

EXCEL TO TALLY

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HOW TO INSTALL THE SOFTWARE EXCEL TO TALLY

- 1) DOWNLOAD "1 EXPORT" ZIP FOLDER AND SAVE IT IN "C DRIVE" AND EXTRACT IT.
- 2) JAVA INSTALLATION
- 3) DOT NET FRAMEWORK 4 INSTALLATION.

2) JAVA INSTALLATION

DOWNLOAD THE JAVA FROM THE WEBSITE LINK GIVEN BELOW

<https://java.com/en/download/>

OR

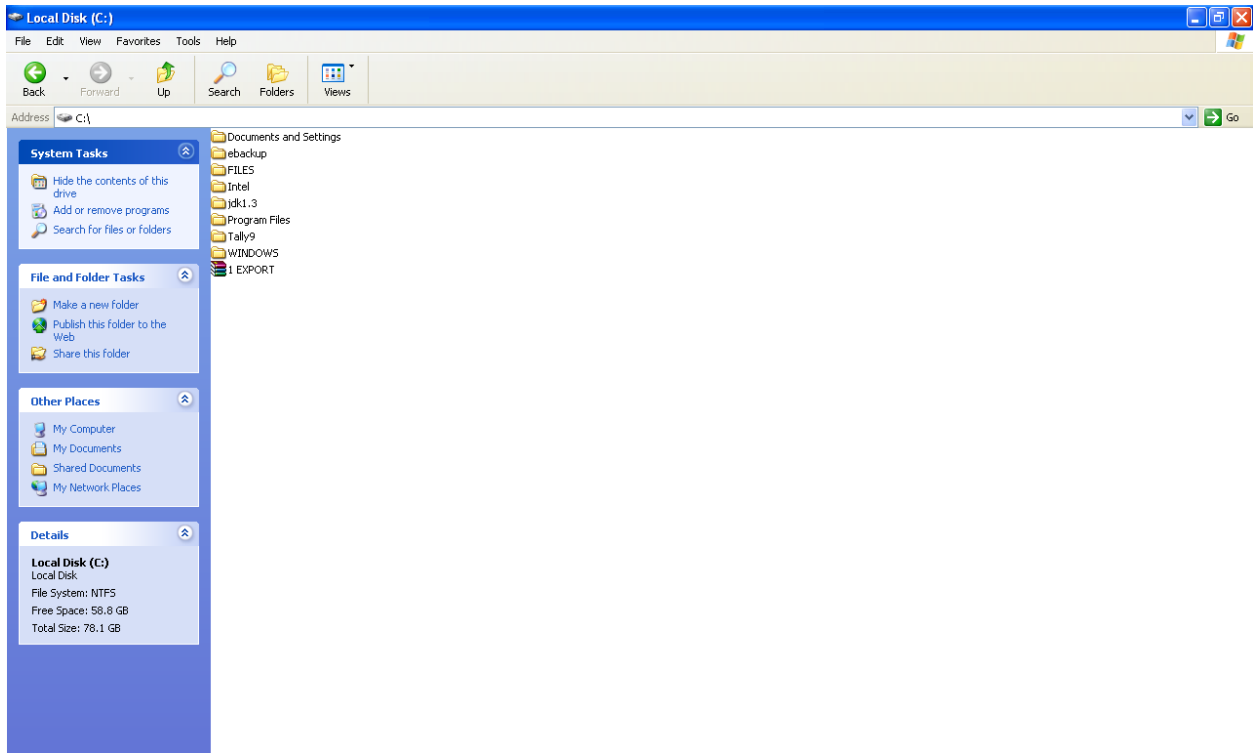
DOWNLOAD AND INSTALL JAVA IN YOUR COMPUTER "jre-8u25-windows-i586" IF YOU ALREADY HAVE JAVA INSTALLED THEN NO NEED TO ONCE AGAIN INSTALL IT.

3) DOT NET FRAMEWORK 4 INSTALLATION.

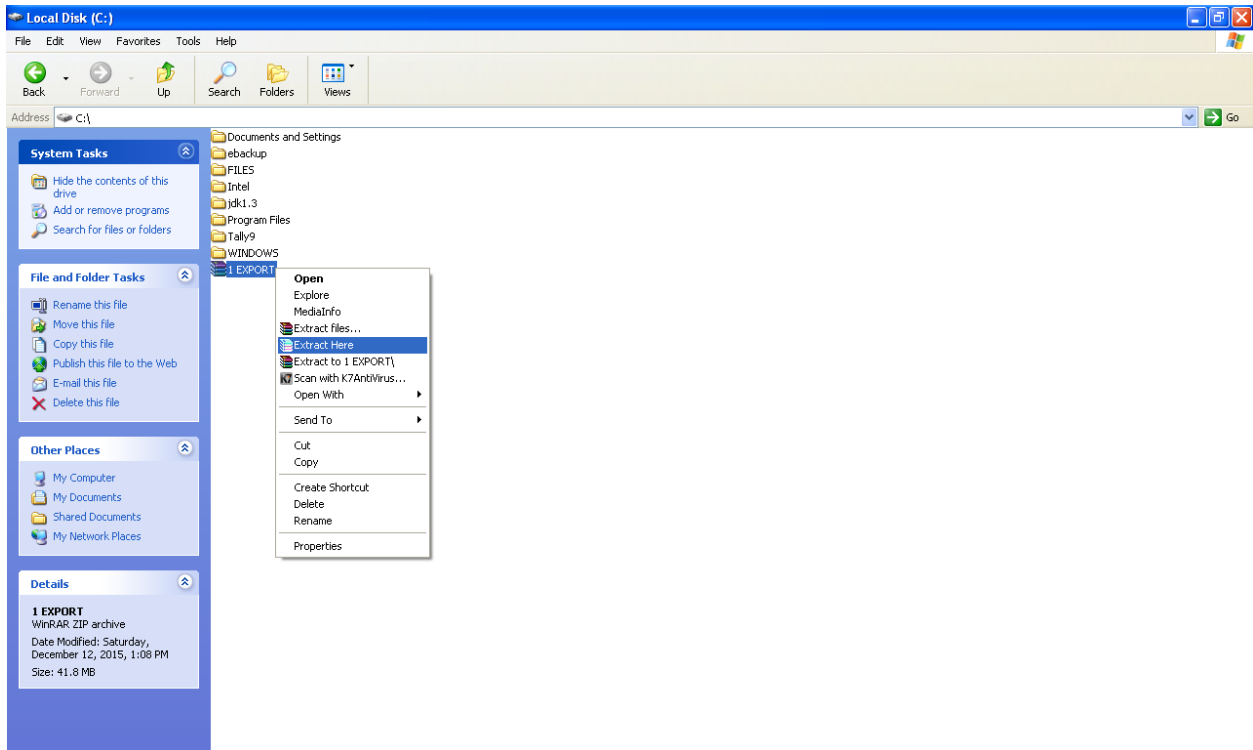
DOWNLOAD DOT NET FRAME WORK FROM THE LINK BELOW

<https://www.microsoft.com/en-in/download/details.aspx?id=17851>

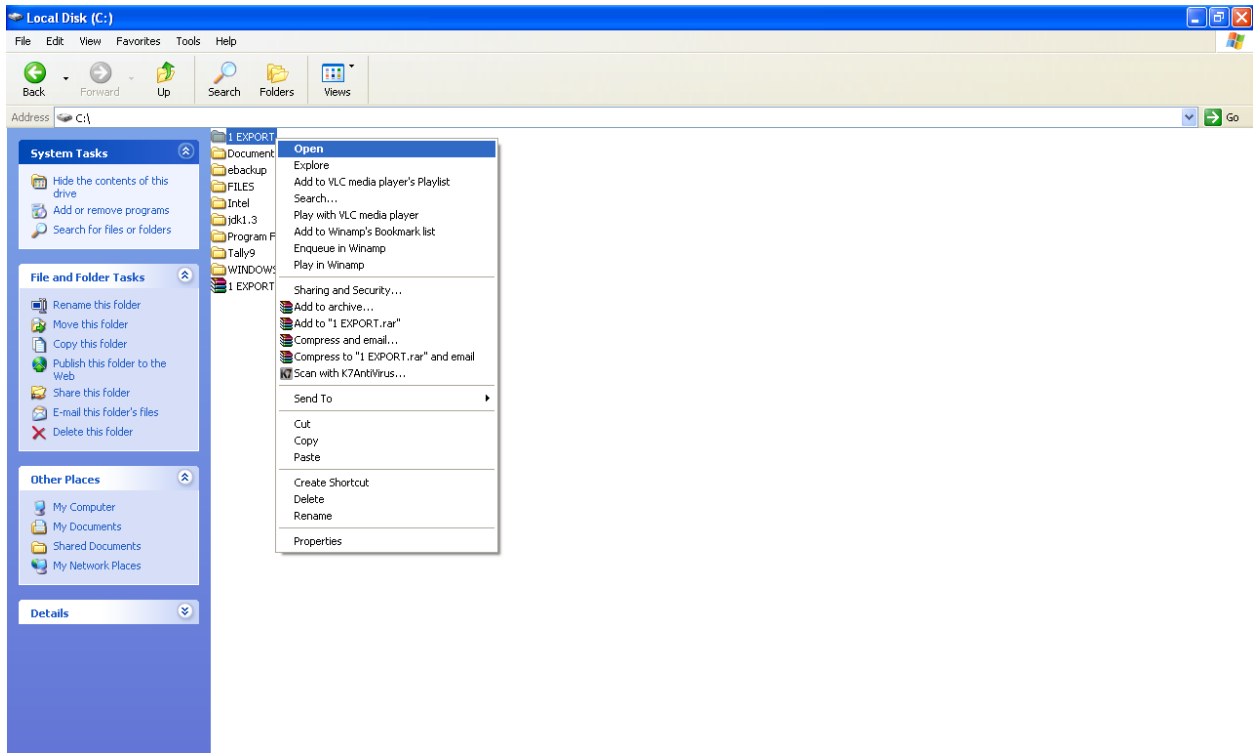
DOWNLOAD THE ZIP FOLDER “1 EXPORT” COPY AND PASTE IT IN “C DRIVE”.



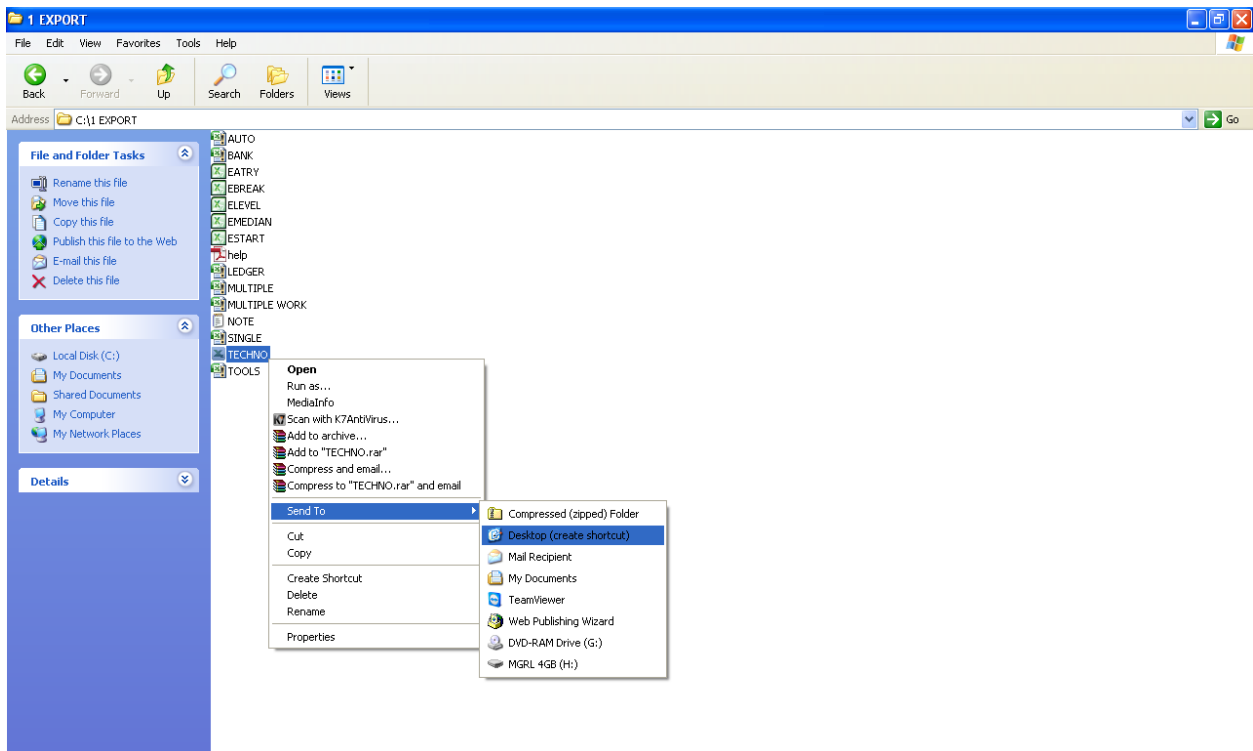
RIGHT CLICK THE ZIP FOLDER “1 EXPORT” THEN CLICK “EXTRACT HERE”.



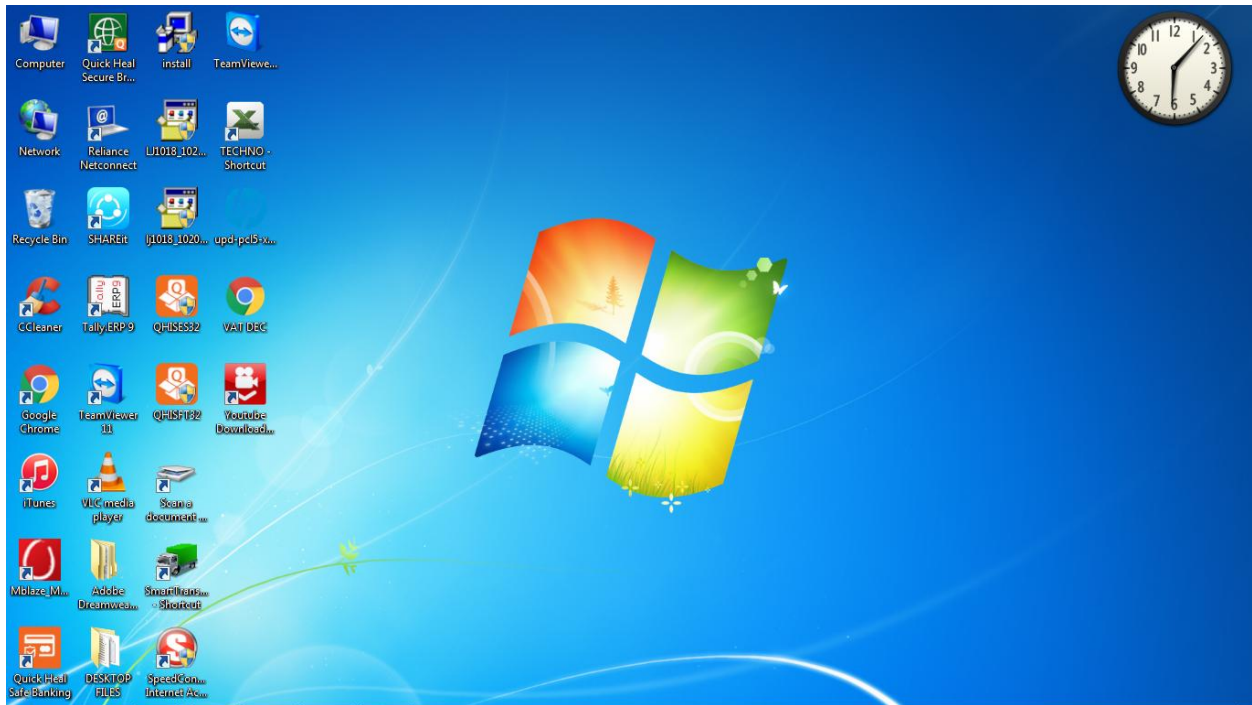
YOU WILL ABLE TO SEE NEW FOLDER "1 EXPORT" DOUBLE CLICK OPEN IT.



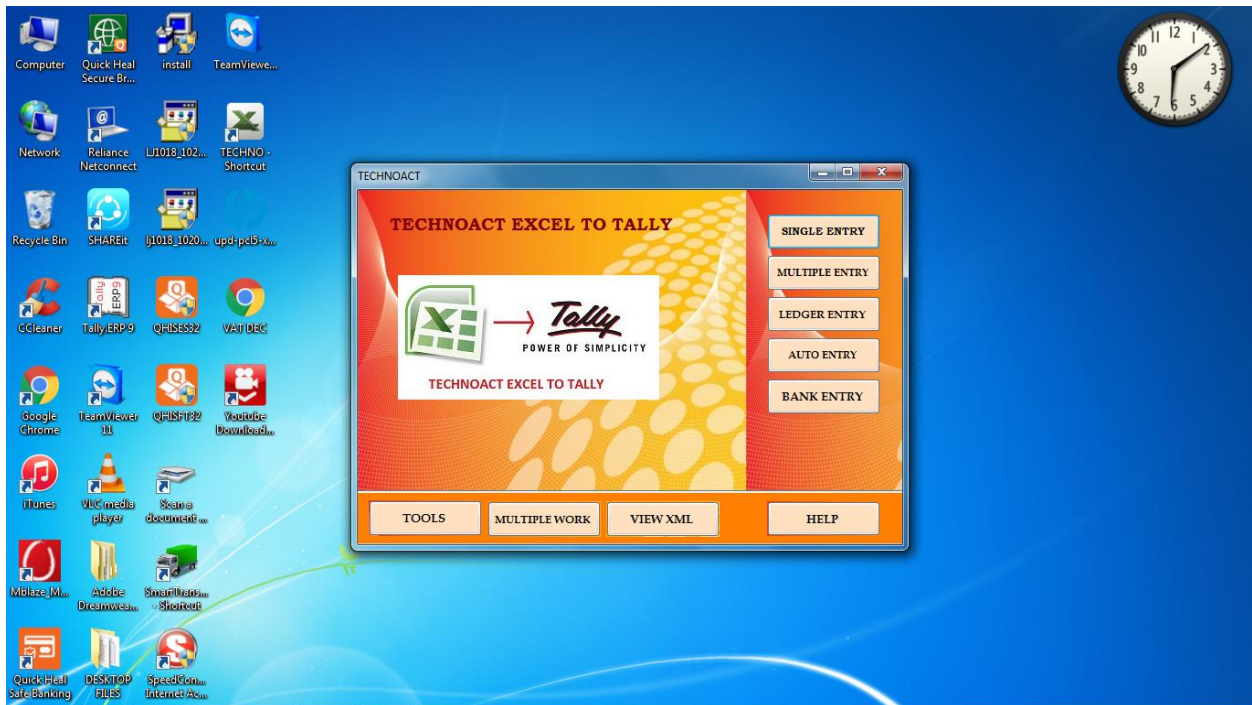
RIGHT CLICK TO "TECHNO" FOLDER THEN SEND TO -> DESKTOP(CREATE SHORTCUT). DESKTOP SHORTCUT ICON WILL BE CREATED.



DOUBLE CLICK TO FOLDER "TECHNO".



ONCE CLICK "SINGLE ENTRY" SINGLE EXCEL FILE WILL OPEN.



NOW YOU NEED TO ACTIVATE EXCEL MACROS FOR ONCE TO WORK WITH BUTTONS.

CLICK ON WINDOWS ICON TOP LEFT CORNER.

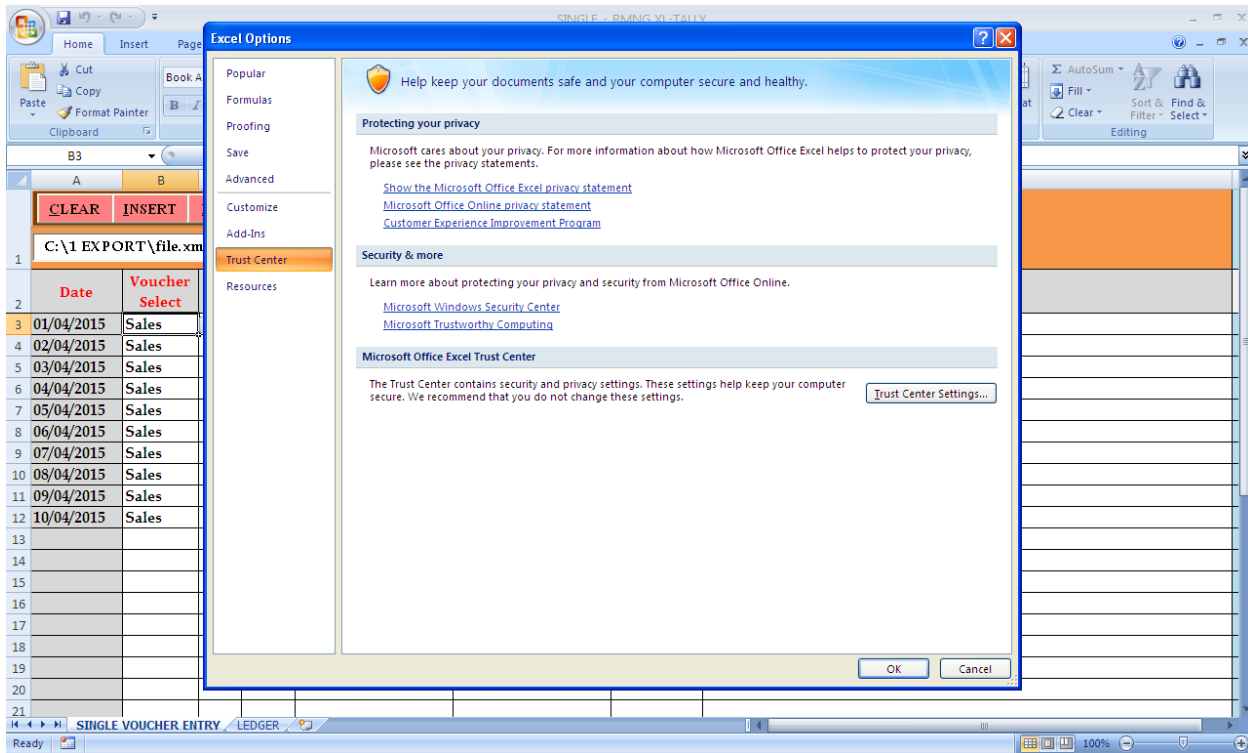
The screenshot shows the Microsoft Excel interface with the 'Developer' tab active. The ribbon includes buttons for 'CLEAR', 'INSERT', 'PASTE', 'DEMO', 'AUTO FILL', and 'EXPORT'. The spreadsheet contains a table with the following data:

Date	Voucher Select	Day	Month	Debit	Credit	Amount	Narration
01/04/2015	Sales	1	4	Cash	SALES	1000	BEING SOLD FOR CASH.
02/04/2015	Sales	2	4	Cash	SALES	2000	BEING SOLD FOR CASH.
03/04/2015	Sales	3	4	Cash	SALES	3000	BEING SOLD FOR CASH.
04/04/2015	Sales	4	4	Cash	SALES	4000	BEING SOLD FOR CASH.
05/04/2015	Sales	5	4	Cash	SALES	5000	BEING SOLD FOR CASH.
06/04/2015	Sales	6	4	Cash	SALES	6000	BEING SOLD FOR CASH.
07/04/2015	Sales	7	4	Cash	SALES	7000	BEING SOLD FOR CASH.
08/04/2015	Sales	8	4	Cash	SALES	8000	BEING SOLD FOR CASH.
09/04/2015	Sales	9	4	Cash	SALES	9000	BEING SOLD FOR CASH.
10/04/2015	Sales	10	4	Cash	SALES	10000	BEING SOLD FOR CASH.

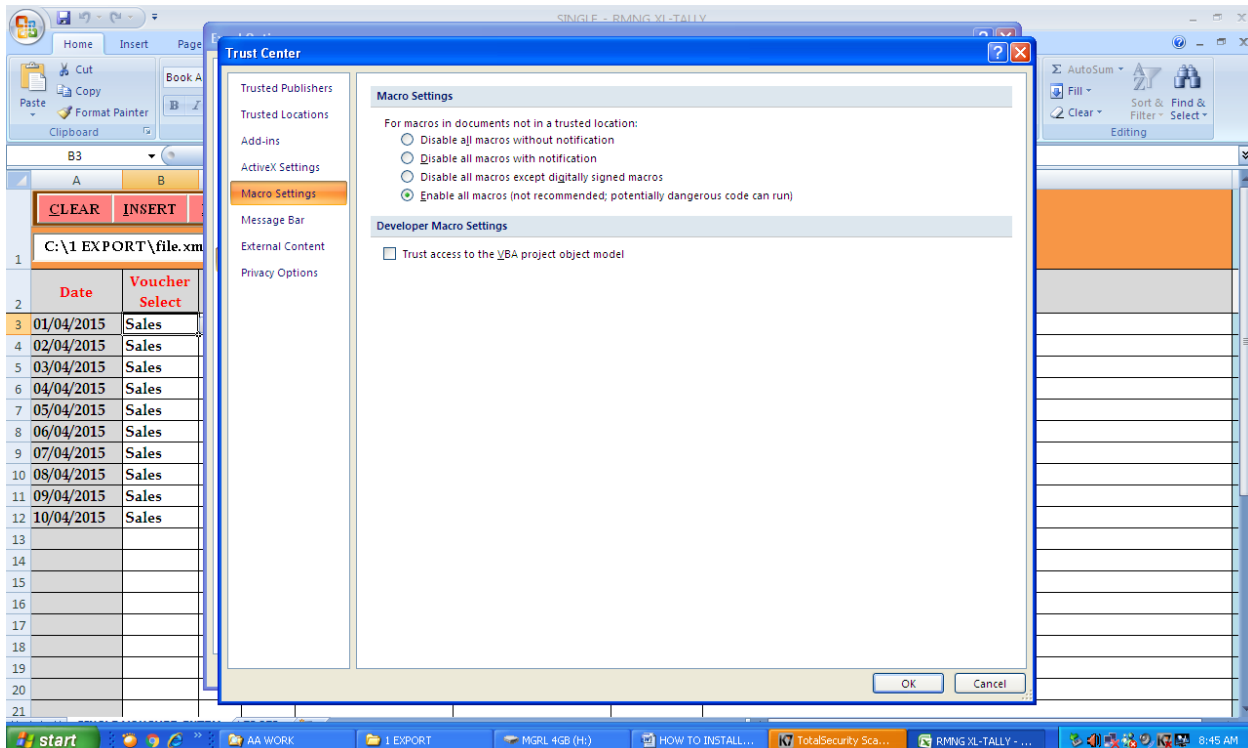
CLICK ON "EXCEL OPTIONS"

The screenshot shows the same Excel spreadsheet as above, but with the 'Excel Options' dialog box open on the left side. The dialog box has tabs for 'Excel Options' and 'Exit Excel'. The spreadsheet data is partially visible, showing the same sales ledger table as in the previous image.

CLICK ON "TRUST CENTER" AND THEN CLICK ON "TRUST CENTER SETTING"



CLICK ON MACRO SETTINGS THEN TICK "Enable all macros" and then click "OK".



THE SOFTWARE IS NOW READY TO USE. YOU WILL NOW ABLE TO USE THE BUTTONS SUCH AS CLEAR, INSERT, PASTE, DEMO, AUTO FILL AND EXPORT.

	CLEAR	INSERT	PASTE	DEMO	AUTO FILL	EXPORT		
1	C:\1 EXPORT\file.xml						Financial Year	2015-16
2								FOR SALES AND SUPPORT CALL 9886799378
	Date	Voucher Select	Day	Month	Debit	Credit	Amount	Narration
3	01/04/2015	Sales	1	4	Cash	SALES	1000	BEING SOLD FOR CASH.
4	02/04/2015	Sales	2	4	Cash	SALES	2000	BEING SOLD FOR CASH.
5	03/04/2015	Sales	3	4	Cash	SALES	3000	BEING SOLD FOR CASH.
6	04/04/2015	Sales	4	4	Cash	SALES	4000	BEING SOLD FOR CASH.
7	05/04/2015	Sales	5	4	Cash	SALES	5000	BEING SOLD FOR CASH.
8	06/04/2015	Sales	6	4	Cash	SALES	6000	BEING SOLD FOR CASH.
9	07/04/2015	Sales	7	4	Cash	SALES	7000	BEING SOLD FOR CASH.
10	08/04/2015	Sales	8	4	Cash	SALES	8000	BEING SOLD FOR CASH.
11	09/04/2015	Sales	9	4	Cash	SALES	9000	BEING SOLD FOR CASH.
12	10/04/2015	Sales	10	4	Cash	SALES	10000	BEING SOLD FOR CASH.
13								
14								
15								
16								
17								
18								
19								
20								
21								

---X---

HOW TO USE LEDGER ENTRY

OPEN LEDGER ENTRY

The screenshot displays the 'LEDGER - RMING XL-TALLY' application window. The main window shows a spreadsheet with the following columns: Name (Max 50 Characters), Alias, Group, Is Inventory Affected, Maintain Bill by Bill Balance, Use Cost Centers, Opening Balance, Address1, and Address2. The spreadsheet contains the following data:

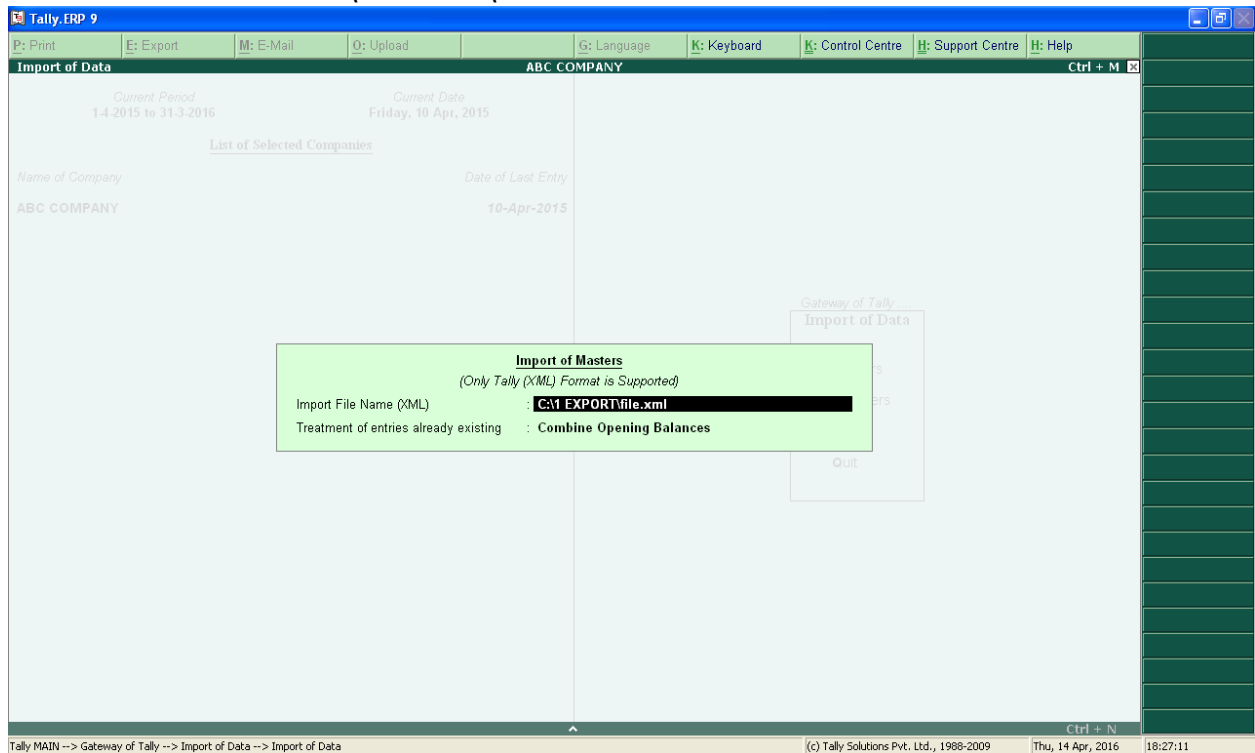
Name (Max 50 Characters)	Alias	Group	Is Inventory Affected	Maintain Bill by Bill Balance	Use Cost Centers	Opening Balance	Address1	Address2
CAPITAL A/C		Capital Account						
PURCHASE A/C		Purchase Accounts						
SALES A/C		Sales Accounts						
PURCHASE 5.5% A/C		Purchase Accounts						
INPUT VAT 5.5% A/C		Duties & Taxes						
SALES 5.5%A/C		Sales Accounts						
OUTPUT VAT 5.5% A/C		Duties & Taxes						
FURNITURE A/C		Fixed Assets						
SALARY A/C		Indirect Expenses						
RENT A/C		Indirect Expenses						
ELECTRICITY EXPENSES A/C		Indirect Expenses						
TRAVELLING EXPENSES A/C		Indirect Expenses						
TELEPHONE EXPENSES A/C		Indirect Expenses						
PETTY EXPENSES A/C		Indirect Expenses						
BANK A/C		Bank Accounts						
REPAIRS A/C		Indirect Expenses						
SUSPENSE A/C		Suspense A/c						

The 'Excel2XML' dialog box is open, showing a 'Generate' button. The spreadsheet also has a header row with buttons: CLEAR, PASTE, DEMO, EXPORT. The file path 'C:\1 EXPORT\file.xml' is visible in the spreadsheet.

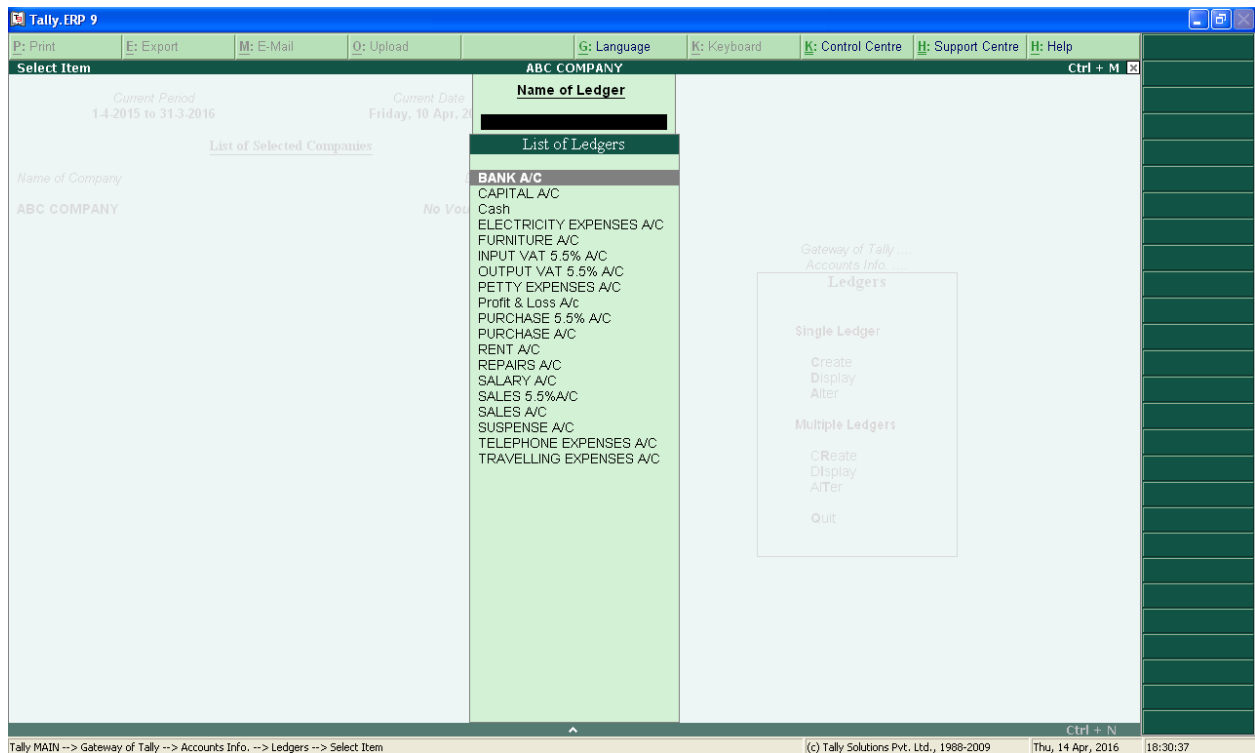
PROCEDURE

- 1) Enter the Data in Name Column and select Group Item from Group Column, you can also copy paste the data from any other excel sheet.
- 2) For Demo purpose click on Demo button.
- 3) Click EXPORT button.
- 4) Click Generate button.
- 5) Go to Tally -> IMPORT OF DATA -> MASTERS -> C:\1 EXPORT\file.xml

COPY PASTE THE PATH "C:\1 EXPORT\file.xml" BY ENTERING "CTRL+ALT+V"



SEE THE RESULT BELOW ->ACCCOUNT INFO ->LEDGER ->DISPLAY



HOW TO USE SINGLE ENTRY

IMPORTANT NOTE: BEFORE IMPORTING- Always keep Backup of tally data.

The Ledger names entered in excel should match exactly as ledger names in tally.

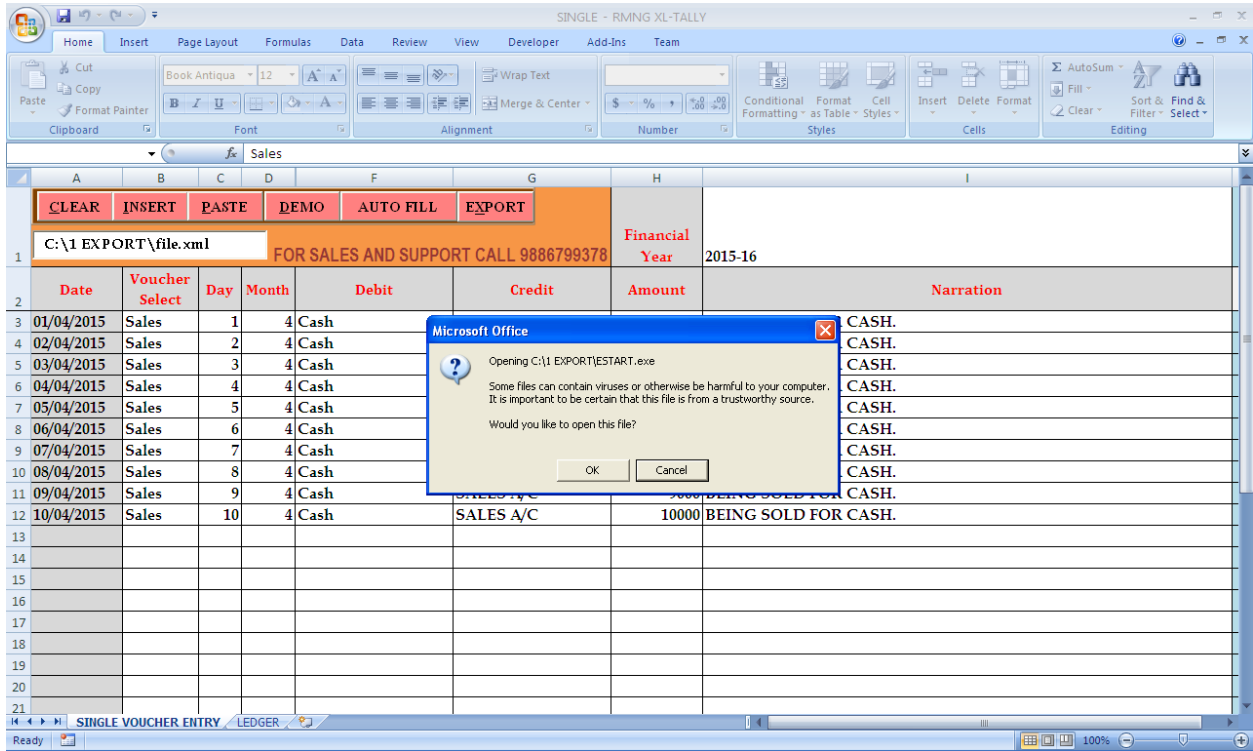
	A	B	C	D	F	G	H	I	
		CLEAR	INSERT	PASTE	DEMO	AUTO FILL	EXPORT		
1		C:\1 EXPORT\file.xml					Financial Year	2015-16	
		FOR SALES AND SUPPORT CALL 9886799378							
2	Date	Voucher Select	Day	Month	Debit	Credit	Amount	Narration	
3	01/04/2015	Sales	1	4	Cash	SALES A/C	1000	BEING SOLD FOR CASH.	
4	02/04/2015	Sales	2	4	Cash	SALES A/C	2000	BEING SOLD FOR CASH.	
5	03/04/2015	Sales	3	4	Cash	SALES A/C	3000	BEING SOLD FOR CASH.	
6	04/04/2015	Sales	4	4	Cash	SALES A/C	4000	BEING SOLD FOR CASH.	
7	05/04/2015	Sales	5	4	Cash	SALES A/C	5000	BEING SOLD FOR CASH.	
8	06/04/2015	Sales	6	4	Cash	SALES A/C	6000	BEING SOLD FOR CASH.	
9	07/04/2015	Sales	7	4	Cash	SALES A/C	7000	BEING SOLD FOR CASH.	
10	08/04/2015	Sales	8	4	Cash	SALES A/C	8000	BEING SOLD FOR CASH.	
11	09/04/2015	Sales	9	4	Cash	SALES A/C	9000	BEING SOLD FOR CASH.	
12	10/04/2015	Sales	10	4	Cash	SALES A/C	10000	BEING SOLD FOR CASH.	
13									
14									
15									
16									
17									
18									
19									
20									
21									

NOTE:

Don't use CTRL+V to Paste instead use Paste button provided in the Software.

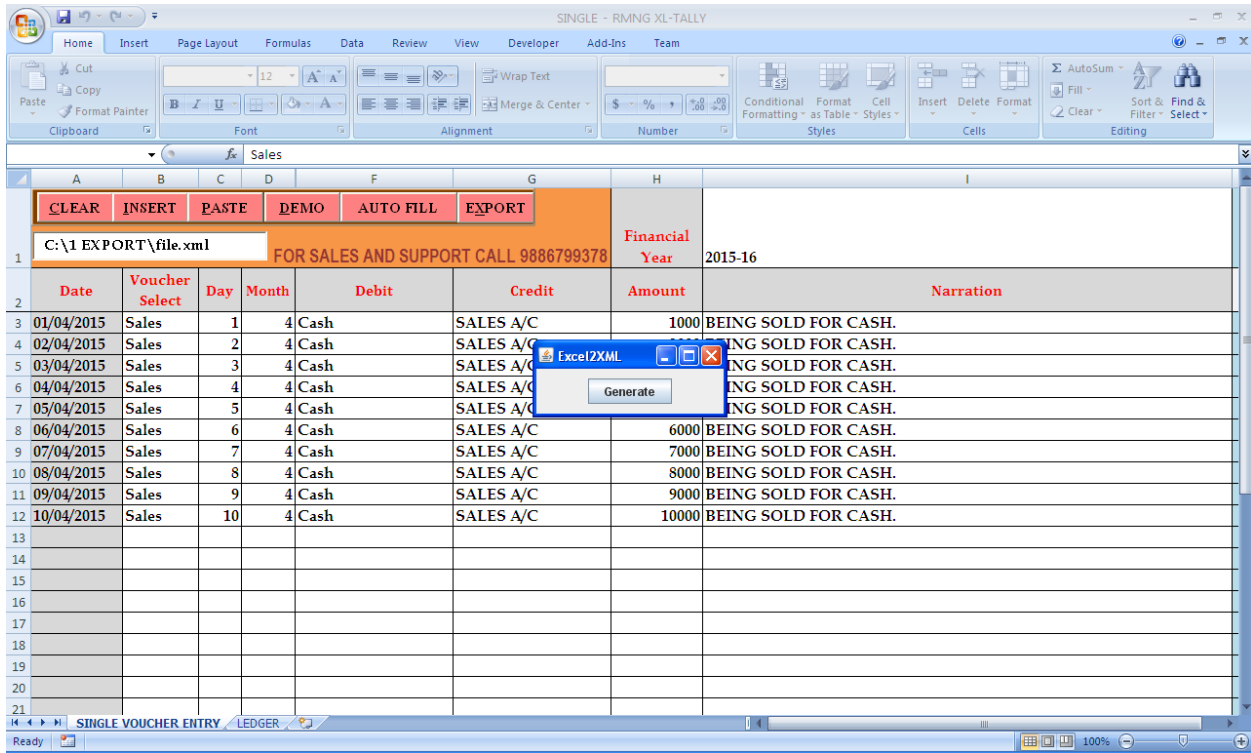
BUTTON USES:

- 1) CLEAR : This button is used to Clear the sheet.
- 2) INSERT : This button is used to Autofill the ledger name which is pasted in the Ledger Sheet.
- 3) PASTE : This button is used to paste the data. Don't use CTRL+V to Paste instead use Paste button provided in the Software.
- 4) DEMO : This button is used to view the Demo entries.
- 5) AUTO FILL: This button is used to Auto Fill the Data.

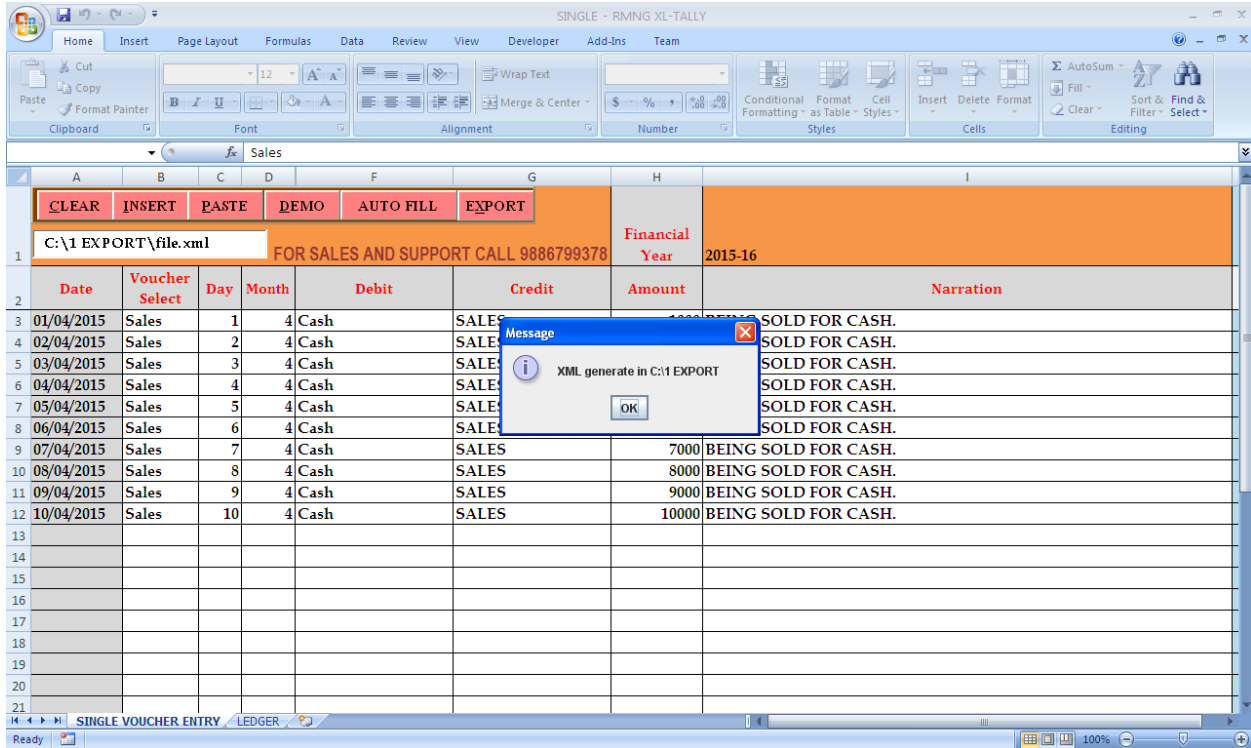


- 1) Click on Demo button for training purpose.
- 2) EXPORT : After entering the Data in Excel Sheet Click “Export” Button.
- 3) Next Click OK.

CLICK GENERATE

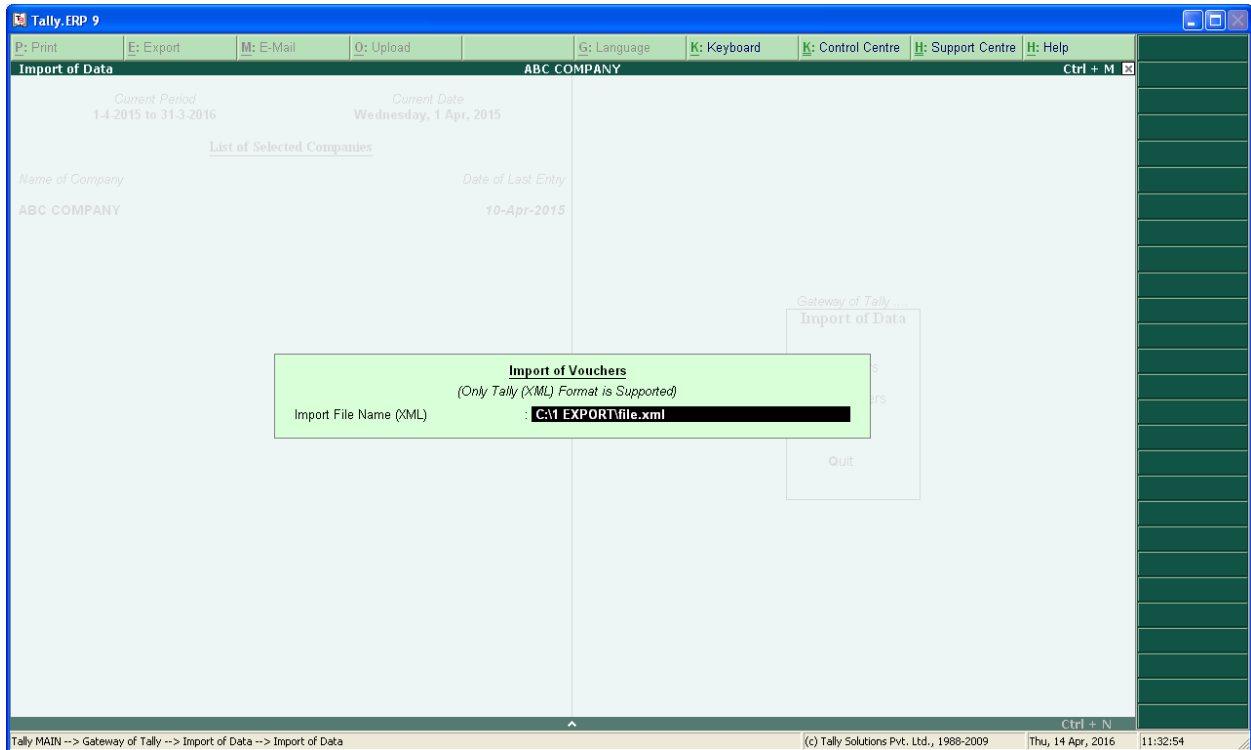


XML IS GENERATED



NOW OPEN THE TALLY AND THE COMPANY IN WHICH YOU WANT TO IMPORT THE DATA.

Go to Tally -> IMPORT OF DATA -> VOUCHERS -> COPY AND PASTE THE PATH ONCE
 "C:\1 EXPORT\file.xml"



AFTER COPYING PATH FROM EXCEL YOU CAN PASTE THE PATH IN TALLY BY USING
 "CTRL+ALT+V" THEN PRESS ENTER.

IMPORTANT: BE CAREFUL BEFORE IMPORTING THE DATA IN TALLY: SEE THAT THE LEDGER YOU
 USE IN EXCEL SHOULD ALREADY BE EXIST IN TALLY. IF LEDGER DOES NOT EXIST IN TALLY IT
 CANNOT BE IMPORTED.

ALL THE ENTERIES ARE IMPORTED IN TALLY.

Date	Particulars	Vch Type	Vch No.	Debit Amount	Credit Amount
1-4-2015	Cash BEING SOLD FOR CASH.	Sales	1	1,000.00	
2-4-2015	Cash BEING SOLD FOR CASH.	Sales	2	2,000.00	
3-4-2015	Cash BEING SOLD FOR CASH.	Sales	3	3,000.00	
4-4-2015	Cash BEING SOLD FOR CASH.	Sales	4	4,000.00	
5-4-2015	Cash BEING SOLD FOR CASH.	Sales	5	5,000.00	
6-4-2015	Cash BEING SOLD FOR CASH.	Sales	6	6,000.00	
7-4-2015	Cash BEING SOLD FOR CASH.	Sales	7	7,000.00	
8-4-2015	Cash BEING SOLD FOR CASH.	Sales	8	8,000.00	
9-4-2015	Cash BEING SOLD FOR CASH.	Sales	9	9,000.00	
10-4-2015	Cash BEING SOLD FOR CASH.	Sales	10	10,000.00	

HOW TO USE MULTIPLE ENTRY

Click open the MULTIPLE ENTRY Sheet

FOR SALES AND SUPPORT CALL 9886799378														E281T25A33		VAT SELECTION	
Date	Voucher Select	DAY	MONTH	VOUCHER NO.	REF NO	NARRATION	Ledger 1	Dr. Cr.	Amount 1	Ledger 2	Dr. Cr.	Amount 2	Ledger 3	Dr. Cr.	Amount 3		
01/04/2015	Sales	1	4	1	1	Being sold for cash.	cash	Dr.	1100	SALES 5.5% A/C	Cr.	1000	OUTPUT VAT 5.5%	Cr.	100		
02/04/2015	Sales	2	4	2	2	Being sold for cash.	cash	Dr.	1100	SALES 5.5% A/C	Cr.	2000	OUTPUT VAT 5.5%	Cr.	200		
03/04/2015	Sales	3	4	3	3	Being sold for cash.	cash	Dr.	1100	SALES 5.5% A/C	Cr.	3000	OUTPUT VAT 5.5%	Cr.	300		
04/04/2015	Sales	4	4	4	4	Being sold for cash.	cash	Dr.	1100	SALES 5.5% A/C	Cr.	4000	OUTPUT VAT 5.5%	Cr.	400		
05/04/2015	Sales	5	4	5	5	Being sold for cash.	cash	Dr.	1100	SALES 5.5% A/C	Cr.	5000	OUTPUT VAT 5.5%	Cr.	500		
06/04/2015	Sales	6	4	6	6	Being sold for cash.	cash	Dr.	1100	SALES 5.5% A/C	Cr.	6000	OUTPUT VAT 5.5%	Cr.	600		
07/04/2015	Sales	7	4	7	7	Being sold for cash.	cash	Dr.	1100	SALES 5.5% A/C	Cr.	7000	OUTPUT VAT 5.5%	Cr.	700		
08/04/2015	Sales	8	4	8	8	Being sold for cash.	cash	Dr.	1100	SALES 5.5% A/C	Cr.	8000	OUTPUT VAT 5.5%	Cr.	800		
09/04/2015	Sales	9	4	9	9	Being sold for cash.	cash	Dr.	1100	SALES 5.5% A/C	Cr.	9000	OUTPUT VAT 5.5%	Cr.	900		
10/04/2015	Sales	10	4	10	10	Being sold for cash.	cash	Dr.	1100	SALES 5.5% A/C	Cr.	10000	OUTPUT VAT 5.5%	Cr.	1000		

PROCEDURE

- 1) Fill the Data as shown above.
- 2) Click EXPORT button
- 3) Click Generate button
- 4) Go to Tally -> IMPORT OF DATA -> LEDGERS -> C:\1 EXPORT\file.xml

IMPORTANT NOTE:

The column VOUCHER NO. and REF NO. should be filled compulsory. You can even enter 1,2,3,....if no Ref number is available.

HOW TO USE BANK ENTRY

This is useful for entering Bank Statement in the Tally.

The bank Statement which is downloaded in the Excel format can be imported in the Tally.

The screenshot shows an Excel spreadsheet with the following data:

Txn Date	Value Date	Descriptic	Ref No./C	Branch	Co	Debit	Credit	Balance
01-12-14	01-12-14	BULK PO /				4292	5486.05	16343.94
01-12-14	01-12-14	CASH WI /				3304	8000	8343.94
01-12-14	01-12-14	CORR CA /				3304	8000	16343.94
01-12-14	01-12-14	CASH CHE /	774934			3304	8000	8343.94
02-12-14	02-12-14	BULK PO /				4292	1883.99	10227.93
03-12-14	03-12-14	TO DEBIT /	774935			3304	7895	2332.93
05-12-14	05-12-14	BULK PO /				4292	2169.35	4502.28
06-12-14	06-12-14	CSH DEP /				4292	29000	33502.28
06-12-14	06-12-14	CSH DEP /				4292	1000	34502.28
06-12-14	06-12-14	CHQ TRAN /	774936			3304	33890	612.28
06-12-14	06-12-14	TO TRANTRANSFER				4266	25	587.28
08-12-14	08-12-14	BULK PO /				4292	3440.9	4028.18
09-12-14	09-12-14	TO TRANTRANSFER				4266	25	4003.18
10-12-14	10-12-14	BULK PO /				4292	8902.25	12905.43
11-12-14	11-12-14	DEBIT CR /				4292	473	12432.43

COPY THE COLUMNS OF BANK STATEMENT AS SHOW ABOVE.

PASTE THE DATA IN BANK ENTRY IN WHITE COLUMNS AS SHOWN BELOW.

Financial Year	2015-16	CONVERT THE WORD TO CONTRA	CASH	Debit Ledger Name:	Bank A/c	Credit Ledger Name:	Suspense A/c	
Amount	Narration	DATE	NARRATION	REF	BRANCH CODE	DR AMOUNT	CR AMOUNT	
		01-12-14	BULK POSTING-CR_ABC	/		4292	5486.05	
		01-12-14	CASH WITHDRAWAL-CASH WDL SELF--	/		3304	8000	
		01-12-14	CORR CASH WITHDRAWAL- WDL SELF--	/		3304		8000
		01-12-14	CASH CHEQUE-guddur--774934	/	774934	3304	8000	
		02-12-14	BULK POSTING-CR_ABC	/		4292		1883.99
		03-12-14	TO DEBIT THROUGH CHEQUE-TO CLG TRF--774935	/	774935	3304	7895	
		05-12-14	BULK POSTING-CR_ABC	/		4292		2169.35
		06-12-14	CSH DEP (CDM)-SME Cash Deposit in CDM--	/		4292		29000
		06-12-14	CSH DEP (CDM)-SME Cash Deposit in CDM--	/		4292		1000
		06-12-14	CHQ TRANSFER-NEFT SBIN114340242209 JINISHA CLOTHING	/	774936	3304	33890	
		06-12-14	TO TRANSFER-Charges Insuff Fund FULLERTON INDIA--	/		4266	25	
		08-12-14	BULK POSTING-CR_ABC	/		4292		3440.9
		09-12-14	TO TRANSFER-Charges Insuff Fund FULLERTON INDIA--	/		4266	25	
		10-12-14	BULK POSTING-CR_ABC	/		4292		8902.25
		11-12-14	DEBIT-GPRS RENT NOV-14 TID-KA005046--	/		4292	472	
		12-12-14	BULK POSTING-CR_ABC	/		4292		15215.1
		15-12-14	CSH DEP (CDM)-SME Cash Deposit in CDM--	/		4292		29500
		15-12-14	CSH DEP (CDM)-SME Cash Deposit in CDM--	/		4292		500
		15-12-14	TO DEBIT THROUGH CHEQUE-TO CLG--774937	/		3304	15479	
		16-12-14	TO TRANSFER-INB NEFT SBIN614350351606 BHAWANI APP	/		99922	25005	
		16-12-14	TO DEBIT THROUGH CHEQUE-TO CLG--774938	/		3304	7036	
		20-12-14	BULK POSTING-CR_ABC	/		4292		4493.51
		22-12-14	BULK POSTING-CR_ABC	/		4292		1387.21
		23-12-14	BULK POSTING-CR_ABC	/		4292		2367.69
		23-12-14	CSH DEP (CDM)-SME Cash Deposit in CDM--	/		4292		25000
		24-12-14	BULK POSTING-CR_ABC	/		4292		1387.21
		24-12-14	CSH DEP (CDM)-SME Cash Deposit in CDM--	/		4292		25000
		24-12-14	TO DEBIT THROUGH CHEQUE-TO CLG--774941	/		3304	6033	

PRESS THE BUTTON "CONVERT" YOU WILL SEE THE RESULT BELOW. THEN PRESS "EXPORT" AND "GENERATE". Go to Tally -> IMPORT OF DATA -> LEDGERS -> C:\1 EXPORT\file.xml

Date	Voucher Select	Day	Month	Debit	Credit	Amount	Narration	DATE	NARRATION
01/12/2015	Receipt	1	12	Bank A/c	Suspense A/c	5486.05	BULK POSTING-CR_ABC COLLECTION KA005046 301120	01-12-14	BULK POSTING-
01/12/2015	Contra	1	12	CASH	Bank A/c	8000	CASH WITHDRAWAL-CASH WDL SELF--	01-12-14	CASH WITHDRA
01/12/2015	Contra	1	12	Bank A/c	CASH	8000	CORR CASH WITHDRAWAL- WDL SELF--	01-12-14	CORR CASH WIT
01/12/2015	Contra	1	12	CASH	Bank A/c	8000	CASH CHEQUE-guddur--774934	01-12-14	CASH CHEQUE-gu
02/12/2015	Receipt	2	12	Bank A/c	Suspense A/c	1883.99	BULK POSTING-CR_ABC COLLECTION KA005046 011220	02-12-14	BULK POSTING-
03/12/2015	Payment	3	12	Suspense A/c	Bank A/c	7895	TO DEBIT THROUGH CHEQUE-TO CLG TRF--774935	03-12-14	TO DEBIT THROU
05/12/2015	Receipt	5	12	Bank A/c	Suspense A/c	2169.35	BULK POSTING-CR_ABC COLLECTION KA005046 041220	05-12-14	BULK POSTING-
06/12/2015	Contra	6	12	Bank A/c	CASH	29000	CSH DEP (CDM)-SME Cash Deposit in CDM--	06-12-14	CSH DEP (CDM)-
06/12/2015	Contra	6	12	Bank A/c	CASH	1000	CSH DEP (CDM)-SME Cash Deposit in CDM--	06-12-14	CSH DEP (CDM)-
06/12/2015	Payment	6	12	Suspense A/c	Bank A/c		NEFT SBIN114340242209 JINISHA CLOTHING	06-12-14	CHQ TRANSFER-N
06/12/2015	Payment	6	12	Suspense A/c	Bank A/c		Charges Insuff Fund FULLERTON INDIA--	06-12-14	TO TRANSFER-C
08/12/2015	Receipt	8	12	Bank A/c	Suspense A/c		BULK POSTING-CR_ABC COLLECTION KA005046 071220	08-12-14	BULK POSTING-
09/12/2015	Payment	9	12	Suspense A/c	Bank A/c	25	TO TRANSFER-Charges Insuff Fund FULLERTON INDIA--	09-12-14	TO TRANSFER-C
10/12/2015	Receipt	10	12	Bank A/c	Suspense A/c	8902.25	BULK POSTING-CR_ABC COLLECTION KA005046 091220	10-12-14	BULK POSTING-
11/12/2015	Payment	11	12	Suspense A/c	Bank A/c	472	DEBIT-GPRS RENT NOV-14 TID-KA005046--	11-12-14	DEBIT-GPRS RE
12/12/2015	Receipt	12	12	Bank A/c	Suspense A/c	15215.1	BULK POSTING-CR_ABC COLLECTION KA005046 111220	12-12-14	BULK POSTING-
15/12/2015	Contra	15	12	Bank A/c	CASH	29500	CSH DEP (CDM)-SME Cash Deposit in CDM--	15-12-14	CSH DEP (CDM)-
15/12/2015	Contra	15	12	Bank A/c	CASH	500	CSH DEP (CDM)-SME Cash Deposit in CDM--	15-12-14	CSH DEP (CDM)-
15/12/2015	Payment	15	12	Suspense A/c	Bank A/c	15479	TO DEBIT THROUGH CHEQUE-TO CLG--774937	15-12-14	TO DEBIT THROU
16/12/2015	Payment	16	12	Suspense A/c	Bank A/c	25005	TO TRANSFER-INB NEFT SBIN614350351606 BHAWANI APP	16-12-14	TO TRANSFER-!
16/12/2015	Payment	16	12	Suspense A/c	Bank A/c	7036	TO DEBIT THROUGH CHEQUE-TO CLG--774938	16-12-14	TO DEBIT THROU
20/12/2015	Receipt	20	12	Bank A/c	Suspense A/c	4493.51	BULK POSTING-CR_ABC COLLECTION KA005046 191220	20-12-14	BULK POSTING-
22/12/2015	Receipt	22	12	Bank A/c	Suspense A/c	1387.21	BULK POSTING-CR_ABC COLLECTION KA005046 211220	22-12-14	BULK POSTING-
23/12/2015	Receipt	23	12	Bank A/c	Suspense A/c	2367.69	BULK POSTING-CR_ABC COLLECTION KA005046 221220	23-12-14	BULK POSTING-
23/12/2015	Contra	23	12	Bank A/c	CASH	25000	CSH DEP (CDM)-SME Cash Deposit in CDM--	23-12-14	CSH DEP (CDM)-
24/12/2015	Receipt	24	12	Bank A/c	Suspense A/c	1387.21	BULK POSTING-CR_ABC COLLECTION KA005046 231220	24-12-14	BULK POSTING-
24/12/2015	Contra	24	12	Bank A/c	CASH	25000	CSH DEP (CDM)-SME Cash Deposit in CDM--	24-12-14	CSH DEP (CDM)-
24/12/2015	Payment	24	12	Suspense A/c	Bank A/c	6033	TO DEBIT THROUGH CHEQUE-TO CLG--774941	24-12-14	TO DEBIT THROU

HOW TO USE TOOLS

The screenshot shows the Microsoft Excel interface with the 'TOOLS' ribbon selected. The spreadsheet contains the following data:

DATE SEPARATOR			AMOUNT ROUND OFF					
CLEAR	PASTE	CONVERT	CLEAR	PASTE	ROUND OFF	CLEAR	PASTE	COMBINE
DATE	DAY	MONTH	AMOUNT	ROUND (2)	ROUND (0)	JOIN 1	JOIN 2	JOIN 3
01-04-15	1	4	25500.2582	25500.26	25500	BILL NO:		1 BEING SALES.
02-04-15	2	4	30125.1421	30125.14	30125	BILL NO:		2 BEING SALES.
03-04-15	3	4	43200.6258	43200.63	43201	BILL NO:		3 BEING SALES.
04-04-15	4	4	13650.6325	13650.63	13651	BILL NO:		4 BEING SALES.
05-04-15	5	4	18600.2356	18600.24	18600	BILL NO:		5 BEING SALES.
06-04-15	6	4	34850.3251	34850.33	34850	BILL NO:		6 BEING SALES.
07-04-15	7	4	17325.2351	17325.24	17325	BILL NO:		7 BEING SALES.
08-04-15	8	4	36500.3253	36500.33	36500	BILL NO:		8 BEING SALES.
09-04-15	9	4	75500.3256	75500.33	75500	BILL NO:		9 BEING SALES.
10-04-15	10	4	80521.2514	80521.25	80521	BILL NO:		10 BEING SALES.
11-04-15	11	4						
12-04-15	12	4						
13-04-15	13	4						
14-04-15	14	4						
15-04-15	15	4						

HOW TO USE "DATE SEPARATOR"

PROCEDURE

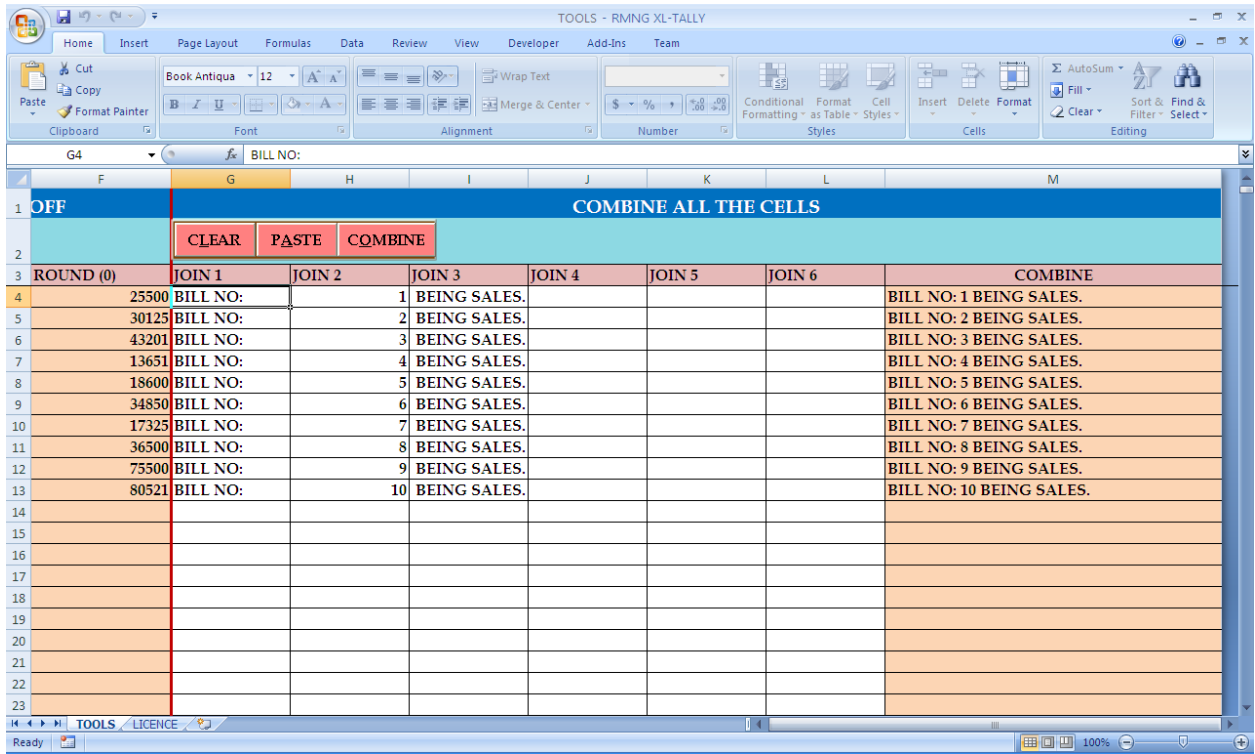
- 1) PASTE THE DATE IN THE WHITE COLUMN AS SHOWN ABOVE AND THEN CLICK "CONVERT". THE DATE AND THE MONTH WILL BE SEPARATED.

HOW TO USE "AMOUNT ROUND OFF"

PROCEDURE

- 1) PASTE THE AMOUNT IN WHITE COLOUR COLUMN "D" AS SHOWN ABOVE AND THEN CLICK "ROUND OFF".

HOW TO USE “COMBINE ALL THE CELLS”



HERE ALL THE TEXT WHICH IS ENTERED IN JOIN 1 TO JOIN 6 WILL COMBINE TOGETHER AS SHOWN ABOVE.

HOW TO USE VIEW XML

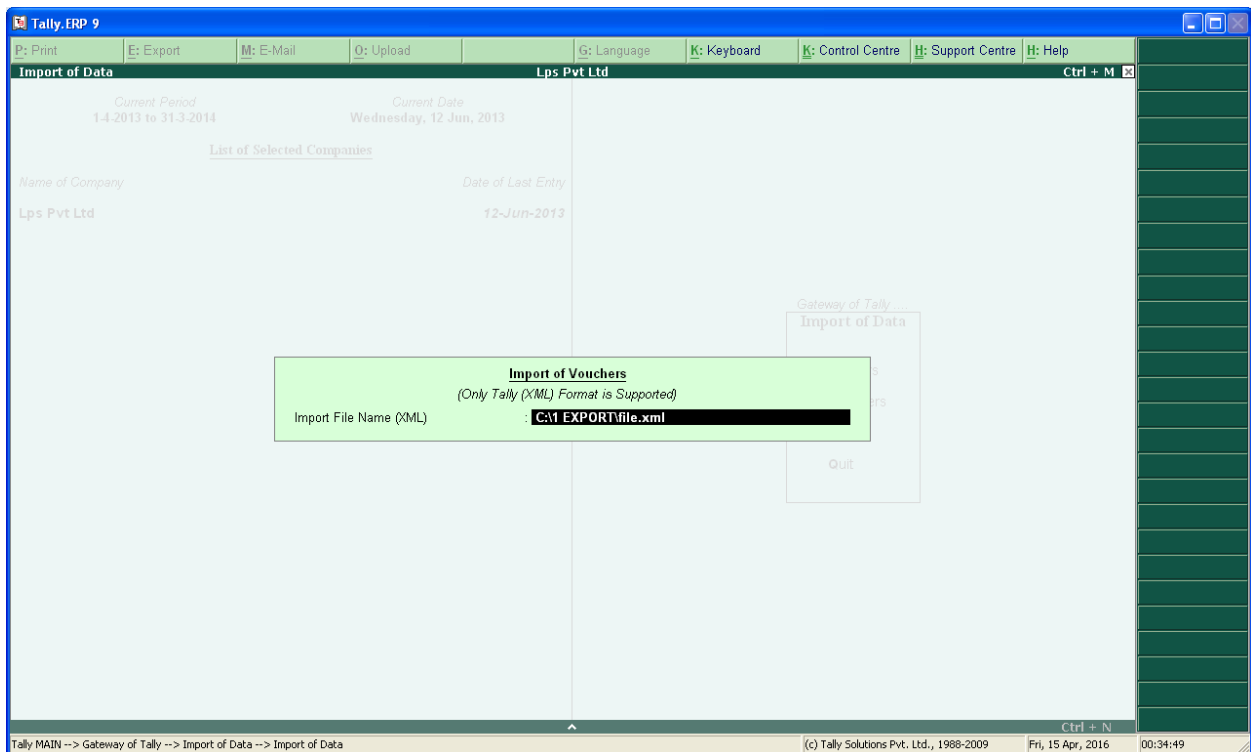
```

<?xml version="1.0" encoding="UTF-8" standalone="no" ?>
- <ENVELOPE>
- <HEADER>
  <TALLYREQUEST>Import Data</TALLYREQUEST>
</HEADER>
- <BODY>
- <IMPORTDATA>
  - <REQUESTDESC>
    - <STATICVARIABLES>
      <SVCURRENTCOMPANY>EXCEL2XML</SVCURRENTCOMPANY>
    </STATICVARIABLES>
    <REPORTNAME>All Masters</REPORTNAME>
  </REQUESTDESC>
  - <REQUESTDATA>
    - <TALLYMESSAGE xmlns:UDF="TallyUDF">
      - <VOUCHER ACTION="Create" VCHTYPE="Sales">
        - <ALLLEDGERENTRIES.LIST>
          <REMOVEZEROENTRIES>No</REMOVEZEROENTRIES>
          <ISDEEMEDPOSITIVE>Yes</ISDEEMEDPOSITIVE>
          <LEDGERNAME>Cash</LEDGERNAME>
          <AMOUNT>-1000.0</AMOUNT>
        </ALLLEDGERENTRIES.LIST>
          - <ALLLEDGERENTRIES.LIST>
            <REMOVEZEROENTRIES>No</REMOVEZEROENTRIES>
            <ISDEEMEDPOSITIVE>No</ISDEEMEDPOSITIVE>
            <LEDGERNAME>SALES A/C</LEDGERNAME>
            <AMOUNT>1000.0</AMOUNT>
          </ALLLEDGERENTRIES.LIST>
          <VOUCHERTYPENAME>Sales</VOUCHERTYPENAME>
          <DATE>20150401</DATE>
          <EFFECTIVEDATE>20150401</EFFECTIVEDATE>
          <NARRATION>BEING SOLD FOR CASH.</NARRATION>
        </VOUCHER>
      </TALLYMESSAGE>
    </REQUESTDATA>
  </IMPORTDATA>
</BODY>
</ENVELOPE>
  
```

“VIEW XML” IS USED TO CHECK THAT WHICH DATA IS BEING IMPORTED TO TALLY.

IMPORTANT POINTS

- 1) IMPORTANT NOTE: BEFORE IMPORTING- Always keep Backup of tally data.
- 2) IF YOU PRESS “IMPORT OF VOUCHERS” FOR MORE THAN ONE TIME THEN THE SAME DATA IS IMPORTED IN TALLY AGAIN AND AGAIN. BE CAREFUL WHILE IMPORTING THE DATA.



---X---