Export and Import Procedure in Tally.ERP 9

Part I : How to Export – Import the Masters

from "A company Ltd" to "B Company Ltd"

The procedure of data Export-Import is as follows:

1. Ensure that the F11: Features of both Companies are the same.

Accounts Integrate Accounts and Inventory ? Yes Income/Expense Statement instead of P & L ? No Allow Multi-Currency ? No Outstandings Management Maintain Bill-wise Details ? Yes (for Non-Trading A/cs also) ? No Activate Interest Calculation ? No Activate Interest Calculation ? No Cost/Profit Centres Management ? No Maintain Payroll ? No Maintain Cost Centres ? No Use Cost Centre for Job Costing ? No More than ONE Payroll / Cost Category ? No Show Opening Balance for Revenue Items in Reports ? No Show Opening Balance for Revenue Items in Reports ? No Show Opening Balance for Revenue Items in Reports ? No Maccour Company Accour Ceneral ? Integrate Accounts and Inventory ? Income/Expense Statement instead of P & L ? No Allow Multi-Currency ? No Allow Multi-Currency ? No Maintain Bill-wise Details ? Yes (for Non-Trading A/cs also)	Invoicing ? Yes Allow Invoiceing ? Yes Enter Purchases in Invoice Format ? Yes Use Debit/Credit Notes ? No Use Invoice mode for Credit Notes ? No Budgets & Scenario Management	
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F1: Accounts F2: Inventory Company Accounts General Integrate Accounts and Inventory ? Ves Income/Expense Statement instead of P & L ? No Allow Multi-Currency ? No Outstandings Management ? Yes Maintain Bill-wise Details ? Yes (for Non-Trading A/cs also) ? No	F3: Statutory F6: Add-Ons <u>• B Company Ltd</u> <u>Invoicing</u> Allow Invoicing ? Yes Enter Purchases in Invoice Format ? Yes	
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Outstandings Management Maintain Bill-wise Details ? Yes (for Non-Trading A/cs also) ? No	Use Debit/Credit Notes ? No	
Maintain Bill-wise Details ? Yes (for Non-Trading A/cs also) ? No	Use Invoice mode for Credit Notes ? No Use Invoice mode for Debit Notes ? No	
(for Non-Trading A/cs also) ? No	Budgets & Scenario Management	
	Maintain Budgets and Controls 2 No	
Activate Interest Calculation ? No (use advanced parameters) ? No	Use Reversing Journals & Optional Vouchers ? No	
Cost/Profit Centres Management	Other Features	
Maintain Payroll ? No	Enable Cheque Printing ? Yes Set/Alter Cheque Printing Configuration ? No	
Maintain Cost Centres ? No	Allow Zero valued entries 2 No	
Use Cost Centre for Job Costing ? No More than ONE Payroll / Cost Category ? No	Maintain Multiple Mailing Datails for Company & Lodgers 2, No.	
Use Pre-defined Cost Centre Allocations during Entry ? No	Set/Alter Company Mailing Details of Company & Ledgers 7 No	
Show Opening Balance for Revenue Items in Reports ? No	Enable Company Logo ? No	
E1: Accounts E2: Inventory		

2. Load the company from where you wish to export the data e.g A

Company



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	Accounting Vouchers
	Utilities
	ImpOrt of Data BaNking
	Reports Balance Sheet
	Profit & Loss A/c Stock Summary Ratio Analysis
	Display Multi Account Printing
Gateway of Tally	Quit
Gateway of Tally	Geteway of Tally
> Display	Display Menu
> List of Accounts	Trial Balance Day Book
> Alt +E (Export)	Account Books Statements of Accounts
	Inventory Books StatEments of Inventory
> Select the Language (Default	Cash/Funds Flow Receipts and Payments
(All Languages))	List of Accounts EXception Reports
> Select the format (SDF / XML)	Quit
	P: Print E: Export M: E-Mail O: Upload
>> Give the file name > Select	List of Accounts
\'All Masters\' >	Branch / Divisions Capital Account
Accept the screen	Reserves & Surplus (Retained Earnings) Current Assets Bank Accounts
	Cash-in-hand Cash Deposits (Asset)
	Loans & Advances (Asset) Stock-in-hand
	Sundry Debtors Current Liabilities
	Provisions Sundry Creditors
	28 Group(s) and 2 Ledger(s)
	2: Quit Enter: Alter D: Delete
	Exporting List of Ledgers
	Language : Default (All Languages)
	Format : XML (Data Interchange) Export Location : D\Tally.ERP9
	Oupur rie vanie : Master.xmi Open Exported Folder ? Yes
	Type of Masters : All Masters
	Export showing solutions as opening : no Export? Yes or No

Gateway of Tally

Accounts Info. Inventory Info. QuicK Setup

Transactions

Masters

Shut this "A" Company after exporting the Masters.

Load the "B" company where you wish to import the Masters



Gateway of Tally >Import of Data >Masters

Specify the file name which you specified while exporting the Masters

> Select Modify with new data > Select the format

(if you had exported the Masters in XML format, select the XML format for importing OR Select the Tally 6.3/7.2 format for importing if you had exported the Masters in the SDF Format)



> Accept the screen.

All the Masters will be imported into the new company once the importing process is complete.



Part II : How to Export – Import the Vouchers

from "A company Ltd" to "B Company Ltd"

After the Export-Import of the Masters, you may export-import the data (vouchers).

Load the first company A

Gateway of Tally

> Display

> Daybook

> Select the period for a month

> Press ALT+E: Export

> Select the same format in which you had exported the Masters

> Specify the file name> Export.

Gateway of Tally Masters Accounts info Inventory info QuicK Setup Transactions Accounting Vouchers InvenTory Vouchers Utilities ImpOrt of Data BaNking Reports Balance Sheet Profit & Loss A/c Stock Summary Ratio Analysis Display Multi Account Printing Quit Gateway of Tally **Display Menu** Trial Balance Day Book Account Books Statements of Accounts Inventory Books StatEments of Inventory Cash/Funds Flow **Receipts and Payments** List of Accounts **EXception Reports** Quit **Change Period** From : 1-4-2012 31-3-2013 To



a	Exporting Da	iy Book	
↑ 1 more	Format Export Location Output File Name Open Exported Folder	: XML (Data Interchange) : D:\Tally.ERP9 : DayBook.xml ? Yes	
1. 59 59 59 59 59 59 59 59 59 59 59 59	1 more rmat row Voucher Numbers also row Bartations also row Barta Centre Details also row Cost Centre Details also row Inventory Details also row Bank Details also row Bank Details also row dependant Masters also elect vouchers to show	: Detailed ? Yes ? No ? No ? No ? No ? No ? No ? No ? No	
Sł	low Forex Transactions	? No	Export ?
1			Yes or No

Shut the Company once the process of export is completed.

Load the company B where you wish to import the vouchers.

Gateway of Tally

- > Import of Data
- > Vouchers

> Give the same file name,
which you specified while
exporting the daybook

> Select the format in whichthe Daybook was exported> Accept the screen.

Gateway of T	ally	
Masters		
Accounts Info.		
Inventory Info.		
QuicK Setup		
Transactions		
Accounting Vol	ichers	
InvenTory Vouc	hers	
Utilities		
ImpOrt of Data		
BaNking		
Reports		
Balance Sheet		
Profit & Loss A/	с	
Stock Summary	5	
Ratio Analysis		
Display		
Multi Account F	Printing	
Quit		



This will display all the vouchers.

Similarly you can Export-Import the data for other months also. Do the Export-Import of data in the order mentioned above and check. Before trying out this procedure, please take a backup of the data.