ANDHRA PRADESH	Sundry Debtors	14-5-2024	28-3-2023	123	9247269007		16,425.00 Dr
										TOTAL 6,17,637.28 Dr

Q: Quit Enter: Alter Space: Select A: Add Vch Z: Duplicate Vch I: Insert Vch D: Delete X: Cancel Vch R: Remove Line U: Restore Line

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

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For 29-Jul-24

Group Name :ANDHRA PRADESH

Like this with the help of this Add-on Business Man Can Easily Find the Un-Paid Customers and get high more Revenue by the following the customers

===== 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**

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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.