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**NAAC ACCREDITED 'A' GRADE**



**Topic: Importing and Exporting Data in Tally**

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**Name of the Department: Commerce**

## Importing and Exporting Data in Tally ERP 9

[Source: [https://help.tallysolutions.com/article/Tally.ERP9/Data\\_Management/](https://help.tallysolutions.com/article/Tally.ERP9/Data_Management/)]

One can import data into Tally.ERP 9 in XML format. You can import either Masters or Vouchers created in previous versions of Tally.ERP 9 or from third party applications. The .xml file that is imported must follow the Tally.ERP 9 schema.

### IMPORTING MASTERS

You can import masters previously exported from Tally.ERP 9 in XML format into the data of a company. Before importing, ensure that all the same features are enabled and disabled in the **Company Features** as the company from which the data is being imported.

For example, if you want to import masters created in ABC Company to a new company - XYZ Company. The options - **Maintain stock categories** and **Maintain batch-wise details** must be enabled in ABC company before exported the masters. To import masters into XYZ Company, you need to ensure that both the options **Maintain stock categories** and **Maintain batch-wise details** are enabled in XYZ Company before importing.

#### To import masters

1. Go to **Gateway of Tally > Import Data > Masters** .
2. Enter the name of the .xml file to be imported, if the file is located in the Tally.ERP 9 application folder.

**Note** : By default, the export location is the Tally.ERP 9 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. Select the **Behaviour** to define the method by which the existing entries in the company will be treated.

The **Import Masters** screen appears as shown below:

<b>Import Masters</b>		<b>Behaviour</b>
<i>(Only Tally (XML) format is supported)</i>		
Name of file to be imported (XML)	: <b>Master.xml</b>	<b>Combine Opening Balances</b>
Treatment of entries already existing	: <b>Combine Opening Balances</b>	Ignore Duplicates Modify with new data

4. Press **Enter** to import.

**Note:** You can open the file **Tally.imp** located in the Tally.ERP 9 installation folder to view the import log.

## IMPORTING VOUCHERS

You can import vouchers from one company to another in Tally.ERP 9. This could be due to the following reasons:

- Data corruption/loss.
- Migrating into a later release.
- Importing data from third party.

### To import vouchers

1. Go to **Gateway of Tally > Import Data > Vouchers** .
2. Enter the name of the .xml file to be imported, in the **Import Vouchers** screen, as shown below:



**Import Vouchers**  
(Only Tally (XML) format is supported)  
Name of file to be imported (XML) : **DayBook.xml**

**Note :** By default, the export location is the Tally.ERP 9 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 Tally.ERP 9 installation folder to view the import log.

## EXPORTING MASTERS

You can export masters created in a company, in different formats. You can also choose the type of masters to export.

## To export masters

1. Go to **Gateway of Tally > Display > List of Accounts .**
2. Click **E: Export** to open the **Export Report .**
3. Press **Backspace** to configure the export options.
4. Select the **Language .**
5. Select the **Format .**
6. Enter the **Export Location .**
7. Enter the **Output File Name .**
8. Select the **Type of Masters** to be exported.
9. Set the option **Include dependent masters?** to **Yes .**
10. Enable **Export Closing Balances as Opening ,** if required.

The **Export Report** screen appears as shown below:

Exporting List of Ledgers	
Language	: Default (All Languages)
Format	: XML (Data Interchange)
Export Location	: D:\Docs\TE Refresh theme\release\release
Output File Name	: Master.xml
Open Exported Folder	? Yes
<hr/>	
Type of Masters	: Ledgers
Include dependent masters	? Yes
Export Closing Balances as Opening	? Yes
To Date	: 3-4-2015
<b>Export ?</b> Yes or No	

11. Press **Enter** to export.

The exported file is saved in the location specified.

## EXPORTING VOUCHERS

You can export vouchers recorded in a company, in different formats. You can also choose the type of vouchers to export.

### To export transactions

1. Go to **Gateway of Tally > Display > Day Book** .
2. Click **F2 : Period** to change the period.
3. Click **E : Export** to open the **Export Report** .
4. Press **Backspace** to configure the export options.
5. Select the **Language** .
6. Select the **Format**.
7. Enter the **Export Location** .
8. Enter the **Output Filename** .
9. Enable the option **Open Exported Folder?** , if required.
10. Enable the following options, if required.
  - Show Voucher Numbers also?
  - Show narrations?
  - Show bill wise details?
  - Show Cost Centre Details also?
  - Show inventory details?
  - Show additional description of Stock Item?
  - Show Bank Details also?
  - Show Additional Details?
  - Show dependant Masters also?
11. Select the required **Day Book Entries** in the field **Select vouchers to show** .

Exporting Day Book	
↑ ... 2 more	
Export Location	: D:\Tally.ERP 9
Output File Name	: DayBook.xml
Open Exported Folder	? Yes
↑ ... 5 more	
Show Voucher Numbers also	? Yes
Show narrations	? No
Show bill wise details	? No
Show Cost Centre Details also	? No
Show inventory details	? No
Show additional description of Stock Item	? No
Show Bank Details also	? No
Show Additional Details	? No
Show dependant Masters also	? No
Select vouchers to show	: All Vouchers
<div style="border: 1px solid black; padding: 5px; display: inline-block;">           Export ?            Yes or No         </div>	

12. Press **Enter** to export.

## EXPORTING REPORTS

You can export reports from Tally.ERP 9 in different [formats](#) for various reasons like sharing the balance sheet with Shareholders, e-filing returns, and so on.

### To export the data

1. Go to **Gateway of Tally > Balance Sheet** .
2. Click **E : Export** to open the **Export Report** .
3. Press **Backspace** to configure the export options.
  - o Select **Default (All Languages)** as the **Language** .
  - o Select the **Format** , as required .
  - o Enter the **Export Location** , as required.
  - o Enter the **Output File Name** .
  - o Enable **Open Exported Folder** to open the folder after export.
4. Select the required options to configure the Balance Sheet before exporting.
5. Press **Enter** to export.