

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.

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

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

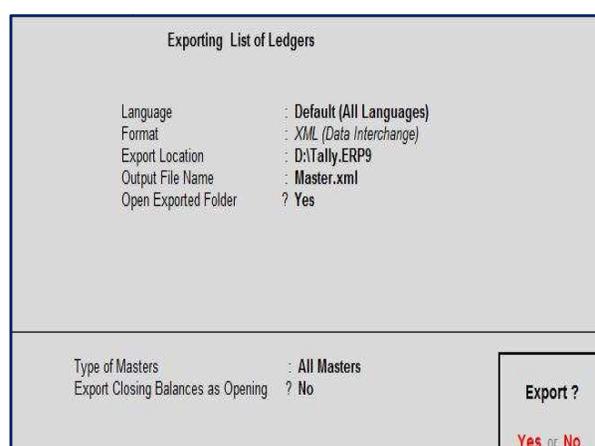
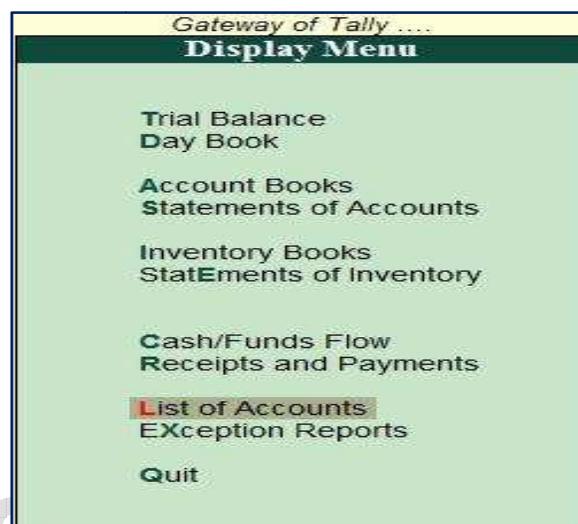
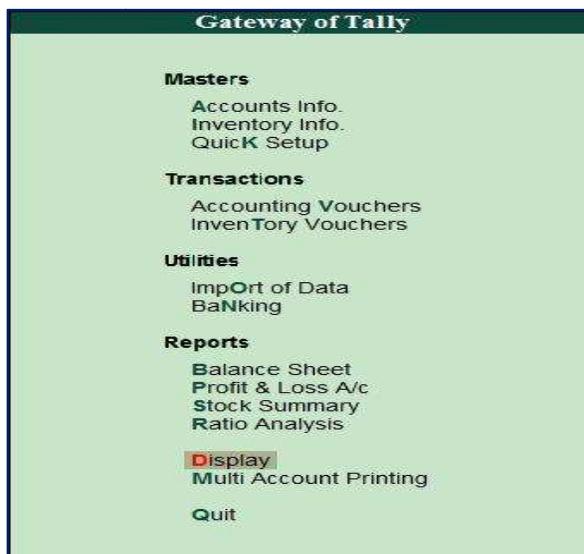
2. Load the company from where you wish to export the data e.g A Company

Gateway of Tally

- > Display
- > List of Accounts
- > Alt +E (Export)

- > Select the Language (Default (All Languages))
- > Select the format (SDF / XML)

- >> Give the file name > Select 'All Masters' > Accept the screen.



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

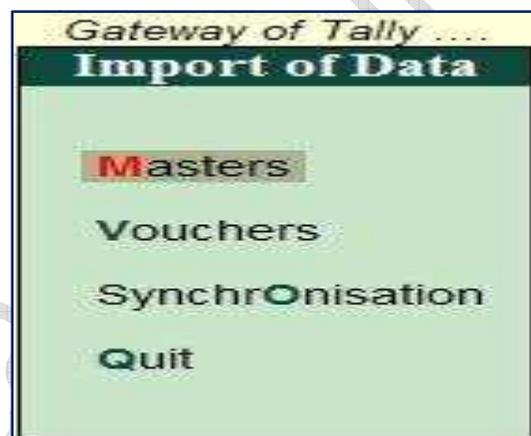
Specify the file name which you specified while exporting the Masters

> 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

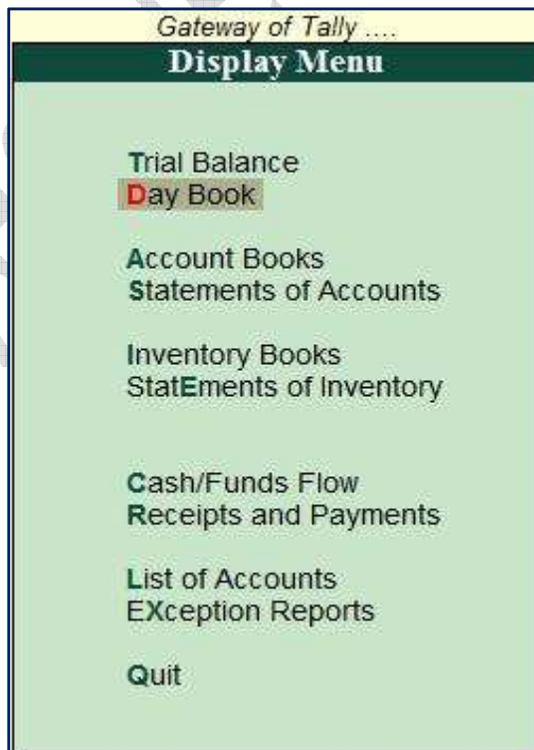
from “A company Ltd” to “B Company Ltd”

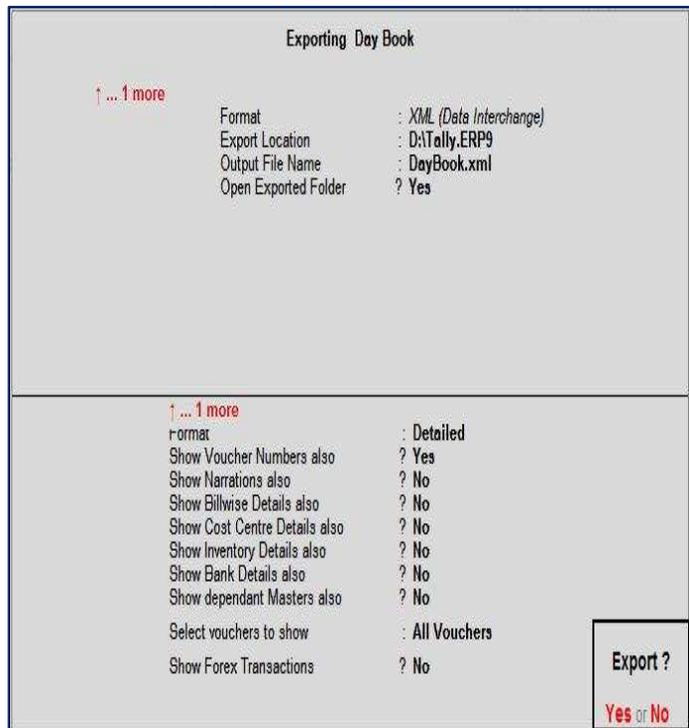
After the Export-Import of the Masters, you may export-import the data (vouchers).

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.





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

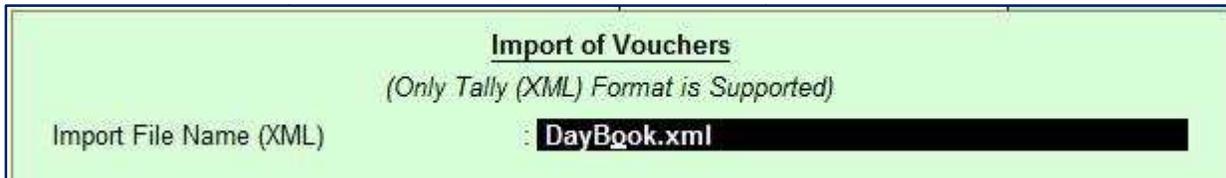
> Vouchers

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

> Select the format in which
the Daybook was exported

> Accept the screen.





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.