

# SGM ACCOUNTING AND IT SOLUTIONS LLP

614, Bhaveshwar Arcade Annexe, L.B.S. Marg, Opp. Shreyas Cinema, Ghatkopar (West), Mumbai- 400 086

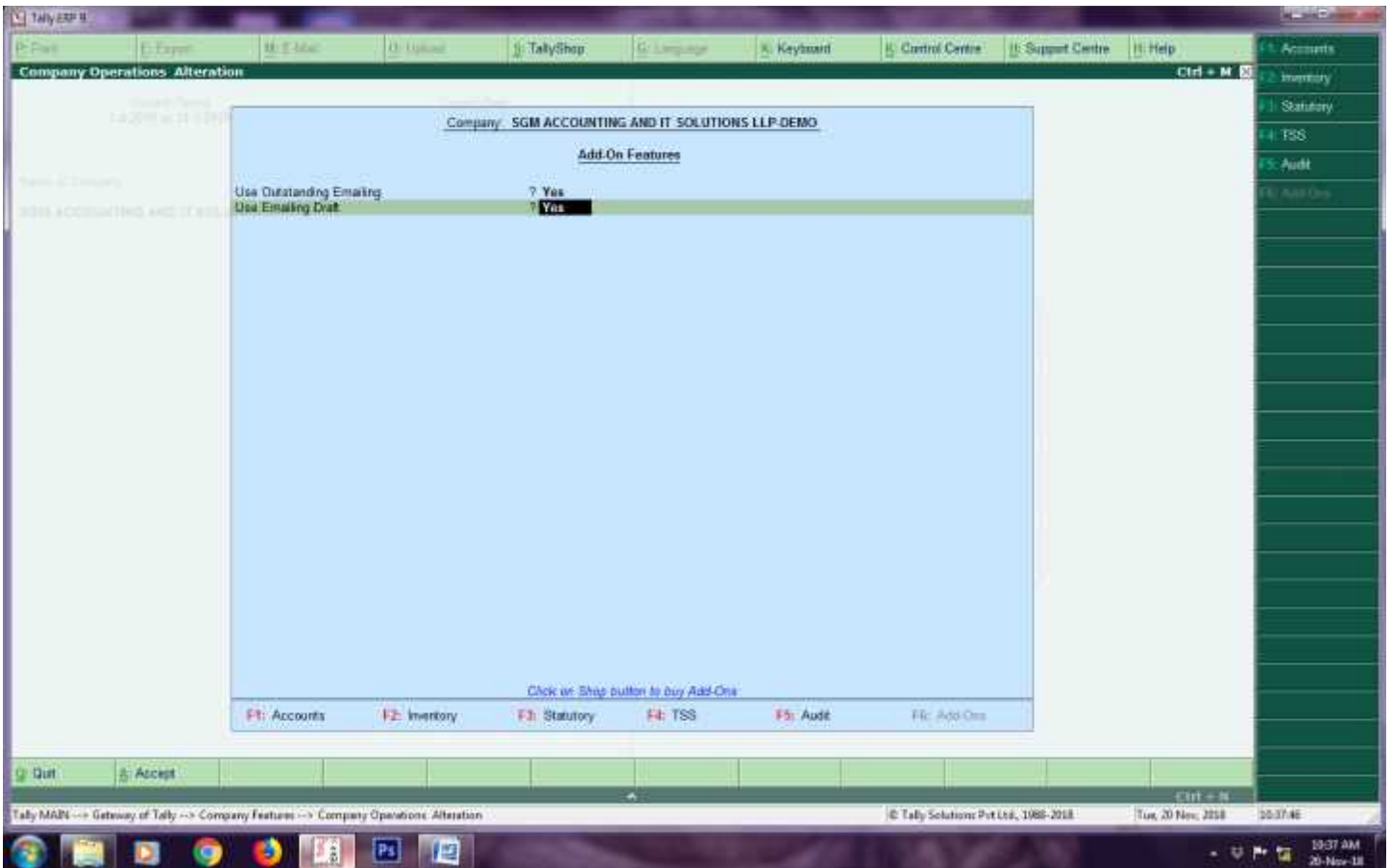
Call On: 022 -25008484/25008383/49743398. Mobile: 8976852519/9820948854/8779674778

Email: [info@sgmtally.com](mailto:info@sgmtally.com)/ [helpdesk@sgmtally.com](mailto:helpdesk@sgmtally.com). Web: [www.sgmtally.com](http://www.sgmtally.com)

## OUTSTANDING EMAILING UTILITY

### F11 > Add-On Features





Tally ERP 9

File Edit View Layout TallyShop Language Keyboard Control Centre Support Centre Help

SGMEMAILINGOUTDRAFTFORM Ctrl + M

Account Name  
14-2018-11-112018

From: SCM Accounting  
To: SCM Accounting Company  
3000 ACCOUNTING AND CONTROL

**Enter Details**

Line 1 The purpose of this letter is to follow up with you regarding outstanding payment, as detailed on the enclosed statement of

Line 2 In order to keep your account in good standing and to avoid delay in delivery or interest charges, please remit payment in full

Line 3 Thank you in advance for your prompt attention to this matter. I look forward to your reply

Line 4 We have Also Provided Our Bank Details in the Email for Your Payment Convenience

Signature Part

Line 1 From SCM ACCOUNTING

Line 2 Mrs. Riyk

Contact No 022-25005484 / 2500

Select Bank BANK OF INDIA

Select Bank

- Not Applicable
- BANK OF INDIA
- ICICI BANK
- State Bank
- UCO BANK

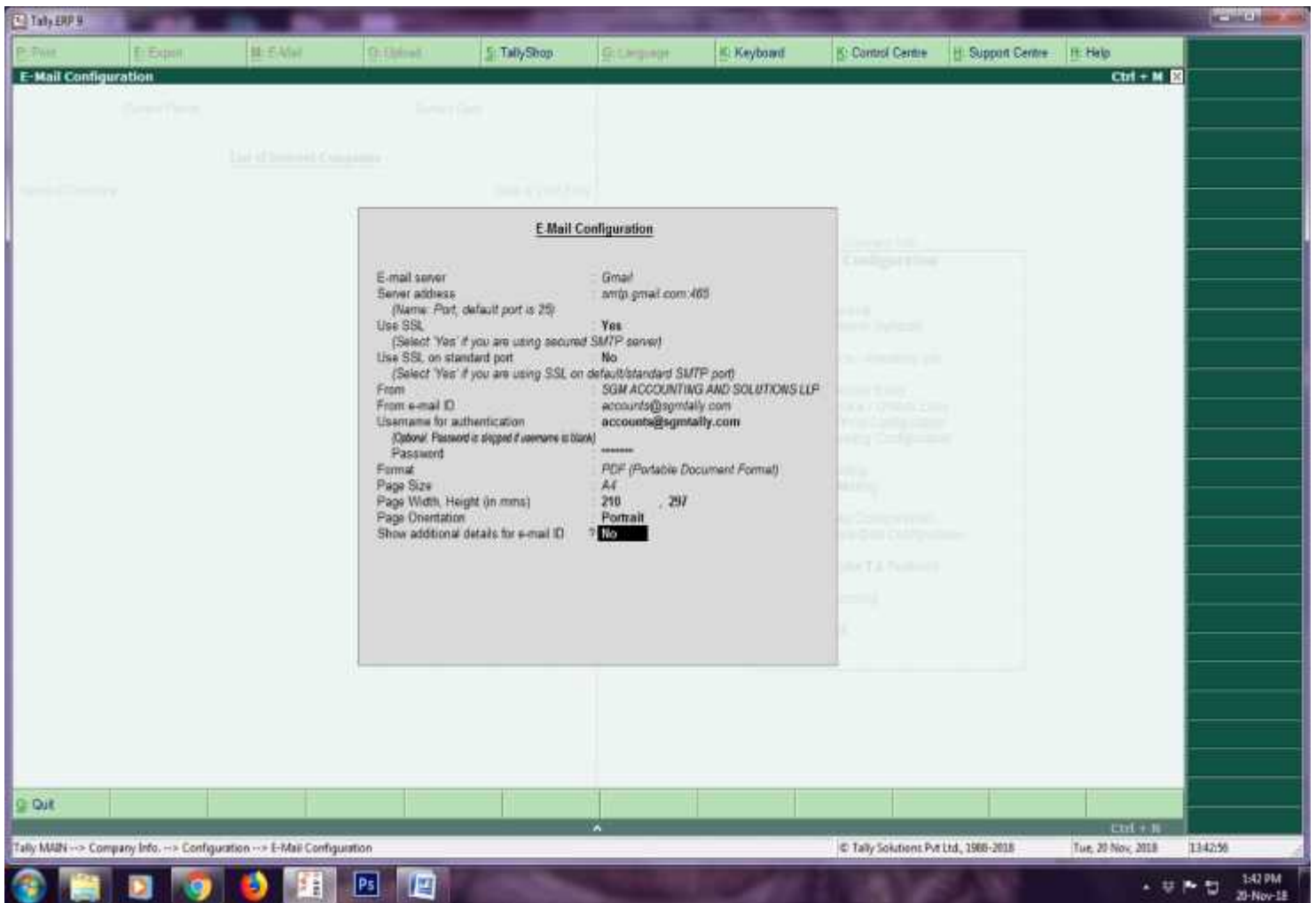
SELECT BANK TO RECEIVE PAYMENT AND WILL BE MAILED TO THE CLIENTS

Quit

Tally MARR -> Gateway of Tally -> Company Features -> Company Operations: Alteration -> SGMEMAILINGOUTDRAFTFORM © Tally Solutions Pvt Ltd, 1988-2018 Tue, 20 Nov, 2018 10:38:54

10:38 AM 20-Nov-18

# Gateway of Tally > F12> E-Mailing (SET UP)



# Gateway of Tally > Accounts Info > Ledger > Bank A/c.

**Ledger Alteration** SGM ACCOUNTING AND IT SOLUTIONS LLP-DEMO Ctrl + M

Name: BANK OF INDIA (alias) Total Opening Balance: 3,05,40,913.00 Dr  
 Difference: 3,05,40,913.00 Dr

**Bank Accounts (Current Assets)**  
 Under: Bank Accounts  
 Currency of ledger: ₹  
 Cost centres are applicable: No  
 Activate interest calculation: No

**Bank Account Details**  
 A/c holder's name: SGM ACCOUNTING AND IT SOLUTIONS LLP  
 A/c no: 15457987879878  
 IFS code: BHOA1245787  
 Bank name: Bank of India (India)  
 Branch: GHATKOPAR  
 BSR code: BARCODE

**Mailing Details**  
 Name: BANK OF INDIA  
 Address:  
 Country: India  
 State: Maharashtra  
 Pincode:  
 Contact person:  
 Phone no:  
 Mobile no:  
 Fax no:  
 E-mail:  
 CC to (if any):  
 Website:

**Bank Configuration**  
 Alter cheque books: No  
 Alter cheque printing configuration: No  
 Enable auto reconciliation: No

**Tax Registration Details**  
 GSTIN/URN:  
 Set/alter service tax details: No

Opening Balance [ on 1-Apr-2012 ]

Quit Accept Delete

Tally MAN -> Gateway of Tally -> Accounts Info -> Ledgers -> Ledger Alteration © Tally Solutions Pvt Ltd, 1988-2018 Tue, 20 Nov, 2018 10:39:37

## Gateway of Tally > Display > Statement of Accounts > Outstanding

The screenshot displays the Tally ERP 9 software interface. The main window is titled "Gateway of Tally" and shows the current period as "1-4-2019 to 31-3-2020" and the current date as "Tuesday, 12 Nov, 2019". A "List of Selected Companies" table is visible, listing "SGM ACCOUNTING AND IT SOLUTIONS LLP-DEMO" with a "Date of Last Entry" of "12-Nov-2019". A menu is open, showing the path: "Gateway of Tally" > "Display Menu" > "Statements of Accounts" > "Outstandings". The "Outstandings" menu includes options for "Receivables", "Payables", "Ledger Group", "Multi Email Ledger Outstandings", and "Out". The status bar at the bottom indicates the current path: "Tally MAN -> Gateway of Tally -> Display Menu -> Statements of Accounts -> Outstandings".

Name of Company	Date of Last Entry
SGM ACCOUNTING AND IT SOLUTIONS LLP-DEMO	12-Nov-2019

Gateway of Tally  
Display Menu  
Statements of Accounts  
**Outstandings**  
Receivables  
Payables  
Ledger Group  
Multi Email Ledger Outstandings  
Out

Tally MAN -> Gateway of Tally -> Display Menu -> Statements of Accounts -> Outstandings

Tally ERP 9

File Display M.E. Mail Upload TallyShop Language Keyboard Control Centre Support Centre Help

Select Item **SCM ACCOUNTING AND IT SOLUTIONS LLP-DEMO** Ctrl + M

Account Name: 1-4-2012 to 31-12-2012  
Account Type: (Opening) 11-Nov-2012

Name of Group

List of Groups

- All Items
- 1212
- AAAADOLPHIN - GRP counter
- ABC
- Cloudinary Auto
- DOLPHIN - GRP
- DOLPHIN - GRP counter
- INT
- Jayana Motors Yogesh
- MUMBAI
- Student
- Suspense Debtors Group

Statement of P/L  
Overheadings

Requirements  
Payments  
Credit  
Debit  
SCM Accounting - Overheadings  
Quit

Tally MAN -> Gateway of Tally -> Display Menu -> Statements of Accounts -> Outstanding -> Select Item © Tally Solutions Pvt Ltd, 1988-2018 Tue, 20 Nov 2018 10:40:15

Tally ERP 9

File Display M.E. Mail Upload TallyShop Language Keyboard Control Centre Support Centre Help

Change Period **SCM ACCOUNTING AND IT SOLUTIONS LLP-DEMO** Ctrl + M

Account Name	Account Type	Account Balance	Account Balance	Account Balance	Account Balance
1212	1212	1,00,000.00	1,00,000.00	1,00,000.00	1,00,000.00
AAAADOLPHIN - GRP counter	AAAADOLPHIN - GRP counter	1,00,000.00	1,00,000.00	1,00,000.00	1,00,000.00
ABC	ABC	1,00,000.00	1,00,000.00	1,00,000.00	1,00,000.00
Cloudinary Auto	Cloudinary Auto	1,00,000.00	1,00,000.00	1,00,000.00	1,00,000.00
DOLPHIN - GRP	DOLPHIN - GRP	1,00,000.00	1,00,000.00	1,00,000.00	1,00,000.00
DOLPHIN - GRP counter	DOLPHIN - GRP counter	1,00,000.00	1,00,000.00	1,00,000.00	1,00,000.00
INT	INT	1,00,000.00	1,00,000.00	1,00,000.00	1,00,000.00
Jayana Motors Yogesh	Jayana Motors Yogesh	1,00,000.00	1,00,000.00	1,00,000.00	1,00,000.00
MUMBAI	MUMBAI	1,00,000.00	1,00,000.00	1,00,000.00	1,00,000.00
Student	Student	1,00,000.00	1,00,000.00	1,00,000.00	1,00,000.00
Suspense Debtors Group	Suspense Debtors Group	1,00,000.00	1,00,000.00	1,00,000.00	1,00,000.00

Change Period

From: 1-4-2012  
To: 31-12-2012

Quit

Tally MAN -> Gateway of Tally -> Display Menu -> Statements of Accounts -> Outstanding -> Outstanding Emailing -> C... © Tally Solutions Pvt Ltd, 1988-2018 Tue, 20 Nov 2018 10:40:35

Tally ERP 9

Outstanding Emailing

SGM ACCOUNTING AND IT SOLUTIONS LLP-DEMO

Ctrl + M

1-Apr-2012 to 31-Mar-2013

Name	Email Address	CC Email Address	Debit Closing Balance	Due Amount
AMIT			400.00	
GAJESH-DEB	helpdesk@sgmtally.com		55,057.50	57,945.00
JAYESH-DEB	info@sgmtally.com		3,49,47,375.00	3,49,47,375.00
JAYU-DEB			63,340.00	63,340.00
Mahesh			5,00,000.00	5,00,000.00
PRADNYA-DEB			12,000.00	
SHRI TRADING CO			25,000.00	
VABHAV-DEB			66,836.50	66,822.00

Note: Please note Email Won't go to clients with Empty Email Address's

Ctrl + M

Select Ledger On  
All Ledger On/S

If you want to Send to Specific Parties, Select the Ledgers with Space Key and Click this Button

If you want to Send Outstanding details to all parties Click on this Button

Tally MAN -> Gateway of Tally -> Display Menu -> Statements of Accounts -> Outstanding -> Outstanding Emailing

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Tue, 20 Nov, 2018 10:41:03

Tally ERP 9

Outstanding Emailing

SGM ACCOUNTING AND IT SOLUTIONS LLP-DEMO

Ctrl + M

1-Apr-2012 to 31-Mar-2013

Name	Email Address	CC Email Address	Debit Closing Balance	Due Amount
AMIT			400.00	
GAJESH-DEB	helpdesk@sgmtally.com		55,057.50	57,945.00
JAYESH-DEB	info@sgmtally.com		3,49,47,375.00	3,49,47,375.00
JAYU-DEB			63,340.00	63,340.00
Mahesh			5,00,000.00	5,00,000.00
PRADNYA-DEB			12,000.00	
SHRI TRADING CO			25,000.00	
VABHAV-DEB			66,836.50	66,922.50

Note: Please note Email Won't go to clients with Empty Email Address's

Ctrl + M

Select Ledger On  
All Ledger On/S

Tally MAN -> Gateway of Tally -> Display Menu -> Statements of Accounts -> Outstanding -> Outstanding Emailing

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Tue, 20 Nov, 2018 10:42:25



