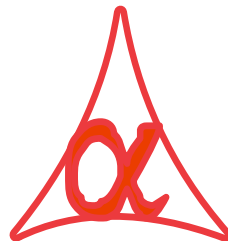# Multi Emailing Ledger & Outstanding Report– 1.0

Alpha Automation Pvt. Ltd.

Head Office

104-The Grand Apurva, Nr. Hotel Fortune Palace,

Nr. Digjam Circle, Airport Road - JAMNAGAR –Gujarat (India)

Phone No. : +91-288-2713956/57/58, 9023726215/16, 9099908115, 9825036442

Email   : mail@aaplautomation.com

Branch Office

Rajkot	:	807-Dhanrajni Complex, Nr. Hotel Imperial Palace, Dr. Yagnik Road, RAJKOT (Gujarat).
Gandhidham	:	92-GMA Building, 2nd Floor, Plot No. -297, Sector-12B. GANDHIDHAM (Gujarat)

Version: Alpha Automation Pvt. Ltd. / Multi Emailing Ledger & Outstanding Report/1.0/ Oct-2020

Multi Emailing Ledger & Outstanding Report– 1.0

Introduction

- With This Add-on user get Facilities to send emails of Ledger and Outstanding Report for Selected Parties.

Benefits

- User can be filtered period wise too, has the user can send the Outstanding details and Ledger report to specific period also.

What's New?

- Compatible with Tally Prime

> **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.

Installation

1. Copy the TCP file in TallyPrime Folder.
2. Gateway of Tally → F1 (Help)→ TDL & Add-on → F4 (Manage Local TDL) → Select Yes in Load TDL on Startup and give the file name of TCP File. After pressing the Enter Key will show TDL Status which should be as Loaded.

System requirements:

No additional hardware / software infrastructure is required for executing and operation this applications module
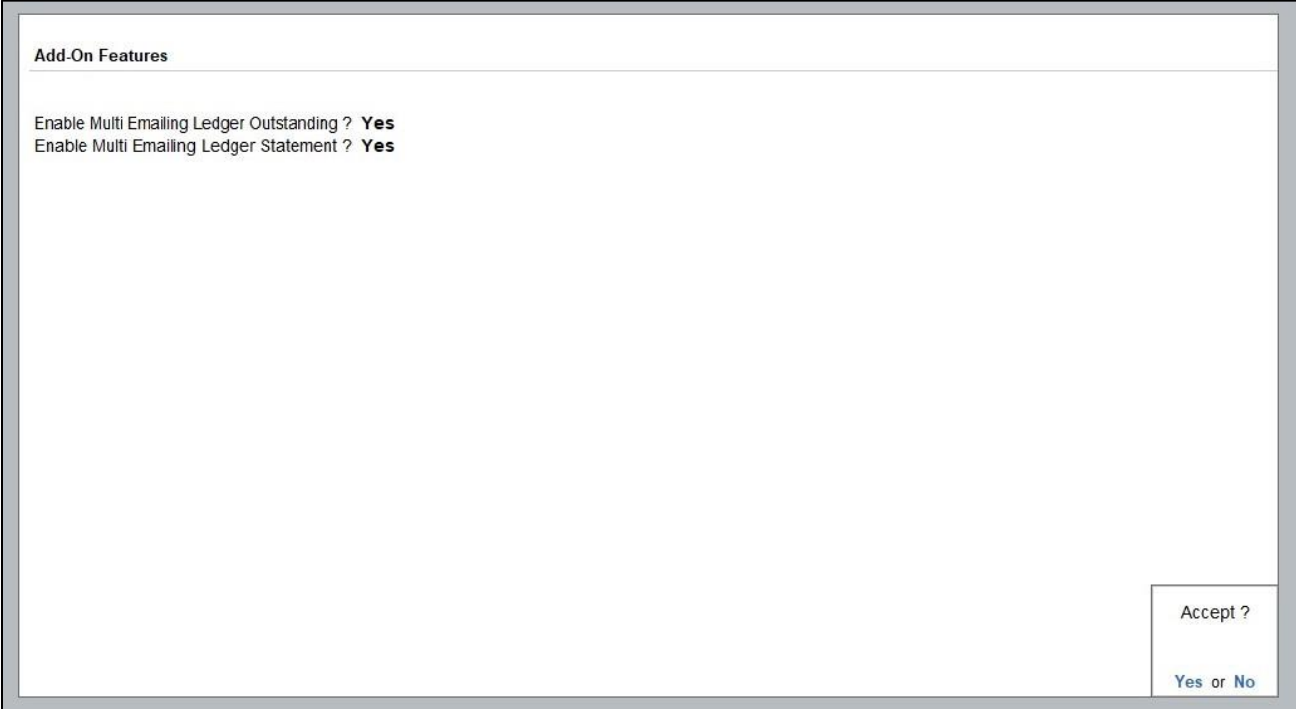
1. **Activate the Add-on.**

For TallyPrime Release 1.0

Go to **Gateway of Tally → F1: Help → TDL & Add-On → F6: Add-On Features**. Alternatively, you may press **CTRL + ALT + T** from any menu to open TDL Management report and then press **F6: Add-On Features**

Set "**Yes**" to the option **"Enable Multi Emailing Ledger Outstanding?"**

Set **"Yes"** to the option **"Enable Multi Emailing Ledger Statement?"**

Add-On Features

Enable Multi Emailing Ledger Outstanding ? **Yes**
Enable Multi Emailing Ledger Statement ? **Yes**

Accept ?

Yes or No

Multi Emailing Ledger & Outstanding Report– 1.0

Detailed User Guide:

1. Go to Gateway of Tally → Display More Reports →Account Books

Gateway of Tally
Display More Reports
Account Books

SUMMARY

Cash/Bank Book(s)
Ledger

Group Summary
Group Vouchers

REGISTERS

ConTra Register
PaYment Register
Receipt Register

Sales Register
Purchase Register

Journal Register
Multi Emailing Ledger Statement
Debit Note Register
CrEdit Note Register

VoUcher Clarification

Quit

Multi Emailing Ledger & Outstanding Report– 1.0

2. **Select Ledger Group as shown below:**

Multi Emailing Ledger & Outstanding Report– 1.0

3. User can View Selected Group wise ledger report as shown below:

| Multi Emailing Ledger Statement Report		Alpha Infotech			X	F2: Period
Multi Emailing Ledger Statement Report				1-Mar-21 to 31-Mar-21		F3: Transaction Wise
		Group : Rajkot Debtors				F4: Only Debit
Sr. No.	Ledger Name		E - Mail Id	CC E - Mail Id	Closing Balance	F5: Non Zero Closing
1	Alpha Automation Pvt Ltd.		tdl2@aaplautomation.com	tdl2@aaplautomation.com	1,66,528.02 Dr	F6: Send Email
2	Amrut International		Amrut25@gmail.com	Amrut.25@gmail.com	14,480.00 Dr	
3	Dipali Enterprise		Dipali.301@gmail.com	Dipali301@@gmail.com	17,450.00 Dr	
4	Heena Industries		Heena241@gmail.com	Heena.241@gmail.com	23,295.00 Dr	

Note:

1) Report by default open with ledger's closing balance wise. After that if users want only that ledger whose transaction has been done during given period then use "Transaction wise" button.

2) User wants to send only that ledger statement whose closing balance is debit then user can do it by pressing "Only debit" button.

3) If User selects "Transaction wise" than user can exclude these ledger whose closing balance is zero by pressing "Non Zero closing".

Multi Emailing Ledger & Outstanding Report– 1.0

4. Press Send Email (F6) as shown below:

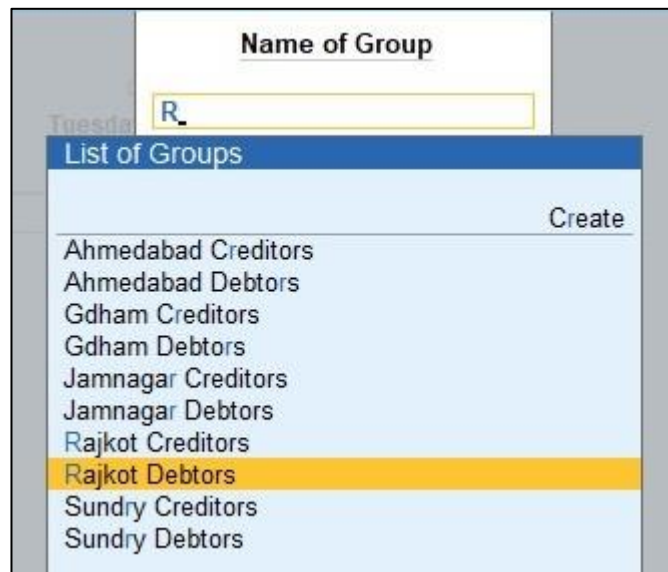| Configuration	
Format	: **Detailed**
Show Party's Address Details also	? **Yes**
Show Bank Account Details	? **Yes**
Show Bill wise details	? **Yes**
Show Cost Centre Details also	? **Yes**
Show Inventory details	? **Yes**
Show Bank Details also	? **Yes**
Show Forex details also	? **Yes**
Show Voucher Numbers also	? **Yes**
Show Narrations	? **Yes**
Show Running Balance	? **Yes**
Include Opening Balances	? **Yes**
Show Group Name	? **Yes**
Sorting Method	? **Default**
Method of Balancing	? **Daily**
Send E - Mail to CC Mail Id	? **Yes**
E-mail Subject : **Ledger Statement Report**	
E-mail Message (if any) :	Email ? Yes or No

E-mail

Report Type	:
Show Narrations	: **No**
Show Voucher No.	: **Yes**
Format of Report	: **Condensed**
Show Bill-wise details	: **No**
Show Inventory details	: **No**
Show Mode of Payment	: **No**
Show additional Bank details	: **No**
E-mail from	: tdl2.aaplautomation.com@gmail.com
E-mail to	: tdl2.aaplautomation.com@gmail.com
Cc to	: ♦ None
Bcc to	: ♦ None
Subject	: Multi Emailing Ledger Statement Report
File Format	: PDF (Read-only document)
E-mail report as	: For direct viewing in mail
File Name	: Accounting Voucher.pdf

C: Configure   M: E-mail

5. Email is received of selected Ledger as shown below:

Multi Emailing Ledger & Outstanding Report– 1.0
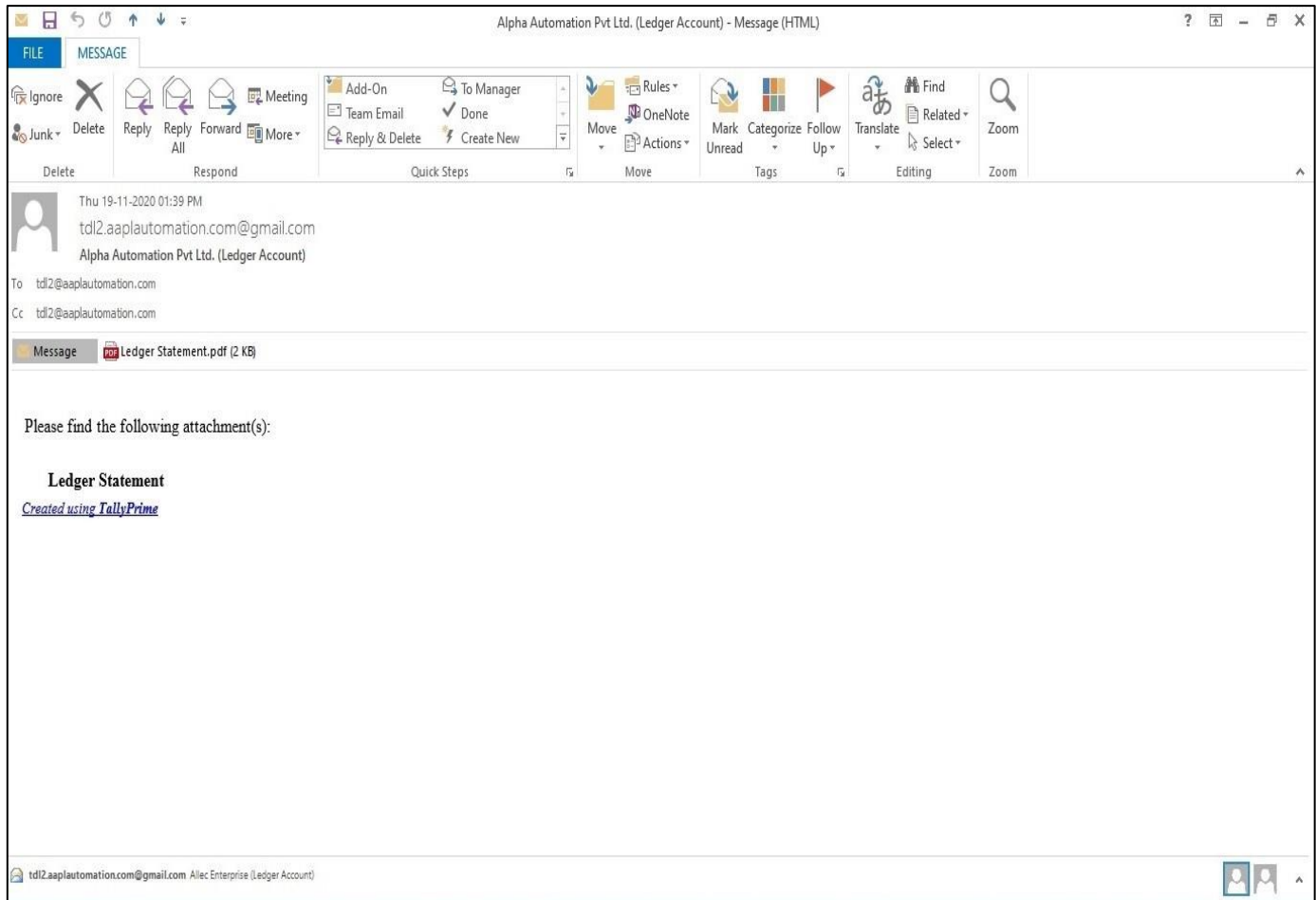
6. Preview of that Ledger Statement as shown below:

Alpha Infotech
102,The Grand Apurva Complex,Nr.Digjam Circle
Opp.,Fortune Palace,Jamnagar.
Contact : 897456962,9825098442

Alpha Automation Pvt Ltd.
Ledger Account

(Rajkot Debtors)
807, Dhan Rajni Complex,
Nr.Hotel Imperial Palace,
Dr.Yagnik Road, Rajkot - 360 001

1-Apr-20 to 2-Mar-21

Page 1

Date	Particulars	Vch Type		Vch No.		Debit	Credit	Balance
9-Nov-20	By ICICI	Receipt		15			10,000.00	10,000.00 Cr
	Cheque/DD		9-11-2020	10,000.00 Dr				
	On Account		10,000.00 Cr					
	To ICICI	Payment		24		10,000.00		
	Cheque		9-11-2020	10,000.00 Cr				
	On Account		10,000.00 Dr					
	To (as per details)	Sales		43		1,18,000.00		1,18,000.00 Dr
	Sales			1,00,000.00 Cr				
	Any Desk		10 Nos 10,000.00Nos	1,00,000.00				
	CGST			9,000.00 Cr				
	SGST			9,000.00 Cr				
	New Ref 43	10 Days	1,18,000.00 Dr					
9-Nov-20	By SBI	Receipt		16			500.00	1,17,500.00 Dr
	Cheque/DD		9-11-2020	500.00 Dr				
	On Account		500.00 Cr					
12-Nov-20	To (as per details)	Sales		45		4,600.00		1,22,100.00 Dr
	Sales			4,000.00 Cr				
	Assemble P7		2 Pcs 2,000.00/Pcs	4,000.00				
	CGST			300.00 Cr				
	SGST			300.00 Cr				
	New Ref 45	10 Days	4,600.00 Dr					
17-Nov-20	To Indian Bank	Payment		35		15,000.00		1,37,100.00 Dr
	NEFT	4895623	17-11-2020	15,000.00 Cr				
	On Account		15,000.00 Dr					
2-Mar-21	To (as per details)	Sales		50		29,428.02		1,66,528.02 Dr
	Sales			24,939.00 Cr				
	Any Desk		2 Nos 14,670.00Nos	24,939.00				
	CGST			2,244.51 Cr				
	SGST			2,244.51 Cr				
	New Ref 46	5 Days	29,428.02 Dr					
						1,77,028.02	10,500.00	
By	Closing Balance						1,66,528.02	
						1,77,028.02	1,77,028.02	

Multi Emailing Ledger & Outstanding Report– 1.0

7. Go to Gateway of Tally → Display →Statements of Accounts → Outstanding

8. User can view selected Group wise Ledger Outstanding report as shown below:

Multi Emailing Ledger & Outstanding Report– 1.0

9. Press Send Email (Alt+F9) as shown below:

Configuration

Format	: **Detailed**
Include Post-Dated Transactions	? **Yes**
Show Opening Amount	? **Yes**
Show Due On	? **Yes**
Show Overdue days/Age of Bill in days	? **Yes**
Show overdue using Bill Date	? **Yes**
Range of Bills to show	: **Pending Bills**
Show Order Number in Detailed Format	? **Yes**
Show Qty Info in Detailed Format	? **Yes**
Show narrations	? **Yes**
Show bills of following type	: **All Bills**
Send E - Mail to CC Mail Id	? **Yes**
E-mail Subject : **Group Outstanding**	
E-mail Message (if any) :	

Email ?

Yes or No

E-mail

Report Type	: **Ledger Outstanding**
Show Opening Amount	: **Yes**
Show Due On	: **Yes**
Show Overdue Days/Bill age in Days	: **Yes**
Type of Bills	: **Pending Bills**
E-mail from	: tdl2.aaplautomation.com@gmail.com
E-mail to	: tdl2.aaplautomation.com@gmail.com
Cc to	: ♦ None
Bcc to	: ♦ None
Subject	: Multi Emailing Ledger Statement Report
File Format	: PDF (Read-only document)
E-mail report as	: For direct viewing in mail
File Name	: LedBills.pdf

C: Configure   M: E-mail

Multi Emailing Ledger & Outstanding Report– 1.0

10. Email is received of selected Ledger outstanding as shown below:
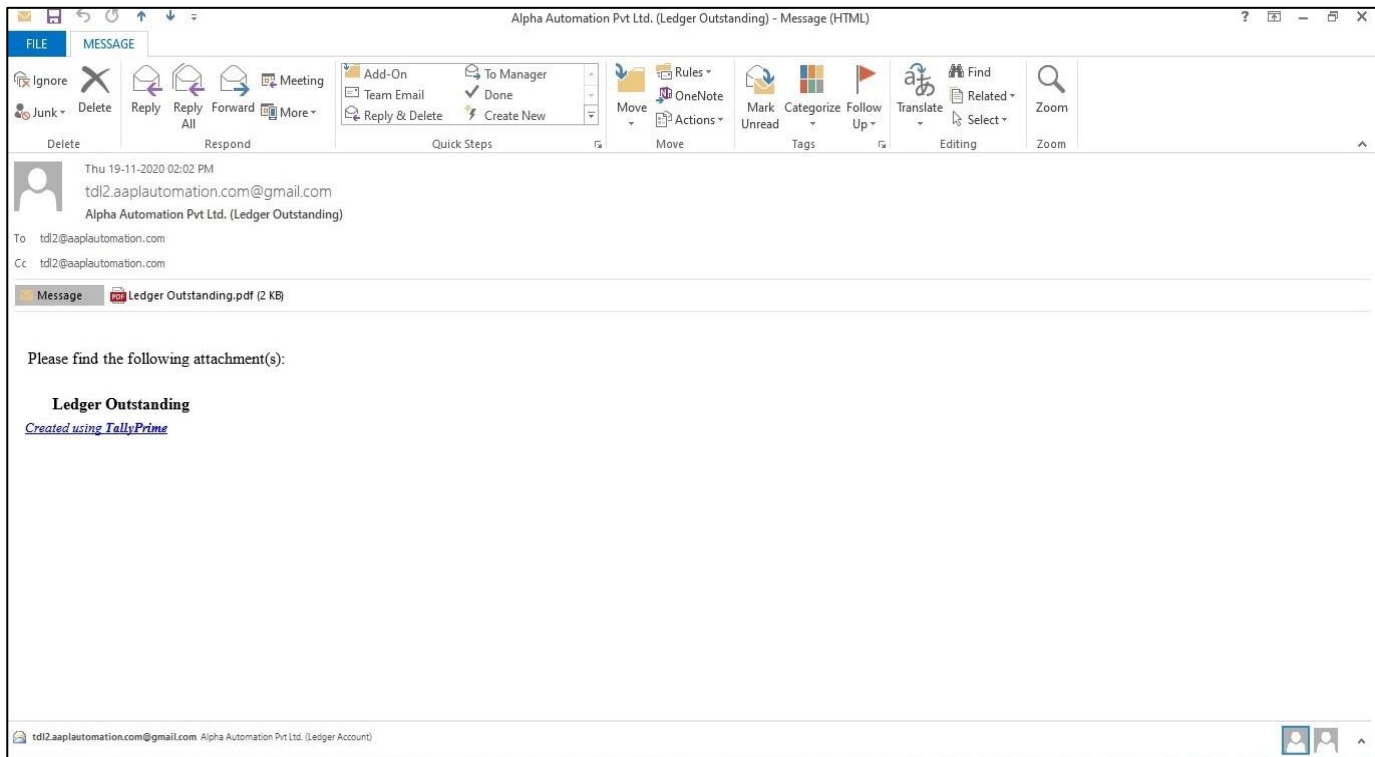
11. Preview of that Ledger Outstanding Report as shown below:

Alpha Infotech
102,The Grand Apurva Complex,Nr.Digjam Circle
Opp.,Fortune Palace,Jamnagar.
Contact : 897456962,9825098442

Alpha Automation Pvt Ltd.
Bill-wise Details
807, Dhan Rajni Complex,
Nr.Hotel Imperial Palace,
Dr.Yagnik Road, Rajkot - 360 001
1-Apr-20 to 2-Mar-21

Page 1

Date	Ref. No.	Pending Amount	Due on	Overdue by days
9-Nov-20	43	118000.00 Dr	19-Nov-20	103
12-Nov-20	45	4600.00 Dr	22-Nov-20	100
2-Mar-21	46	29428.02 Dr	7-Mar-21	
	Sub Total	152028.02 Dr		
2-Mar-21	On Account	14500.00 Dr		
		166528.02 Dr		

Multi Emailing Ledger & Outstanding Report– 1.0

FAQ

Which version/release of TallyPrime does the add-on support?

This add-on will work only from Tally Prime Release 1.0 onwards.

How will I get support for this add-on?

For any functional support requirements please do write to us on mail@aaplautomation.com or call us at +91-288-2713956/57/58, +91-9023726215/16, 9099908115, 9825036442.

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

Please to write to us on mail@aaplautomation.com with your additional requirements and we will revert to you in 24 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?

There is no fixed annual charge to be payable mandatory. However if any changes are required in our Add-On to make compatible with New Release of TallyPrime then the modification Charges will be applied.

I am using a multi-site. 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.

TDL Management screen shows errors with the Add-on. What do I do?

Check whether 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 the 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 **Gateway of Tally → Press F1 (Help) → TDL & Add-on → Press F4 and** remove the Add-on from the list and Restart Tally.

Multi Emailing Ledger & Outstanding Report– 1.0