

Export/Import of Data

Export Data in TallyPrime

With TallyPrime, you can not only maintain your business data but also export it in a jiffy. You can export masters and transactions from anywhere in the product, without moving out from the screen in which you are working. You can also export the reports in different formats, as per your business requirements.

Export Masters – For ease of using existing masters in another company.

Export Transactions – For ease of using existing masters in another company, and for sharing the data with customers. For example, instead of printing the hard copies of transactions, you can save paper by exporting the transactions and sharing with concerned persons.

Export Reports – For reporting, as per your business needs.

Configure Export – For setting the options as needed for masters/transactions/reports, and maintaining common settings for export across the product.

When you export data in TallyPrime to import it into another company, ensure the following:

- Company features of exporting and importing company have the same settings.
- Using the XML format, export the masters first, and then export the transactions.

Reuse/Share Existing Data | Export Masters and Transactions

You may want to maintain the chart of accounts of the new company, with the same masters as that of the existing company. Also, you may want to copy the transactions up to a specific date from the existing company into

the new company. In these scenarios, you can export the masters and transactions from the existing company in XML format, and import them into the new company.

Export Masters and Transactions

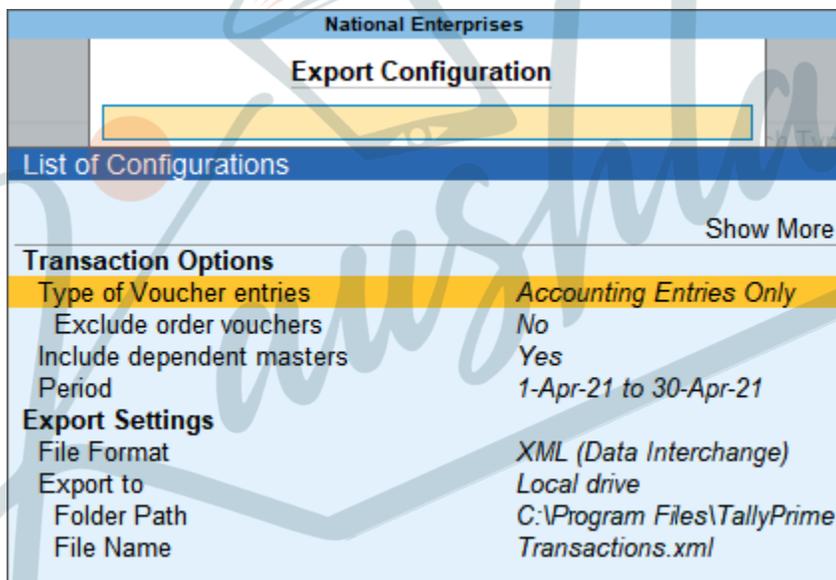
You can export masters and transactions created in a company, in different formats. You can also choose the type of masters and transactions to export. Masters and transactions exported in XML format can be imported into TallyPrime using the Import feature.

1. Press **Ctrl+E** (Export) > **Masters/Transactions**.
2. Press **C** (Configure), and configure the options as needed.
 - a. To export **Masters**, set the options as needed.
 - Select the **Type of Masters** for export. You can select only a specific type of master (for example, ledger), or all the accounting/inventory masters, and so on. If you want to export all the masters available in the data, select **All Masters**.

National Enterprises	
Export Configuration	
[Empty Input Field]	
List of Configurations	
Show More	
Report Details	
Type of master	Ledgers
Include dependent masters	Yes
Export closing balance as opening balance	No
Closing balance as on	5-Jun-20
Export Settings	
File Format	XML (Data Interchange)
Export to	Local drive
Folder Path	C:\Program Files\TallyPrime
File Name	Master.xml

- If you want to include the masters that are linked to the **Type of Masters** selected for export, set the option **Include dependent masters** to **Yes**.

- If you want to consider the closing balances of all the ledgers as opening balances for the next financial year, set **Export closing balance as opening balance**, set it to **Yes**. Otherwise, retain it as **No**.
- b. To export transactions, set the options as needed.
 - Select the **Type of Voucher entries** for export. You can select only the accounting vouchers or inventory vouchers or all the vouchers.
 - If you want to include the masters that linked to the masters used in the **Type of Voucher entries** selected for export, set the option **Include dependent masters** to **Yes**.
 - If you want to export the order vouchers linked to the selected voucher entries, set **Exclude order vouchers** to **No**.
 - Select the period for which you are exporting the vouchers.



National Enterprises	
Export Configuration	
List of Configurations	
Show More	
Transaction Options	
Type of Voucher entries	Accounting Entries Only
Exclude order vouchers	No
Include dependent masters	Yes
Period	1-Apr-21 to 30-Apr-21
Export Settings	
File Format	XML (Data Interchange)
Export to	Local drive
Folder Path	C:\Program Files\TallyPrime
File Name	Transactions.xml

- c. Specify the **Export Settings** for masters and transactions.
 - Select the **File Format**.
 - Select **XML** if you want to import this data into another company, or to any other software.
 - Select **ASCII** if you want to export it as a comma separated text file, which is widely used for sending data using e-mail.
 - Select the **Folder Path**.
 - The **File Name** appears automatically. You can change it, if needed.

- Press **Esc** to return to the **Export** screen.
- 3. Press **E** (Send) to export.

The exported file will be saved in the **Folder Path** selected while exporting the data.

Export Vouchers in PDF format | Export Vouchers from Day Book

If you need to view the transaction details of Day Book as a .pdf file, you can export it by selecting the file format as PDF.

1. Press **Alt+G** (Go To) > select **Day Book** > press **Enter**.
Alternatively, **Gateway of Tally** > select **Day Book** > press **Enter**.
2. Select the period.
3. Select the transactions for export.
 - a. To export all the transactions, press **Ctrl+E** without selecting any transactions.
 - b. To export only the required transactions, select the transaction using **Spacebar** > press **Ctrl+E**.
4. Press **C** (Configure) > and select the **File Format** as **PDF** (Read-only document).
5. Select the **Folder Path**. Set the other options as needed > and press **Esc** to return to the **Day Book Export** screen.
6. Press **E** (Send) to export the report as a PDF.

Export Reports | Final Accounts Reports, Common Reports, Reminder Letters, Confirmation of Accounts

You may need to export the reports available in TallyPrime for different reporting purposes. Similar to exporting masters and transactions, you can export the reports to a specific folder path, using any of the supported file formats.

Export Reports

You can export the reports in different file formats, as required for your business needs.

1. From any report screen, press **Ctrl+E** to open the **Export** screen. Let us consider the **Export** screen of **Balance Sheet**, and configure the options as needed.
 - a. Press **C** (Configure).
 - b. Under **Report Details**, set the options as needed. In case of **Balance Sheet**:
 - Set **Show Vertical Balance Sheet** to **Yes**, to change the representation of details from horizontal to vertical format.
 - Set **Show Base Currency** to **Yes**, when you are dealing in more than one currency, and need to view the name of the base currency at the top of the report.
 - c. Under **Company Details**, set **Show Company Name** to **Yes**.
 - d. Under **Export Settings**, set the options as needed.
 - Select the required **File Format**.
 - Select the **Folder Path**.
 - The **File Name** appears by default, which can be changed as needed.
 - e. Press **Esc** to return to the **Export** screen.

Export

Format of Report	: Condensed
Show Vertical Balance Sheet	: No
Include Working Capital	: Yes
File Format	: PDF (Read-only document)
Export to	: Local drive
Folder Path	: C:\Program Files\TallyPrime
File Name	: BSheet.pdf

C: ConfigureE: Send

2. Press **E** (Send) to export the report to the specified **Folder Path**.

Similarly, you can set the options as needed, before exporting each report.

Export Reminder Letters

You may want to communicate to your debtors about the details of outstanding amounts. For this purpose, you can export the following reports as a reminder letter, and share it with the concerned parties.

1. Bills Receivable
2. All Ledger Outstandings
3. Ledger Outstandings
4. Group of Account Outstandings
5. Group Outstandings

You can export the reminder letters in any of the supported file formats.

1. Open the **Export Configuration** screen of the required report.
 - a. Press **Alt+E** (Export) > **Others** > select any of the report listed above.
 - b. Press **C** (Configure).
2. Enter the **Period** > select the **Report Type** as **Reminder Letter**.

Report Details		Report Type
Report Type	: <input type="text" value="Reminder Letter"/>	Bills Outstanding
		Reminder Letter

3. Enter the ageing range for overdue bills.
 - a. In the **Company Ageing Analysis** report, enter the range of days for which the bills have been overdue. Specify the range as per the credit

policies of your business.

Company Ageing Alteration			
Company: National Enterprises			
From	: 0	To	: 30
From	: 30	To	: 60
From	: 60	To	: 90
From	: 90	To	: 0
Accept ?			
Yes or No			

- b. Press **Enter** to accept the screen.
4. Set the other report details as needed.
 - a. Select **Reminder Letter information** > press **Enter** > and update the information, if needed.
 - b. Set the options **Show Due On** and **Show Overdue Days** to **Yes**, to view these details in separate columns of the exported file.
 - c. Specify the **Designation of Signing Authority** to display the same in the footer of the exported file.
5. Under **Export Settings**, set the options as needed.
 - a. Select the **File Format** > press **Enter** > and select one of the formats.

Export Settings		List of File Formats
File Format	: Excel (Spreadsheet)	ASCII (Comma Delimited)
		Excel (Spreadsheet)
		HTML (Web-Publishing)
		JPEG (Image)
		PDF (Read-only document)
		XML (Data Interchange)

Based on the **File Format**, the options under **Export Settings** will appear. You can set the options as needed.

- b. Select the **Folder Path** and press **Enter** > and select the required path.

- c. The **File Name** appears by default, which can be changed, as needed.

National Enterprises	
Export Configuration	
List of Configurations	
Show More	
Report Details	
Period	1-Apr-21 to 30-Apr-21
Report Type	Reminder Letter
Reminder Letter information	...
Show Due On	Yes
Show Overdue Days	Yes
Show Bills in Foreign Exchange	No
Include Post-dated Vouchers	No
Company Details	
Show Bank details	No
Bank Name	
Show Company Name	Yes
Show Company Address	Yes
Party Details	
Show Contact details	No
Footer Information	
Designation of Signing Authority	Finance Manager
Export Settings	
File Format	Excel (Spreadsheet)
Update existing file	Yes
Export to	Local drive
Folder Path	C:\Program Files\TallyPrime
File Name	Bills.xlsx

- d. Press **Esc** to return to the **Export** screen.
6. Press **E** (Send) to export the report as **Reminder Letter**.

Export Confirmation of accounts

You may want to confirm the details of accounts maintained with the concerned parties as on a specific date. For this purpose, you can export the following reports as confirmation of accounts, and share it with the concerned parties.

1. Cash Book
2. Bank Book
3. All Ledger Accounts

4. One Ledger Account
5. Group of Accounts

You can export the confirmation of accounts in any of the supported file formats.

1. Open the **Export Configuration** screen of the required report.
 - a. Press **Alt+E** (Export) > **Others** > select any of the report listed above.
 - b. Press **C** (Configure).
2. Enter the **Period** > select the **Report Type** as **Confirmation of Accounts**.

Report Details		Report Type
Report Type	: Confirmation of Accounts	Confirmation of Accounts Ledger Accounts

3. Set the other report details as needed.
 - a. Select **Show More** and press **Enter**.
 - b. Select **Provide Confirmation Statement** > press **Enter** > and update the information, if needed.
 - c. Specify the **Designation of Signing Authority** to display the same in the footer of the exported file.
4. Under **Export Settings**, set the options as needed.
 - a. Select the required **File Format** > press **Enter** > and select one of the formats.

Export Settings		List of File Formats
File Format	: Excel (Spreadsheet)	ASCII (Comma Delimited) Excel (Spreadsheet) HTML (Web-Publishing) JPEG (Image) PDF (Read-only document) XML (Data Interchange)

- b. Based on the **File Format**, the options under **Export Settings** will appear. You can set the options as needed.

- c. Select the **Folder Path** and press **Enter** > and select the required path.
- d. The **File Name** appears by default, which can be changed, if needed.

National Enterprises

Export Configuration

Show Less

List of Configurations

Report Details	
Period	1-Apr-21 to 30-Apr-21
Report Type	Confirmation of Accounts
Show Narrations	No
Format of Report	Condensed
Show Mode of Payment	No
Show additional Bank details	No
Type of Voucher entries	All Vouchers
Select Groups/Ledgers	No
Provide Confirmation Statement	<Value Exists>
Company Details	
Show GSTIN/UIN	Yes
Show Tax Registration No	No
Show PAN/Income Tax No	Yes
Show Company Name	Yes
Show Company Address	Yes
Show Phone No.	No
Show Website	No
Show CIN	Yes
Party Details	
Show Contact details	Yes
Show GSTIN/UIN	Yes
Show Tax Registration No	No
Show CST Registration number	No
Show PAN/Income Tax No	Yes
Footer Information	
Designation of Signing Authority	Finance Manager
Export Settings	
Encoding Language	Default (All Languages)
File Format	Excel (Spreadsheet)
Worksheet Name	Group: Sundry Debtors
Update existing file	Yes
Show formatted excel	Yes

5 ▼

- e. Press **Esc** to return to the **Export** screen.
5. Press **E** (Send) to export the report as **Confirmation of Accounts**.

Export Settings | Easy Access to Export-Related Options

In TallyPrime, you can define common settings related to folder path and company details, define the top margin, and enable it to capture the date and time of export. If you are using the banking feature, you can define the folder path for payment instructions as well. Apart from this, you can configure the information that needs to be captured in each report, and select the export format, as per your business needs.

Configure Export Feature | Common Settings for Export

In TallyPrime, you can define the settings for some of the configurations which are common for exporting any report from a single list of configurations. The configurations set here will be retained and displayed in the **Export** screen of masters, transactions and reports.

Press **Alt+E** (Export) > **Configuration**.

National Enterprises	
Export Configuration	
List of Configurations	
	Show More
General	
Location of Import/Export Files	C:\Program Files\TallyPrime
Open file after export	Yes
Banking	
Folder path for Payment Instructions	C:\Program Files\TallyPrime
Additional Information	
Export base currency symbol along with the amount	No
Header Information	
Top Margin of Reports (in Inches)	0.50
Show Date Range of Report	Yes
Show Date and Time of Reports	No
Show Date and Time of Voucher printing	No
Company Details	
Include company logo (applicable to Print/Export/Email)	No
Show Company Name	Yes
Show Company Address	Yes

Some of the configurations are explained below:

1. **Location of Import/Export Files** – set the folder path to save the exported or imported file.
2. **Open file after export** – set this to **Yes**, to open the folder to which the file has been exported. You can immediately access the exported file, without having to search for the folder or the exported file.
3. **Folder path for Payment Instructions** – set the folder path to which the payment instructions need to be exported.
4. **Export base currency symbol along with the amount** – set it to **Yes** if you are maintaining multiple currencies, and want to capture the currency symbol along with the amount.
5. **Top Margin in Reports (in Inches)** – by default the top margin is set to 0.5. You can change this as needed, and the same will appear in the **Export** screens of masters, transactions and reports.
6. **Show Date Range of Reports** – by setting this to **Yes**, you can enter the period (**From** and **To** dates) before exporting the masters, transactions and reports.
7. **Show Date and Time of Reports** – when you set this to **Yes**, the date and time at which the reports were exported, will appear in the exported files.
8. **Show Date and Time of Voucher Printing** – when you set this to **Yes**, the date and time at which the transactions were exported, will appear in the exported files.

Each time you open the **Export** screen of master/transaction/reports, the global settings done in the **Export Configuration** screen (**Alt+E (Export) > Configuration**) will appear. You can override the same in the **Export** screen of each master, transaction, and report.

Export Settings for Masters, Vouchers, or Reports

For each master, transaction, and report, only the relevant options will appear. For example, if you are exporting Balance Sheet, the **Export Configuration** screen appears as shown below:

National Enterprises

Export Configuration

[Show More](#)

List of Configurations

Report Details

Show Percentages	No
Exclude Accounts with zero Closing Balance	No
Auto Column	
Format of Report	Condensed
Show Vertical Balance Sheet	No
Method of showing Balance Sheet	Liabilities / Assets
Include Working Capital	No
Scale Factor	Default
Display name for Ledgers and Groups	Name Only
Show Base Currency	No

Company Details

Show Company Name	Yes
Show Company Address	Yes

Export Settings

File Format	Excel (Spreadsheet)
Update existing file	Yes
Export to	Local drive
Folder Path	C:\Program Files\TallyPrime
File Name	BSheet.xlsx

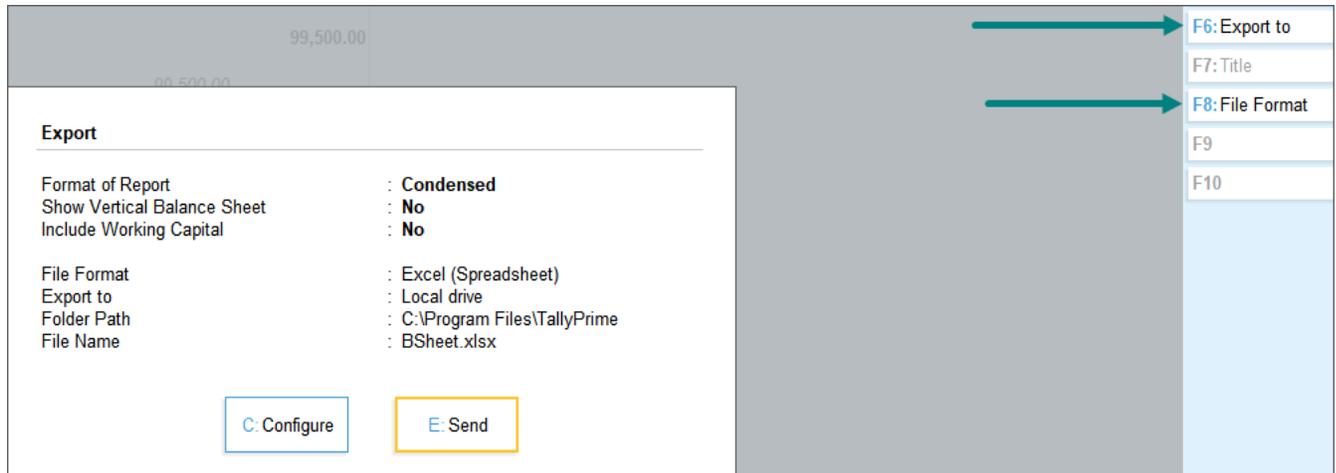
Each time you open the **Export** screen of master/transaction/reports, the global settings done in the **Export Configuration** screen (**Alt+E (Export) > Configuration**) will appear. You can override the same in the **Export** screen of each master, transaction, and report.

Some of the configuration options are explained below:

- **File Format** – select the format in which you want to export the report.
 - **ASCII (Comma Delimited)** – when you select this format, the data gets exported as a plain text separated with commas, and saved with the extension .txt. This file format is widely used for sending data using e-mail.
 - **Excel (Spreadsheet)** – when you select this format, the data gets captured in rows and columns of the Excel file, and saved with the extension .xlsx. The Excel file can be sent as an attachment, and also used to generate graphs for better presentation.

- **HTML (Web-Publishing)** – when you select this format, the data gets exported in HTML format, by retaining the colours and formatting. The file gets saved with the extension .html. It can be sent as an attachment and read using an internet browser (best viewed on a higher resolution screen).
- **JPEG (Image)** – when you select this format, the report gets exported as an image file, and saved with the extension .jpg. The image file generated is non-editable, platform-independent, and supports the highest level of compression. You need to specify the paper orientation and paper size. This image file can be e-mailed as an attachment to a recipient, viewed using an image viewer, and printed.
- **PDF (Read-only document)** – when you select this format, the report gets converted to a PDF, and saved with the extension .pdf. While selecting this format, you need to specify the paper orientation and paper size. PDF file can be e-mailed as an attachment to the desired recipient, and viewed using the any PDF reader.
- **XML (Data Interchange)** – when you select this format, the report gets saved in the .xml format. An XML file from TallyPrime has an XML envelope and formatted with XML tags to enable import into other computers. When two computers are running different versions of TallyPrime, the XML data can be directly imported using the import feature, without re-formatting.
- **Update existing file** – when you set this to **Yes**, the newly exported file will overwrite the file which was exported earlier.
- **Folder Path** – you can select the folder to which you want to export the file. Based on the **Folder Path**, the information required for **Export** to will appear.
- **File Name** – by default, a specific file name will appear based on the selected format. You can change it as needed.

Additionally, using the buttons in the right-button bar, you can set the **File Format**, **Folder Path** and **File Name** without pressing **C** (Configure) from the **Export** screen.



- Press **F6** (Export to) to define the **Folder Path** and **File Name**. The **Export** to information will appear based on the **Folder Path**.
- Press **Alt+F7** (Company Details), and enable the options based on the information that needs to be exported.
- Press **F8** (File Format) to select the format in which you want to export the report.

Import Data in TallyPrime

With TallyPrime, you can not only maintain your business data, but also easily import the masters and transactions from anywhere in the product. You can import the data from the screen in which you are working, without moving out of your ongoing work.

Import Masters

The company features that were enabled while exporting the data should be enabled in the company in which the data is imported. Let us consider that you want to import masters created in National Enterprises (Bangalore) to a new company – National Enterprises (Chennai). The options **Maintain stock categories** and **Maintain batch-wise details** must have been abled in National Enterprises (Bangalore) before exporting the masters. To import

masters into National Enterprises (Chennai), you need to ensure that both the options **Maintain stock categories** and **Maintain batch-wise details** are enabled in National Enterprises (Chennai) before importing.

1. Press **Alt+O** (Import) > **Masters**.
2. Enter the name of the .xml file to be imported, if the file is located in the TallyPrime application folder.

Note: By default, the export location is the TallyPrime installation folder, which is also the default import location. Therefore, it is not required to specify the file path during import. If the path is other than the installation folder, then you must specify the exact location path, for example, C:\Export_Files\XML\Master.xml or C:\Export_Files\XML\DayBook.xml.

3. In **Behaviour of import if master already exists**, select **Combine Opening Balances** to import the data of different branches and consolidate the opening balances. You can also select this option when the opening balances of existing masters are zero and need to be overwritten by the balances in the data being imported.

Import Masters	
<i>(Only Tally XML format is supported)</i>	
File path	: C:\Export_Files\XML
File to import (XML)	: Master.xml
Behaviour of import if master already exists	: Combine opening balances

4. Press **Enter** to import.

Go to **Chart of Accounts** to view all the masters that have been imported. You can also open the file Tally.imp located in the TallyPrime installation folder to view the import log.

Import Transactions

Vouchers exported in the XML format can be imported into TallyPrime using the Import Vouchers option. You can import vouchers from one company to another in TallyPrime. Some of the scenarios are:

- Importing data from third-party applications
- Migrating to a later release
- Data corruption/loss

To import transactions,

1. Press **Alt+O** (Import) > **Transactions**.
2. Enter the name of the .xml file to be imported, as shown below:

Import Transactions	
<i>(Only Tally XML format is supported)</i>	
File path	: C:\Export_Files\XML
File to import (XML)	: <input type="text" value="Transaction.xml"/>

Note: By default, the export location is the TallyPrime installation folder, which is also the default import location. Therefore, it is not required to specify the file path during import. If the path is other than the installation folder, you must specify the exact location path, for example, C:\Export_Files\XML\Master.xml or C:\Export_Files\XML\DayBook.xml

3. Press **Enter** to import.

Note: You can open the file Tally.imp located in the TallyPrime installation folder to view the imported vouchers.

Import Bank Statement

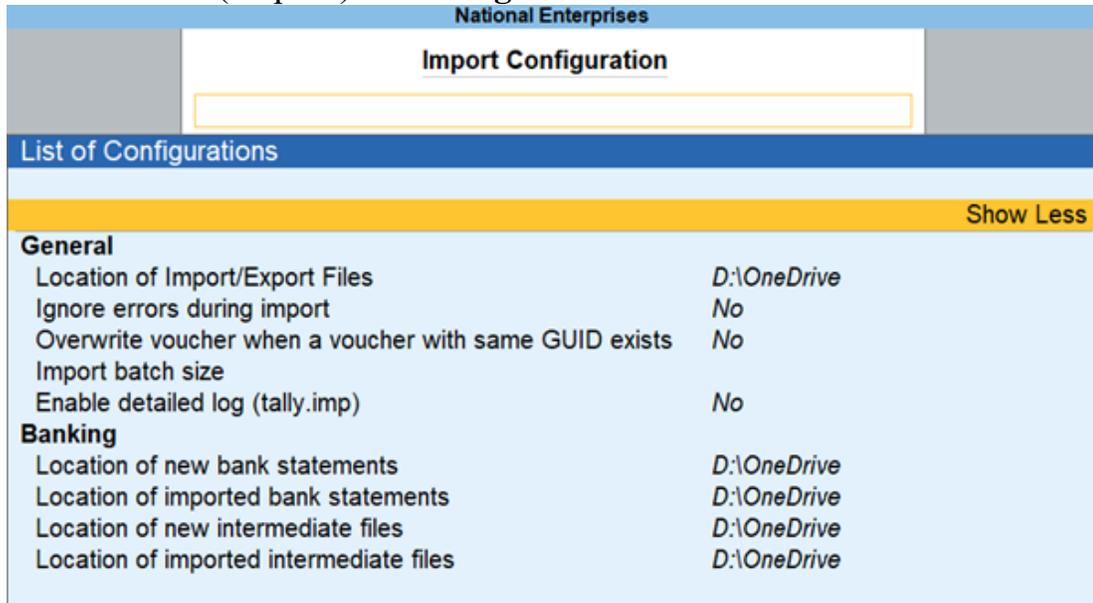
You can update your Bank Reconciliation report by importing bank statements to TallyPrime in a matter of seconds.

To import a bank statement, press **Alt+O** (Import) > **Bank Details**.

Configure for Import

TallyPrime provides many configuration options that you can enable or disable to suit your business needs.

- Press **Alt+O** (Import) > **Configuration**.



List of Configurations		Show Less
General		
Location of Import/Export Files		D:\OneDrive
Ignore errors during import		No
Overwrite voucher when a voucher with same GUID exists		No
Import batch size		
Enable detailed log (tally.imp)		No
Banking		
Location of new bank statements		D:\OneDrive
Location of imported bank statements		D:\OneDrive
Location of new intermediate files		D:\OneDrive
Location of imported intermediate files		D:\OneDrive

- **Location of Import/Export Files** – set the folder path to save the exported or imported file.
- **Ignore errors during import** – This option will ignore the errors that may occur during import, and continue to import. However, errors while importing data will be logged into the Tally.imp file that is generated in the TallyPrime folder.
- **Overwrite vouchers when a voucher with same GUID exists** – If a voucher is exported and imported back to the same company, a duplicate voucher gets created when this option is enabled. Set it to **No** to overwrite the duplicate vouchers. If the vouchers are exported from one company and imported in a different company, then the vouchers will be overridden irrespective of the option being enabled or disabled.