

Export Import in Tally.

Procautions to be taken before doing the process

- 1.Take Data Backup
- 2.F11 Features should be same in both the company
- 3.To import transactions Financial year should be same.

Formats available in tally

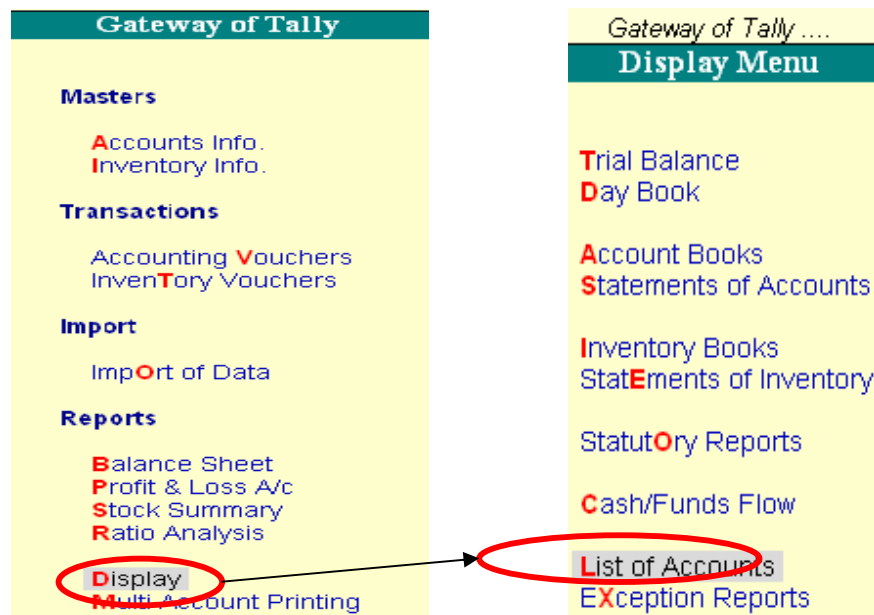
- 1.ASCII: To export\import data from tally to excel.
- 2.HTML(Web-Publishing):To export\import data from tally to website or to excel
- 3.SDF(Fixed width): To export\import data from tally to excel or withing tally
- 4.XML (Data Interchange): To export\Import data within TALLY.

Steps to Export and Import withing tally

- 1.Export and Import Masters
- 2.Export and Import Transactions.

Steps to Export Masters

Open Exporting company → Display → List of accounts → Press ALT+E\Click on Export → Language → Select All languages(This option is not available in tally7.2), Format → XML Format → Specify Output File name → Type of masters → All Masters.



Report Generation		Karnataka	
List of Ledgers			
Branch / Divisions Capital Account Reserves & Surplus (Retained Earnings) Current Assets Bank Accounts Cash-in-hand Cash Deposits (Asset) Loans & Advances (Ass Stock-in-hand Sundry Debtors Current Liabilities Duties & Taxes Addi Basic Cess Cst Inputvat@1%	Exporting List of Ledgers Language : Default (All Languages) Format : XML (Data Interchange) Output File Name : Master.xml		
	Type of Masters : All Masters		Export ? Yes or No

masters has been exported successfully.

Steps to Import Masters in case of tally7.2

Open Importing company → Import masters → Specify file name given while exporting.

Gateway of Tally

- Masters**
 - Accounts Info.
 - Payroll Info.
 - Inventory Info.
 - Import Masters**
- Transactions/Vouchers**
 - Accounting Vouchers
 - Payroll Vouchers
 - Inventory Vouchers
 - Import Transactions
- Reports**
 - Balance Sheet
 - Profit & Loss A/c
 - Stock Summary
 - Ratio Analysis
- Display
- Multi-Account Printing
- Quit

Import Masters

Transactions/Vouchers

Behaviour

Import File Name	: master.xml
Treatment of entries already existing	: Modify with New Data
Format	: Tally (XML) Format

Combine Opening Balances

Ignore Duplicates

Modify with new data

Balance Sheet

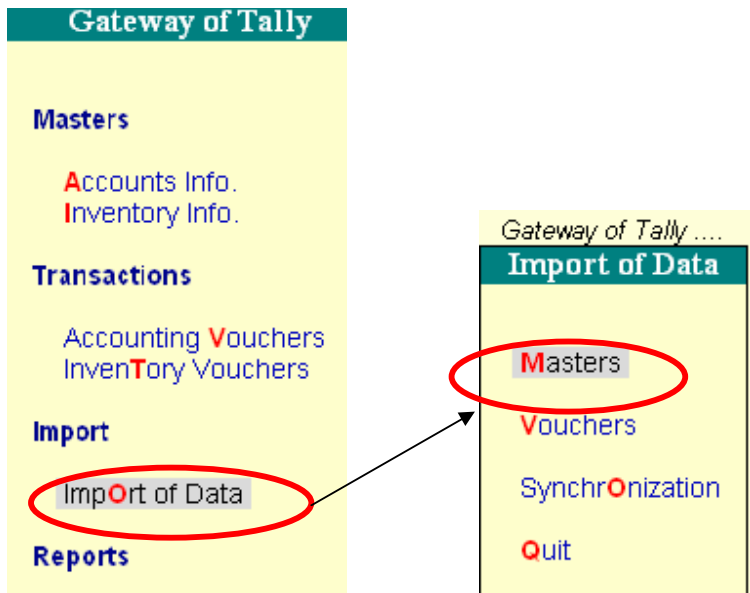
Profit & Loss A/c

Stock Summary

Ratio Analysis

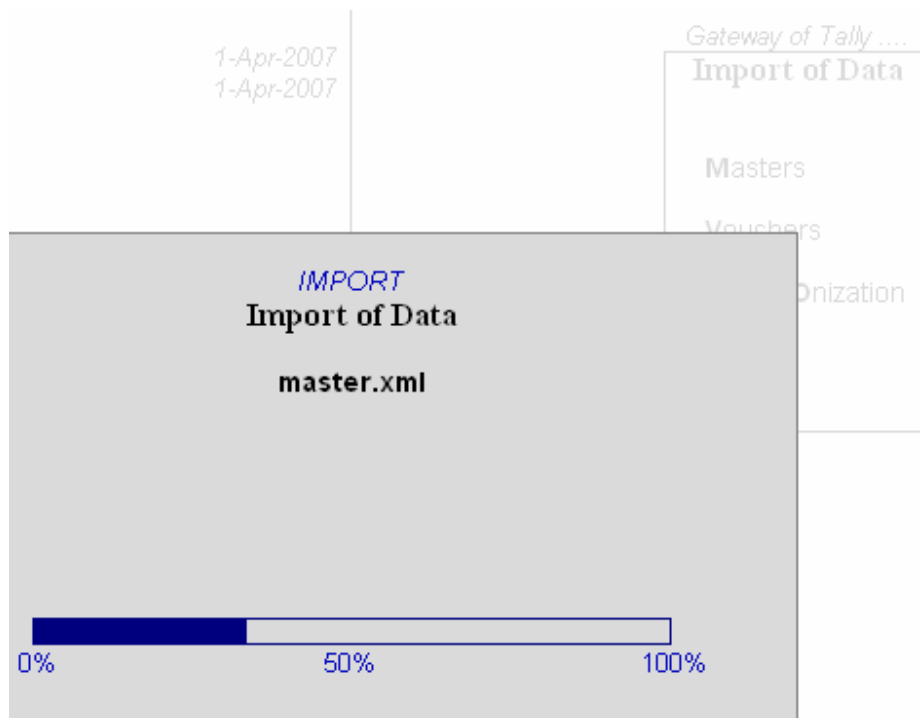
Steps to Import Masters in case of tally9

Open Importing company → Import Data → Masters → Specify file name given while exporting
 → treatment of entries already exist → Modify with new data.



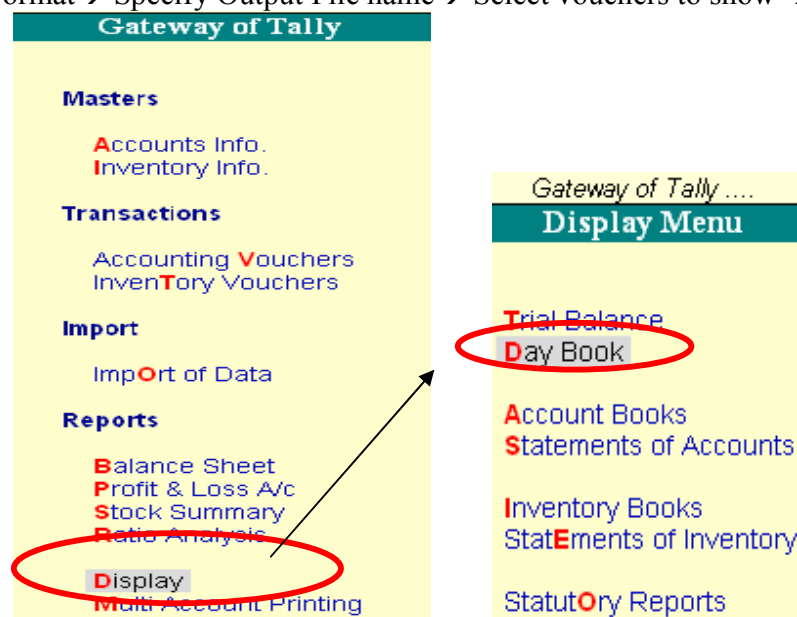
1-Apr-2001 1-Apr-2007	Import of Data				
Import of Masters (Only Tally (XML) Format is Supported)					
Import File Name (XML)	: master.xml				
Treatment of entries already existing	: Modify with New Data				
Quit	<table border="1"> <tr> <th style="background-color: #008080; color: white;">Behaviour</th> </tr> <tr> <td>Combine Opening Balances</td> </tr> <tr> <td>Ignore Duplicates</td> </tr> <tr> <td>Modify with new data</td> </tr> </table>	Behaviour	Combine Opening Balances	Ignore Duplicates	Modify with new data
Behaviour					
Combine Opening Balances					
Ignore Duplicates					
Modify with new data					

Specify import file name and press enter masters will be imported.



To Export Transactions

Open Exporting company → Display → Day Book → Specify date range by pressing Alt+F2 → Press ALT+E \ Click on Export → Language → Select All languages (This option is not available in Tally 7.2), Format → XML Format → Specify Output File name → Select vouchers to show → All Vouchers.



Report Generation		Karnataka		
Day Book				
Date	Particulars	Vch Type	Vch No.	Debit / Inve
1-4-2007	Basic	Journal	1	
1-4-2007	Basic	Journal	2	
1-4-2007	Cash			
1-4-2007	Cash			
1-4-2007	Cash			
1-4-2007	Cash			
1-4-2007	Cash			
1-4-2007	Cash			
1-4-2007	Cash			
1-4-2007	Cash			
1-4-2007	Crs			
1-4-2007	Crs			

Exporting Day Book

Language : **Default (All Languages)**
 Format : **XML (Data Interchange)**
 Output File Name : **DayBook.xml**

Format : **Detailed**

Show Narrations also ? **Yes**
 Show Billwise Details also ? **Yes**
 Show Cost Centre Details also? **Yes**
 Show Inventory Details also? **Yes**

Select vouchers to show : **All Vouchers**
 Show Forex Transactions ? **No**

Export ?
 Yes or No

After specifying the export file and all other required details press enter transaction will be exported successfully.

Steps to Import Transactions in Tally7.2

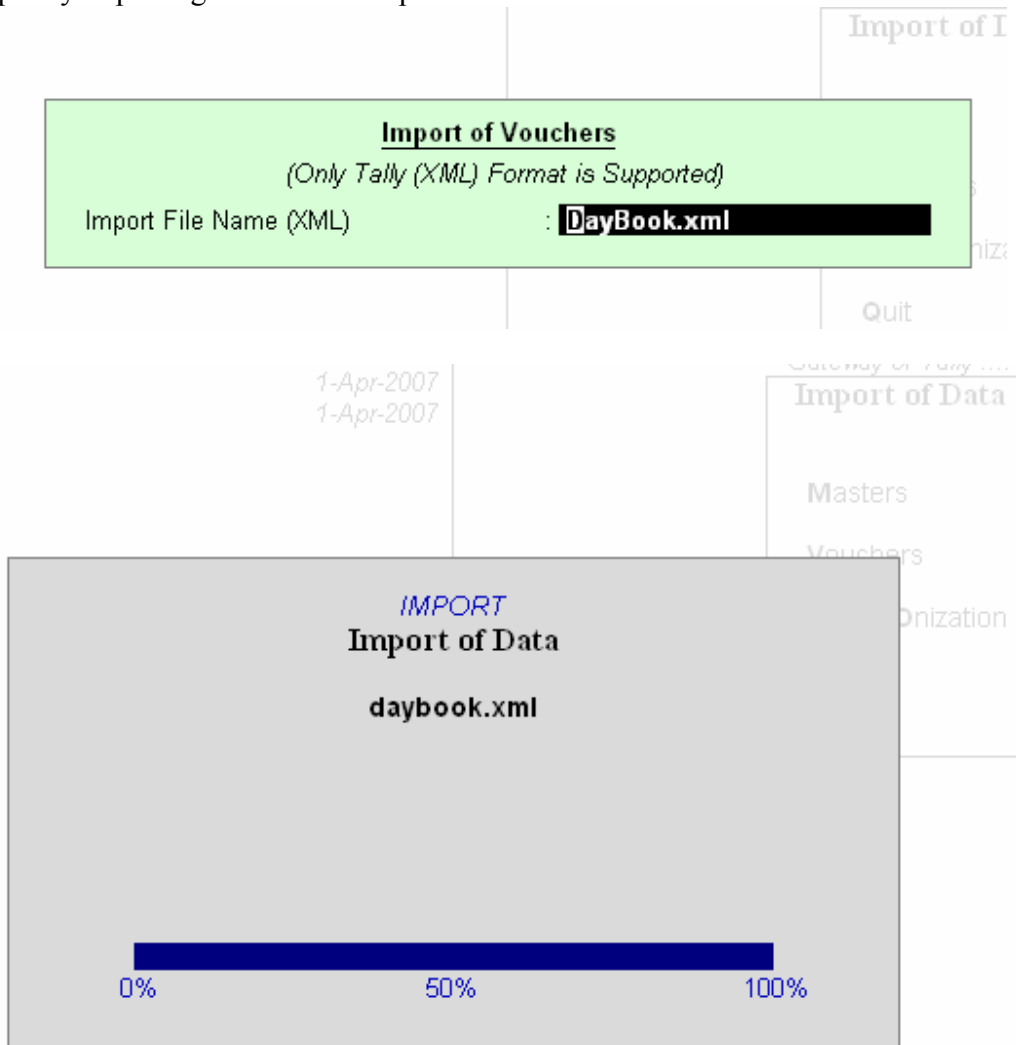
Open Importing company → Import Transactions → Specify file name given while exporting → Format → XML Format.

Steps to Import Transactions in Tally9.

Open Importing company → Import data → Vouchers → Specify file name given while exporting.

The image shows two screenshots of the Tally software interface. The first screenshot is the 'Gateway of Tally' main menu, where the 'Import of Data' option is circled in red. The second screenshot is the 'Import of Data' sub-menu, where the 'Vouchers' option is circled in red. An arrow points from the 'Import of Data' option in the first screenshot to the 'Vouchers' option in the second screenshot.

Specify importing file name and press enter



Transactions are imported successfully.

Exporting data from Tally to Excel.

Let us consider we want to export Balance Sheet to excel.

Go to Balance sheet → Press ALT+E\Click on Export → Language→ Select All languages(This option is not available in tally7.2), Format→ HTML Format→ Specify Output File name.

Report Generation		Kalpataru International 05-06 (C)		Ctrl + M
Liabilities		Kalpataru International 05-06 (C) as at 30-Jul-2007	Assets	Kalpataru International 05-06 (C) as at 30-Jul-2007
Capital Account		1,43,512.31	Fixed Assets	48,567.05
Capital		6,51,796.20	Computer	5,253.07
Sanjay Jain				697.93
Loans (Liability)				2,046.94
Mr. Mahendra Kr. Jain				30,636.93
Smt. Arti Jain				6,585.00
Current Liabilities				3,178.12
Duties & Taxes				169.06
Sundry Creditors				3,000.00
EPCH (N. Delhi)				5,70,891.05
Miclonus Expences				64,428.00
Nehal Jain				40,000.00
Rastogi Furniture & Dec				1,63,434.65
SH GANESH JI MAHAR				2,63,060.94
Sirjan Intractive				22,840.79
Unique Cargo Movers				17,126.67
United Overseas Courior				
Unadjusted Forex Gain/Loss		65,398.02	Profit & Loss A/c	6,337.20
			Opening Balance	13,549.97

Exporting Balance Sheet

Language : **Default (All Languages)**
Format : **HTML (Web-Publishing)** Resolution : 1024 x 768
Output File Name : **BSheet.htm**

Scale Factor for Values : **Default**
Format : **Detailed**
Show Vertical Balance Sheet? **No**
Profit or Loss, both as Liability? **No**
Show Percentages ? **No**
Show Working Capital figures? **No**
Method of showing Balance Sheet? **Liabilities / Assets**

Export ?
Yes or No

Open Excel → File → Open → Slect the drive where tally is installed → Select tally Folder → Files of Type → Select All Files → Select File name given while exporting, Balance sheet will be opened as it is how it appears in Tally.

Procedure of exporting data from tally to excel in ASCII format.

Let us consider we want to export Balance sheet to excel.
Go to Balance sheet press alt+e\click on export in the button bar.

Report Generation		Kalpataru International 05-06 (C)		Ctrl + M
Liabilities		Kalpataru International 05-06 (C) as at 30-Jul-2007	Assets	Kalpataru International 05-06 (C) as at 30-Jul-2007
Capital Account		1,43,512.31	Fixed Assets	48,567.05
Loans (Liability)		48,002.00	Investments	3,000.00
Current Liabilities				5,70,891.05
Unadjusted Forex Gain/Loss				6,337.20

Exporting Balance Sheet

Language : **Restricted (ASCII Only)**
Format : **ASCII (Comma Delimited)**
Output File Name : **BSheet.txt**

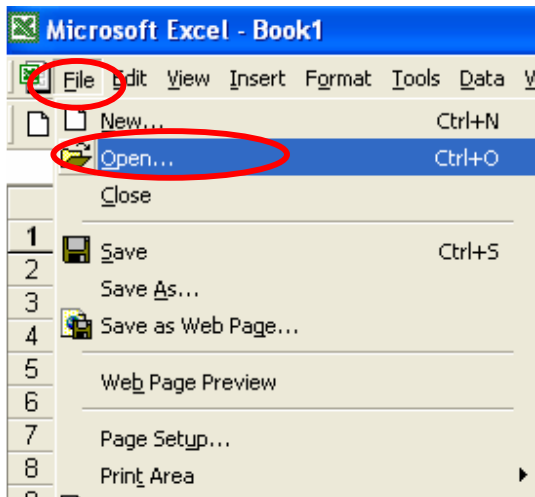
Scale Factor for Values : **Default**
Format : **Detailed**
Show Vertical Balance Sheet? **No**
Profit or Loss, both as Liability? **No**
Show Percentages ? **No**
Show Working Capital figures? **No**
Method of showing Balance Sheet? **Liabilities / Assets**

Export ?
Yes or No

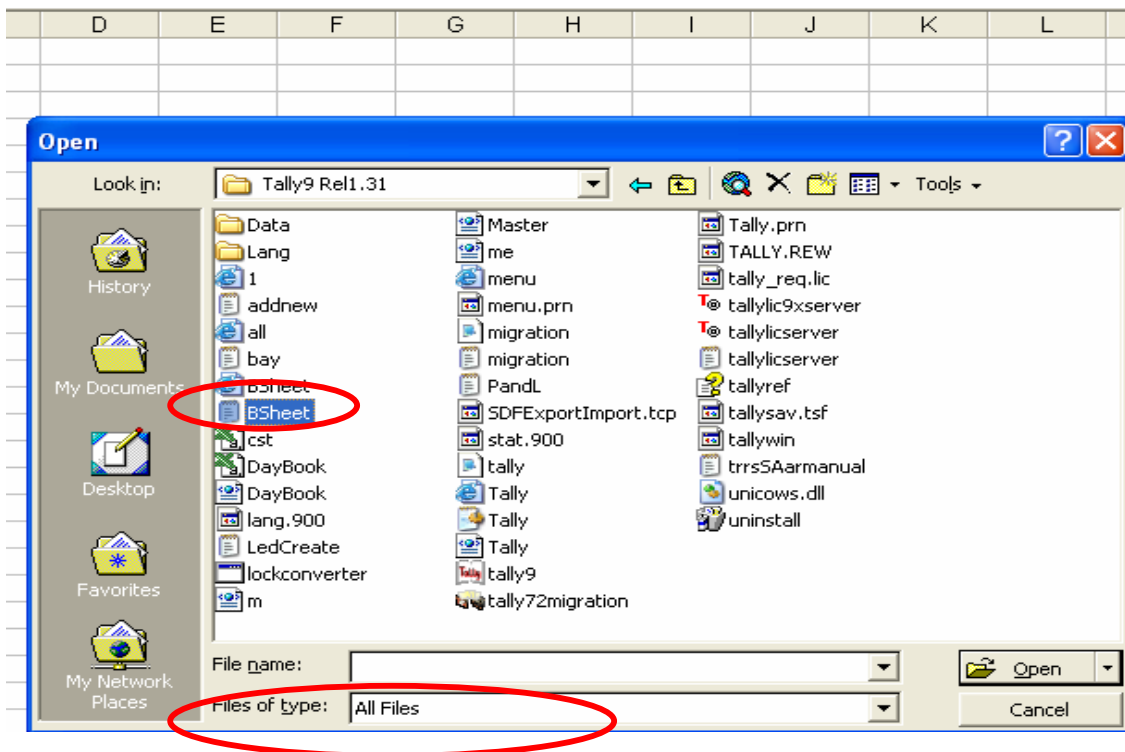
Now balance sheet has been exported successfully.

Procedure of importing the file in excel

Open excel click on file → Open

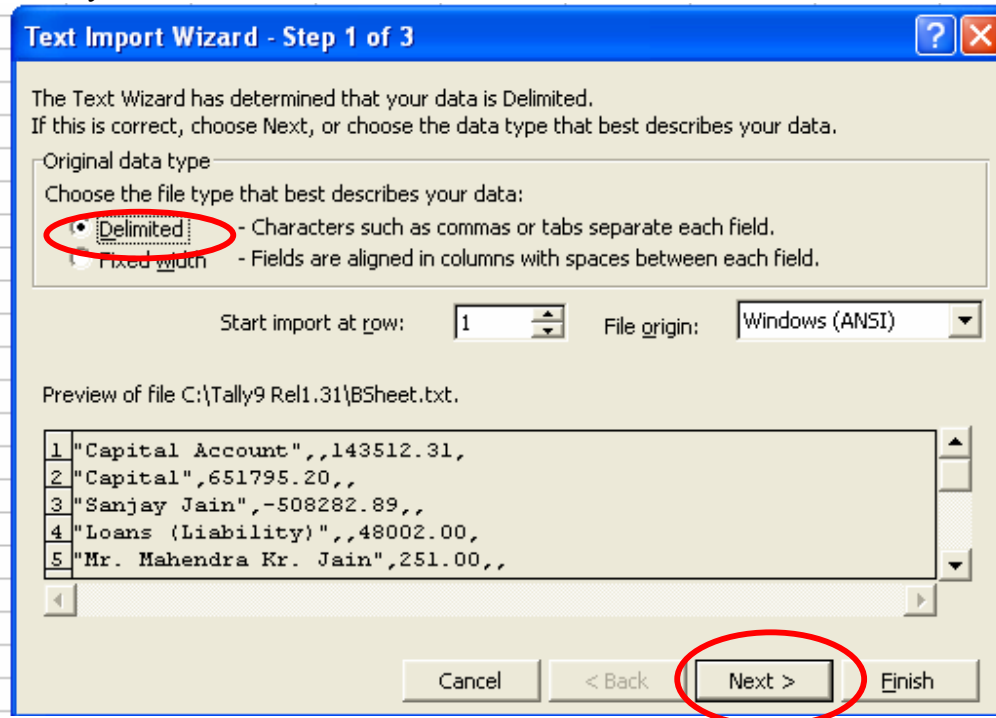


It will as for the directory where tally has been installed after that select file which has been exported.



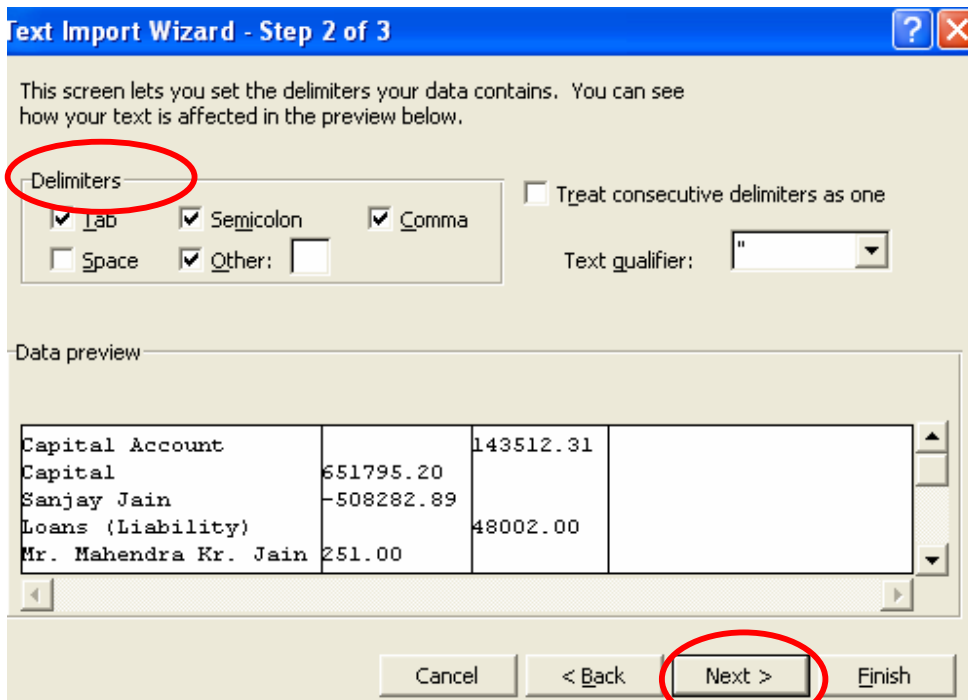
NOTE: File of type need to be selected ALL FILES.

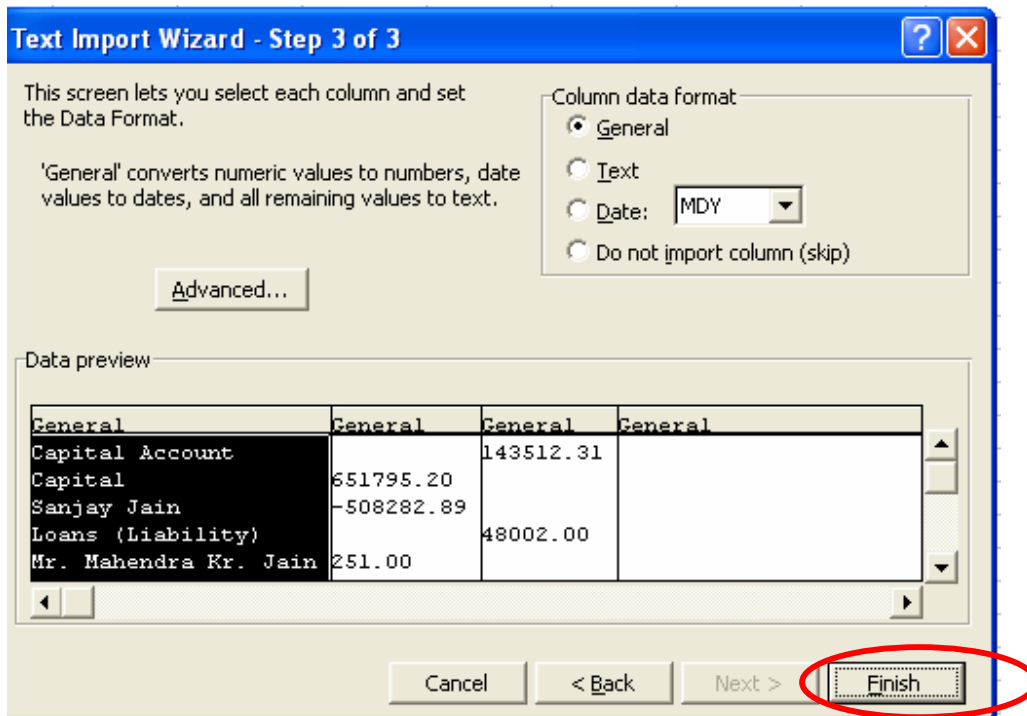
After selecting file name it will show Text import wizard screen need to select “Chosse the file type that best describes your data as **Delimited**”



Click on NEXT.

After that select demimiters after that click on NEXT.





Click on finish data will be imported to excel as shown below.

	A	B	C	D
1	Capital Account		143512.31	
2	Capital	651795.2		
3	Sanjay Jain	-508282.89		
4	Loans (Liability)		48002	
5	Mr. Mahendra Kr. Jain	251		
6	Smt. Arti Jain	47751		
7	Current Liabilities		358333	
8	Duties & Taxes	-2213.8		
9	Sundry Creditors	363435.8		
10	EPCH (N. Delhi)			
11	Miclionus Expences	-2900		
12	Nehal Jain			
13	Rastogi Furniture & Dcorative Pvt Ltd			
14	SH GANESH JI MAHARAJ	11		
15	Sirjan Intractive			
16	Unique Cargo Movers			
17	United Overseas Courier			
18	Profit & Loss A/c		-6337.2	
19	Unadjusted Forex Gain/Loss		65398.02	
20	Fixed Assets		-48567.05	
21	Computer	-5253.07		
22	Fan	-697.93		
23	Fax	-2046.94		
24	Furniture & Fixture	-30636.93		
25	Mobile Nokia-N6235	-6585		
26	Tally Software 7.2	-3178.12		
27	Weighing Machin	-169.06		
28	Investments		-3000	
29	NSC Bond	-3000		

Now data has been imported to excel now we can modify as per requirement.

NOTE: Data which is exported in ASCII format will carry negative figures with the amounts which has to be edited manually in excel.