



POWER OF SIMPLICITY

Auto Receipt for Cash Sales

USER MANUAL

Version 1.0 · For TallyPrime



Plug And Play Computers
Tally 3 Star Certified Partner

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Auto Receipt for Cash Sales

Introduction

This add-on creates Receipt vouchers automatically when the customer pays at the counter — Cash, UPI (GPay / PhonePe), Bank or Cheque — including part payment. You enter the Sales invoice on the customer ledger. Receipts are created in one click from Gateway of Tally → Auto Receipt, with party name, against-bill reference (Agst Ref) and narration filled automatically.

Benefits

- No separate Receipt typing after each cash / UPI / bank sale.
- Party ledger, Cash or Bank ledger, Agst Ref and narration are posted correctly.
- Credit sales stay as credit — no receipt is created.
- Full payment and part payment are both supported.
- Safe to run again: bills that already have an auto receipt are skipped.

What's New?

On the Sales invoice, choose Type of Sale (Cash / Bank / UPI / Credit) and confirm Received In. Cheque No, UPI Ref and Customer UPI ID are optional. Bill Amount is automatic. Leave Received Now blank for full payment, or type the amount for part payment. Then go to Gateway of Tally → Auto Receipt. Open any receipt — party, Agst Ref and narration are already there.

Important!

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

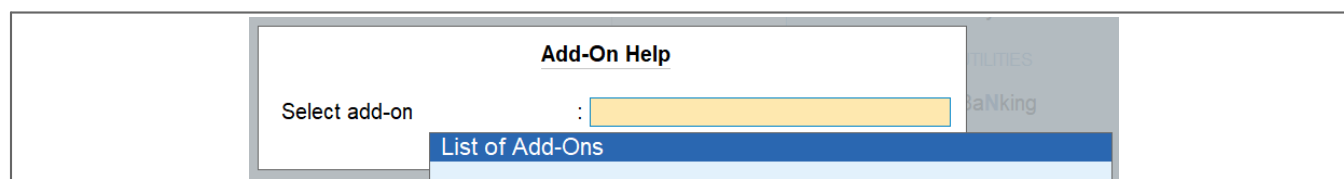
Once you try/purchase an Add-on, follow the steps below to configure the Add-on and use it.

Setup Guide

1. Update your license by going to Gateway of Tally → F1: Help → Settings → License → Manage License → F5: Update

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

2. Shut down and Restart TallyPrime and open your company.
3. Press Ctrl + Alt + H at any menu screen to open the user manual. In case of multiple Add-on, Add-On Help screen will pop-up to select Add-on Manual.



Add-On Help — select this add-on to open the user manual

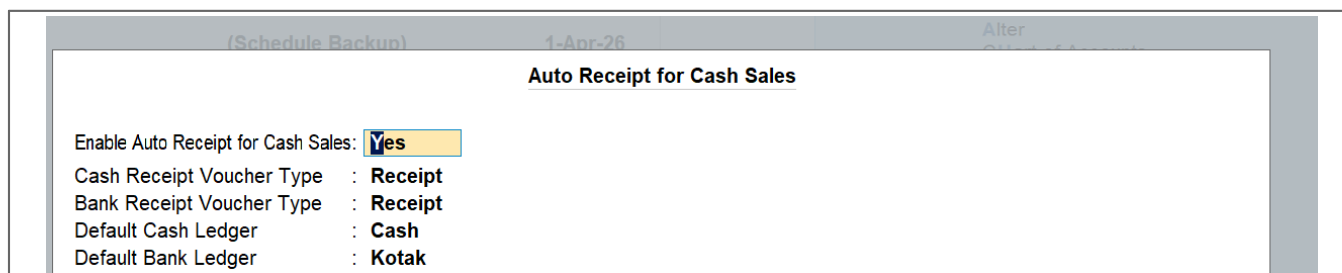
4. Activate the Add-on.

For TallyPrime

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 Auto Receipt for Cash Sales”

Then set Default Cash Ledger and Default Bank Ledger (and Receipt voucher types if you use separate Cash / Bank receipt types).



(Schedule Backup) 1-Apr-26 Alter

Auto Receipt for Cash Sales

Enable Auto Receipt for Cash Sales: **Yes**

Cash Receipt Voucher Type : **Receipt**

Bank Receipt Voucher Type : **Receipt**

Default Cash Ledger : **Cash**

Default Bank Ledger : **Kotak**

Auto Receipt Setup — set Enable Auto Receipt for Cash Sales = Yes, then Cash and Bank ledgers

You may also open the same settings from Gateway of Tally → Auto Receipt Setup.

Setting	What to enter
Enable Auto Receipt for Cash Sales	Yes
Cash Receipt Voucher Type	Receipt (or your cash-receipt type under Receipt)
Bank Receipt Voucher Type	Receipt (or your bank-receipt type under Receipt)
Default Cash Ledger	Cash (or your cash ledger)
Default Bank Ledger	The bank where UPI / cheque / NEFT is credited

After activation, Gateway of Tally shows: Auto Receipt Setup and Auto Receipt.

Daily use (after setup)

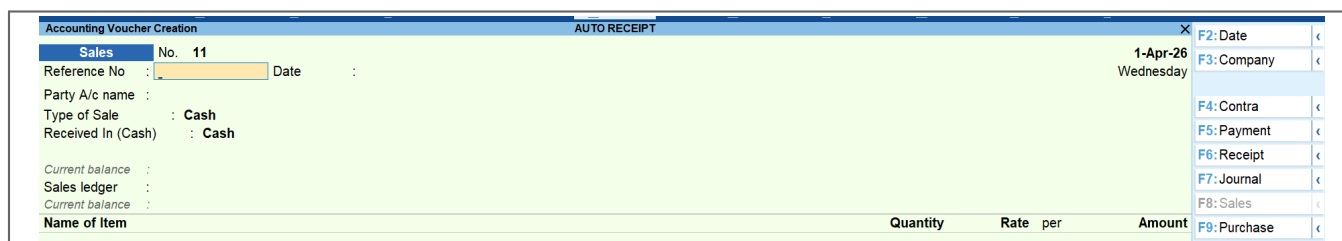
1. Create the Sales invoice. Party A/c name = customer ledger. Set Type of Sale to Cash, Bank, UPI or Credit.
2. Leave Received Now blank for full payment (or type the amount for part payment). Save.
3. Go to Gateway of Tally → Auto Receipt. Receipts are created with party, Agst Ref and narration. Details are in How to use below.

How to use

Step 1 — Sales invoice: Type of Sale

Create a Sales voucher. In Party A/c name, select the customer ledger (not Cash). Two lines appear under the party:

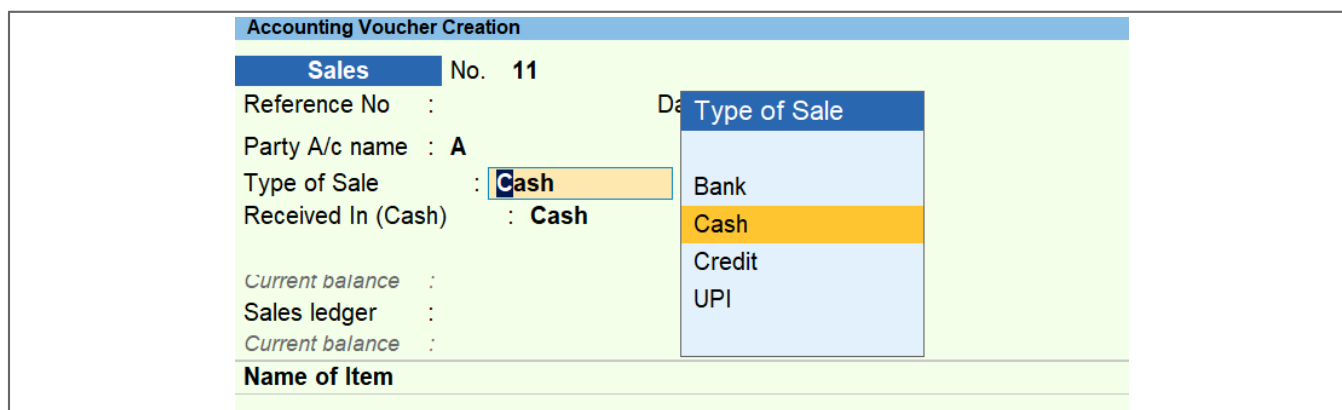
- Type of Sale
- Received In (Cash) or Received In (Bank)



The screenshot shows the 'Accounting Voucher Creation' window for an 'AUTO RECEIPT'. The 'Sales' voucher is selected with No. 11. The 'Party A/c name' is set to 'A'. The 'Type of Sale' is 'Cash' and 'Received In (Cash)' is 'Cash'. The 'Date' is 1-Apr-26, Wednesday. The 'F2: Date' field is highlighted. The 'Name of Item' field is at the bottom with columns for Quantity, Rate per, and Amount.

Sales invoice — Type of Sale and Received In under Party A/c name

On a new Sales invoice, Type of Sale defaults to Cash. Press Enter on Type of Sale and select how the customer paid. Choose Credit if the customer will pay later.



The screenshot shows the 'Accounting Voucher Creation' window for an 'AUTO RECEIPT'. The 'Sales' voucher is selected with No. 11. The 'Party A/c name' is 'A'. The 'Type of Sale' dropdown menu is open, showing options: Bank, Cash (highlighted), Credit, and UPI. The 'Received In (Cash)' is 'Cash'. The 'Date' is 1-Apr-26, Wednesday. The 'Name of Item' field is at the bottom with columns for Quantity, Rate per, and Amount.

Type of Sale — Bank, Cash, Credit, UPI

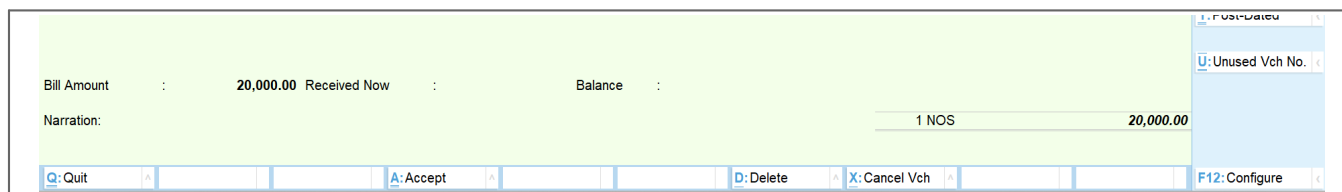
Type of Sale	Customer paid by	Received In	Receipt created?
Cash	Cash at the counter	Cash ledger	Yes — to Cash
Bank	Cheque / NEFT / bank transfer	Bank ledger	Yes — to Bank (Cheque)
UPI	GPay, PhonePe or any UPI	Bank ledger (UPI settles here)	Yes — to Bank (UPI)
Credit	Pay later	Not used	No — bill stays outstanding

Cheque No, UPI Ref and Customer UPI ID are optional. Fill them only if you want that reference on the receipt. Press Enter past them for a fast counter entry.

Note: If Party A/c is Cash and Buyer (Bill to) is a customer ledger, the add-on switches the invoice to that customer and treats it as a Cash sale.

Step 2 — Bill Amount and Received Now

Enter items as usual. At the foot of the invoice you will see Bill Amount, Received Now and Balance.



The screenshot shows the 'Bill Amount' field set to 20,000.00. The 'Received Now' field is blank. The 'Balance' field is blank. The 'Narration' field contains '1 NOS' and '20,000.00'. The 'F12: Configure' button is visible on the right.

Bill Amount is automatic. Leave Received Now blank for full payment.

Situation	What you do	What happens
Customer pays the full bill	Leave Received Now blank, then Save	Receipt is for the full bill. Balance is 0.
Customer pays part of the bill	Type amount in Received Now and Save	Receipt is for that amount. Balance stays due.

Example: Bill Amount 20,000. Customer gives 12,000 now. Type 12,000 in Received Now. Balance becomes 8,000. The auto receipt will be 12,000 against this bill. Enter the remaining 8,000 later as a normal Receipt voucher (this add-on creates one auto receipt per sales invoice).

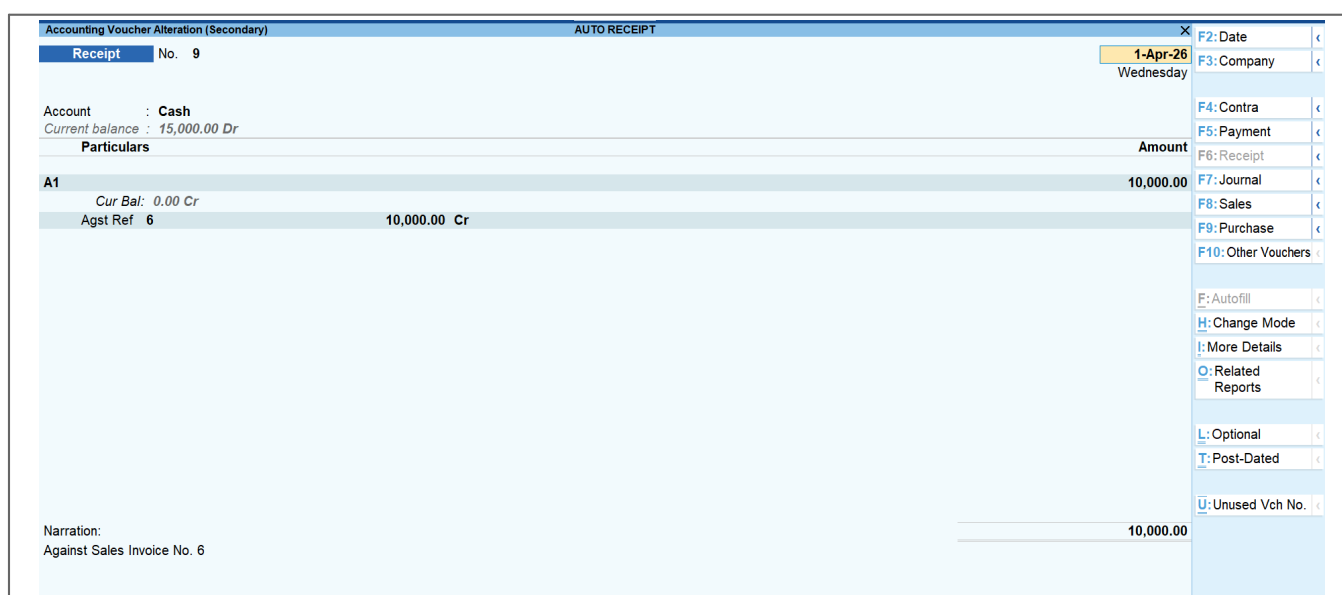
Step 3 — Auto Receipt

After saving the sales invoices, go to Gateway of Tally → Auto Receipt.

A message reports: Period, Sales found, Receipts created, Already done, Part payments. The add-on looks at the current company period (From date to To date). Clicking again is safe — bills that already have an auto receipt are skipped.

Step 4 — Open the receipt

Open the Receipt from Day Book or the party ledger. Party name, Cash or Bank account, Agst Ref (bill number) and narration are filled automatically (Against Sales Invoice No. ... / Part payment against Sales Invoice No. ...).



The screenshot shows the 'Accounting Voucher Alteration (Secondary)' screen with the 'AUTO RECEIPT' add-on. The 'Receipt' No. is 9. The 'Date' is 1-Apr-26, Wednesday. The 'Account' is 'Cash' with a 'Current balance' of 15,000.00 Dr. The 'Particulars' section shows a debit entry 'A1' for 10,000.00 and a credit entry 'Agst Ref 6' for 10,000.00 Cr. The 'Narration' is 'Against Sales Invoice No. 6'. The 'F12: Configure' button is visible on the right.

Auto-created Receipt — party, Agst Ref and narration. Nothing to type.

FAQ

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

This add-on will work only from TallyPrime Release 1.0 onwards. If you upgrade TallyPrime and face a problem with the Add-on, contact us for support.

How will I get support for this add-on?

For any functional support requirements please write to us at tallyguj@gmail.com or call Support 7069500051 / 7990739143. Alternatively, you can send a support query to tallyguj@gmail.com.

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

Please write to us on tallyguj@gmail.com with your additional requirements and we will revert to you in 24 business hours. Contact: 9426391348.

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?

A subscription for a year has to be renewed for the Add-On. The cost would be 20% of the MRP prevailing at that time, of the Add-On.

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 one site. You need to purchase again if you want to use the same Add-on for more sites.

How do I configure the add-on for multi-site?

If you are a TallyPrime Multi site user, add the Add-on to the required site as follows:

- Gateway of Tally → F1: Help → Settings → License → Manage Account. This shall open Control Centre on Tally Portal / Website.
- Go to TDL Management → TDL Configuration → Select the site's default TDL.
- Under 'Select TDL Account', select the Add-on Name and Click on Create / Accept.
- Update your license: Gateway of Tally → F1: Help → Settings → License → Manage License → F5: Update.

Note: To know or change the site's default TDL configuration, go to Gateway of Tally → F1: Help → Settings → License → Manage Account. In the webpage go to Account Management → License Management and look at the Deployment section on the right side of the pane.

I have upgraded to a new TallyPrime 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.

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 to Gateway of Tally → F1: Help → Settings → License → Manage Account. In the webpage go to Account Management → License Management and look at the Deployment section. Select Not Applicable for TDL Configuration and the Add-On is removed for the license. Now update the license from the product.

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

Go to F1: Help → TallyShop. A web page for TallyShop shall open. Choose the add-on for which the edition needs to be changed. Update the license and restart Tally after download.

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

Go to F1: Help → TallyShop. A web page for TallyShop shall open. Choose the add-on for which the subscription is required to be renewed.

Will this add-on work in remote session?

Yes, this add-on will work remotely.

Type of Sale does not appear on the Sales invoice.

Confirm the Add-on is activated (F6: Add-On Features → Enable Auto Receipt for Cash Sales = Yes), restart TallyPrime, and open a Sales voucher (not POS). Party A/c should be a customer ledger.

Are Cheque No and UPI ID compulsory?

No. They are optional. Fill them when you want that reference on the receipt. The receipt is created either way and still posts to the correct Cash or Bank ledger.

Will Credit sales create a receipt?

No. Type of Sale = Credit means the customer will pay later. No receipt is created.

I clicked Auto Receipt twice. Will it create duplicate receipts?

No. Bills that already have an auto receipt are skipped. The message shows how many were Already done.

Which bills does Auto Receipt pick up?

Sales invoices in the current company period (From date to To date) whose Type of Sale is Cash, Bank or UPI, posted to a customer ledger. Older invoices with no Type of Sale are ignored.

Party A/c name is Cash. Will a receipt still be created?

If Buyer (Bill to) is a customer ledger, the add-on switches the invoice to that customer and treats it as a Cash sale. If there is no buyer ledger, it is a walk-in cash sale and no auto receipt is created — Tally already books that sale on Cash.

The customer paid only part of the bill. How do I collect the rest?

Type the amount received in Received Now. The auto receipt settles that much against the bill. Enter the remaining balance later as a normal Receipt voucher. This add-on creates one auto receipt per sales invoice.

Does this add-on work on POS invoices?

No. Type of Sale is for Sales vouchers, not POS.