



**POWER OF SIMPLICITY**

## **USER MANUAL**

# Area-City wise Outstanding Register



**INTELLI  
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Version: InTelli Solutions/ Area-City wise Outstanding Register /1.3/ September 2017

# <<Area-City wise Outstanding Register/1.3>>

## Introduction

This addon provide a facility to enter City and Area details in ledger masters. Also to view the ledger outstanding report as Area-Wise and City-Wise.

## Benefits

- Easy maintain of Area and City details.
- Easy maintain of Outstanding for particular Area and City.

## What's New?

### New in Release 1.3: -

- a. Compatible with new release 6.1.

### Important!

Take back up of your company data before activating the Add-on.

Once you try / purchase an Add-on, follow the steps below to configure the Add-on and use it.

## Setup Guide

1. Update your license by going to **Gateway of Tally → F12: Configuration → Licensing → Update License**

(In case you are using multi-site account, you will need to configure Tally.ERP 9 to activate the Add-on for a particular site. Click [here](#) for the steps.)

2. Shut down and Restart Tally.ERP 9 and open your company.
3. Get Add-on help and open user manual.

*For Tally.ERP Series A versions lower than Release 5.0*

Go to **H: Help → Add-on Help** to open the user manual.

*For Tally.ERP Series A release 5.0 and above*

Press **Ctrl + Alt + H** to get Add-on help.

4. Activate the Add-on.

For Tally.ERP 9 Series A version lower than Release 3.2

Go to **Gateway of Tally > F11: Features > Accounting Features**

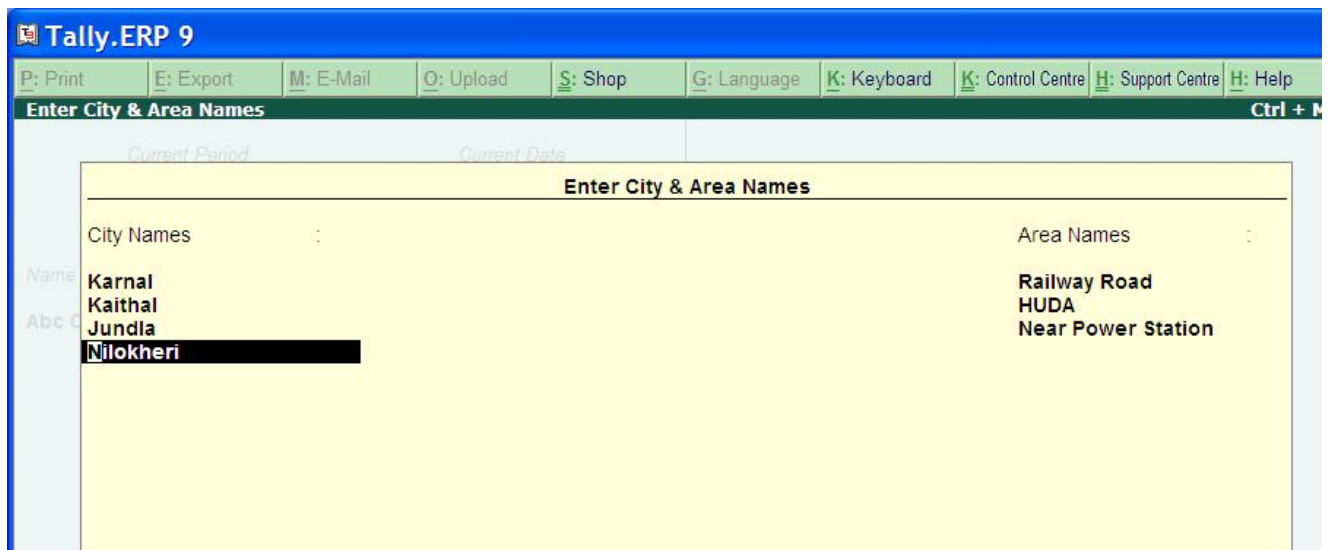
Set "Yes" to the options "**Enable Area-City wise Outstanding Register**"

For Tally.ERP 9 Series A Release 3.2 and above

Go to **Gateway of Tally > F11: Features > Add-on Features**

Set "Yes" to the options "**Enable Area-City wise Outstanding Register**"

5. Enter city & area names in the report opened :-



6. Go to **Accounts Info. → Ledger → Create** and create some ledger, enable "Use contact details" from F12 Configurations here and enter the details as below: -

**Tally.ERP 9**

P: Print E: Export M: E-Mail O: Upload S: Shop G: Language K: Keyboard K: Control Centre H: Support Centre H: Help

**Ledger Alteration** **Abc Company Ltd** **Ctrl + M**

Name : Abacus Pharma A Ltd  
(alias) : Twe

**Total Op. Bal.**  
2,25,627.00 Dr  
2,01,04,500.00 Cr  
*Difference*  
1,98,78,873.00 Cr

Under : **General Debtors**  
(Current Assets)

Currency of Ledger : ₹  
Pricing Level Applicable :  Not Applicable  
Maintain balances bill-by-bill ? No

Set Credit Limit :  
Inventory values are affected ? No  
Cost centres are applicable ? No  
Activate Interest Calculation ? No

**Mailing Details**  
Name : Abacus Pharma A Ltd  
Address : Dfh  
Df  
Df  
State :  Not Applicable  
PIN Code :

**Statutory Information**  
Is Service Provider/Receiver ? Yes  
Set/Alter Service Tax Details ? No  
Is TDS Deductable ? No  
Is TCS Applicable ? No

Contact Person : Mr. Gopal  
City :  Not Applicable

**City Names**  
 Not Applicable  
Jundla  
Kaithal  
Karnal  
Nilokheri

PAN / IT No.  
Set/Alter VAT Detail  
Set/Alter Excise Deta

7. Create sales entries for these ledgers.
8. Goto **Display** → **Statement of Accounts** → **Outstandings** → **Receivables** and view the total outstanding report: -

**Tally.ERP 9**

P: Print E: Export M: E-Mail O: Upload S: Shop G: Language K: Keyboard K: Control Centre H: Support Centre H: Help

**Bills Outstanding** **Demo for Addons** **Ctrl + M**

**Bills Receivable** **For 1-Apr-2012**

City : Area :

Date	Ref. No.	Party's Name	Pending Amount	Due on	Overdue by days
1-Apr-2012	1	EIH LTD. - UDAIVILAS	1,200.00	1-Apr-2012	0
1-Apr-2012	2	Party2	12,500.00	1-Apr-2012	0

F1: Detailed  
F2: Period  
F3: Company  
F4: Payable  
F6: Age wise  
A: Area  
C: City

9. Two buttons are provided here for filtering the report by area and city you can use any combination to filter the outstanding according to your choice: -



# FAQs

## **Which version/releases of Tally.ERP 9 does the add-on support?**

This add-on will work only from Tally.ERP 9 Series A, release 3.0 to Tally.ERP 9 Series A, 6.1.

## **How will I get support for this add-on?**

For any functional support requirements please do write to us on [intallysolutions@gmail.com](mailto:intallysolutions@gmail.com) or call us at +91-9813501438, +91-9991428000.. Alternatively, you can send a support query from Support Centre (Ctrl + H).

## **If I need some enhancement / changes to be incorporated for the add-on, whom should I contact?**

Please to write to us on [intallysolutions@gmail.com](mailto:intallysolutions@gmail.com) with your additional requirements and we will revert to you in 24 business hours.

## **Will new features added be available to us?**

We offer one year availability of all support and new features free of cost. After one year, nominal subscription cost will be applicable to you to continue to get free support and updates.

## **What will happen after one year?**

20% of the then MRP will be charged for one year of email support and versions (minor & major).

## **I am using a multisite. Can I use the same Add-on for all the sites?**

No, one Add-on will work only for 1 site. You need to purchase again if you want to use the same Add-on for more sites.

## **How do I configure the add-ons?**

If you are a Tally.ERP 9 Multi site user, add the Add-on to the required site as follows:

- a. Press Ctrl + K or Click on Control Centre and log into your account
- b. Go to **Licensing & Configuration** → **TDL Management** → **F8: TDL Config List** → **Select the site's default TDL**
- c. Under '**Specify Account TDLs for loading**', select the Add-on Name and accept the screen.



- d. Update your license by going to **Gateway of Tally → F12: Configuration → Licensing → Update License**

**Note:** To know or change the site's default TDL configuration, go to **Licensing & Configuration → License Management → F6: Show Config** and look at the TDL Configuration column.)

If you face problems in configuring the add-on, click on this link to know more.

<http://www.tallysolutions.com/website/html/solutions/how-to-configure.php>

### **I have upgraded to a new Tally.ERP 9 Release. What will happen?**

Normally, the add-on will work fine without any glitches. If you face problems with the Add-on, you can contact us for support.

### **Product and Features Page shows errors with the Add-on. What do I do?**

Check first if the error is because of the Add-on or because of clashes between 2 TDLs (An add-on is also a TDL). In case of clashes, disable one or more TDLs and check which TDL has error. If the Add-on has a problem, you can report it to us.

### **My Tally went into educational mode after installing the add-on. What do I do?**

Go into **Control Centre → Licensing & Configuration → TDL Management → F8: TDL Config List → Select the site's TDL configuration which has the Add-on** and remove the Add-on from the list. Update the license.

### **How do I find out if a new release of the Add-on is available?**

Go to **Control Centre → Licensing & Configuration → TDL Management** and check under version available Column.

### **How do I update to the latest release?**



Go to **Control Centre → Licensing & Configuration → TDL Management** and check under version available Column. If the version number shown under '**Version Available**' column is higher than the version number shown in Name of the Add-on, select the Add-on and press F4 or click on **F4: Download** to download the new version. Update the license and restart Tally after download.

**How do I cross upgrade the Add-on from Silver to Gold Edition?**

Go to **Control Centre → Licensing & Configuration → TDL Management**, select the Add-on and press F6 or click on F6: Change Edition. Update the license and restart Tally after download.

**My Subscription for the Add-on has expired. How do I renew my subscription?**

Go to **Control Centre → Licensing & Configuration → TDL Management** and check under Subscription Expiry column. If the subscription is about to expire or expired, select the Add-on, Press F5 or click on **F5: Renew** and fill in the required details to renew your subscription. Update the license and restart Tally after download.

**Will this add-on work in remote session?**

Yes, this add-on will work remotely.