



User Manual

Journal Vouchers Import from Excel

Contact us:

KGN SOFT SOLUTIONS

3/59, First Floor, Main Bazar, Rs Road, Kamalapuram,
Kadapa District, Andhra Pradesh 516289.

Email: kgntdl@gmail.com, kgnsofts@gmail.com

Cell: 9063604900, 7989604900

Journal Vouchers Import from Excel

Introduction:

Journal Import from Excel is a feature Tally that allows businesses to **upload multiple journal entries directly from an Excel sheet** into Tally instead of manually entering them one by one. Let's see how this Add-On will Work in Tally Prime

Features:

- Allows importing hundreds of journal vouchers at once instead of manual entry.
- Speeds up data entry, especially during month-end or year-end adjustments.
- Minimizes mistakes compared to manual voucher entry.
- On import, Tally automatically creates journal vouchers based on the Excel data.

Important Alert!

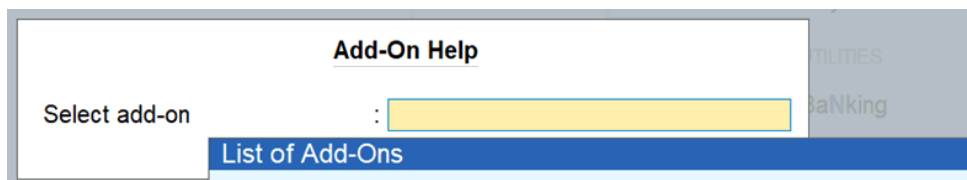
Take Back up of your company Data before activating the Add-on.

Once you try/purchase this add-on, follow this step below to configure the add-on and use it.

Setup Guide:

1. Update your license by going **Gateway of tally → F1: help → Setting → License → Manage License → F5: Update**
(In Case you are using Multi-site Account, you will need to configure Tally Prime to Activate the Add-on for a particular site.)
2. Shut down and restart Tally Prime and open your company

3. Press **Ctrl + Alt + H** at any menu screen to open the user manual. In case of multiple Add-on, **Add-on help** screen will pop-up to select add-on manual.
4. Activate the Add-on



Activate the Add-on for Tally Prime

Go to **Gateway of Tally → F1: Help → TDL & Add-on**

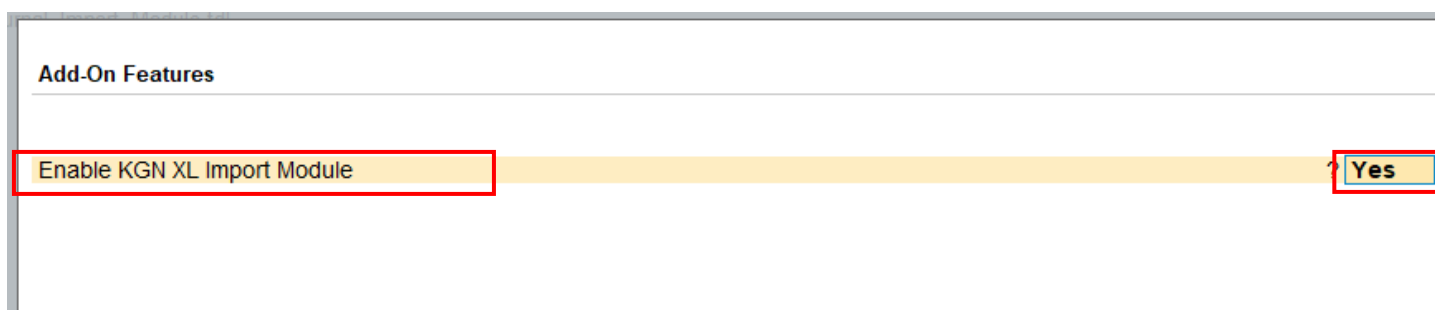
Click on F4: Manage Local TDLs

Load Selected TDL files on Start Up – Yes

Selected the TDL from the list and make it yes

Click On F6: Add-on Features

Set “Yes” to the option “**Enable KGN XL Import Module**”



After Enabling in the Company Level option, you can able to see an additional Feature in the **Gateway of Tally** as show in the below figure.

NOTE: First of all you should have a Journal Excel file as shown in the below fig. You should Compulsory use This **Excel format only**

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Voucher Number	Date	VoucherType	Debit Ledger	Credit Ledger	Amount	Narration
1010	01-04-2024	Journal	Indian Oil	IOC Flik Card	8500	Being Created Journal Voucher
1011	01-04-2024	Journal	KGN General Store	IOC Flik Card	7500	Being Created Journal Voucher
1012	01-04-2024	Journal	Indian Oil	IOC Flik Card	1950	Being Created Journal Voucher
1013	01-04-2024	Journal	KGN Showroom	Cash	8560	Being Created Journal Voucher
1014	01-04-2024	Journal	Indian Oil	IOC Flik Card	3900	Being Created Journal Voucher
1015	01-04-2024	Journal	KGN Retail Hub	IOC Flik Card	4500	Being Created Journal Voucher
1016	01-04-2024	Journal	Indian Oil	cash	2560	Being Created Journal Voucher
1017	01-04-2024	Journal	KGN Soft solutions	IOC Flik Card	3600	Being Created Journal Voucher

The ledger here needs to be created first in your Tally Prime.

Here the **Voucher Type** is your Choice you can select Journal or You can Create another Voucher and **select Type of Voucher as Journal in TallyPrime**

Now let's see the Process of the Journal Import from Excel

Gateway of Tally

Gateway of Tally (In Developer Mode)

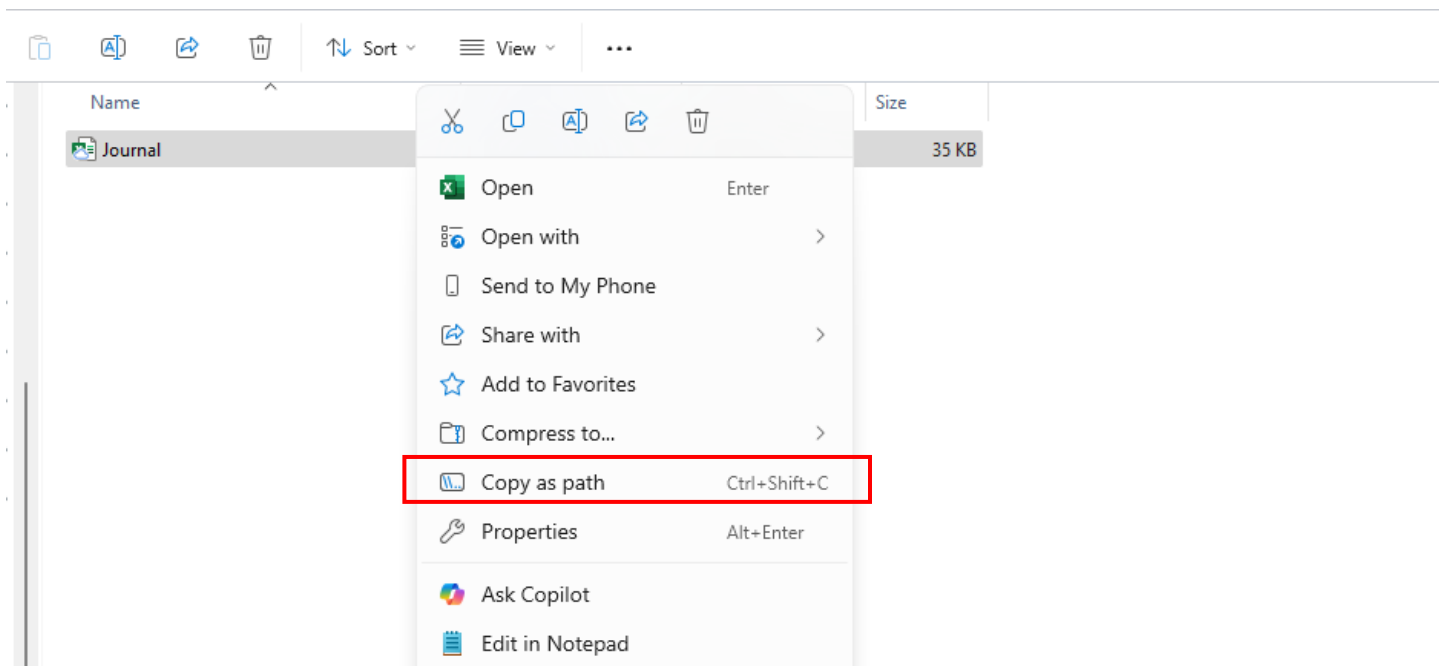
CURRENT PERIOD 1-Apr-24 to 31-Mar-25	CURRENT DATE Monday, 1-Apr-2024
NAME OF COMPANY Journal Import	DATE OF LAST ENTRY No Vouchers Entered

Gateway of Tally

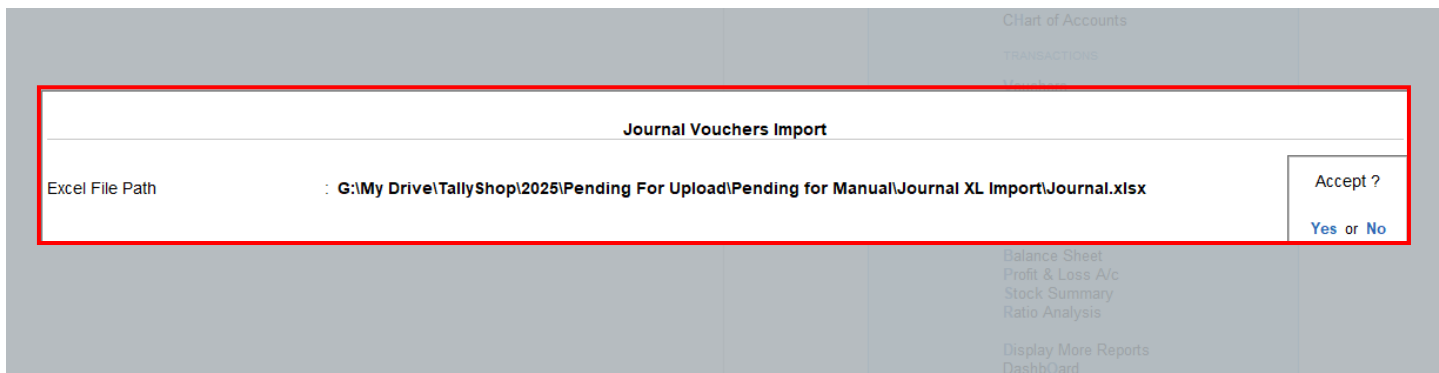
- MASTERS
 - Create
 - Alter
 - CHart of Accounts
- TRANSACTIONS
 - Vouchers
 - Day Book
- UTILITIES
 - BaNking
 - TallyCapital
- REPORTS
 - Balance Sheet
 - Profit & Loss A/c
 - Stock Summary
 - Ratio Analysis
 - Display More Reports
 - Dashboard
 - Journal Import**
- Quit

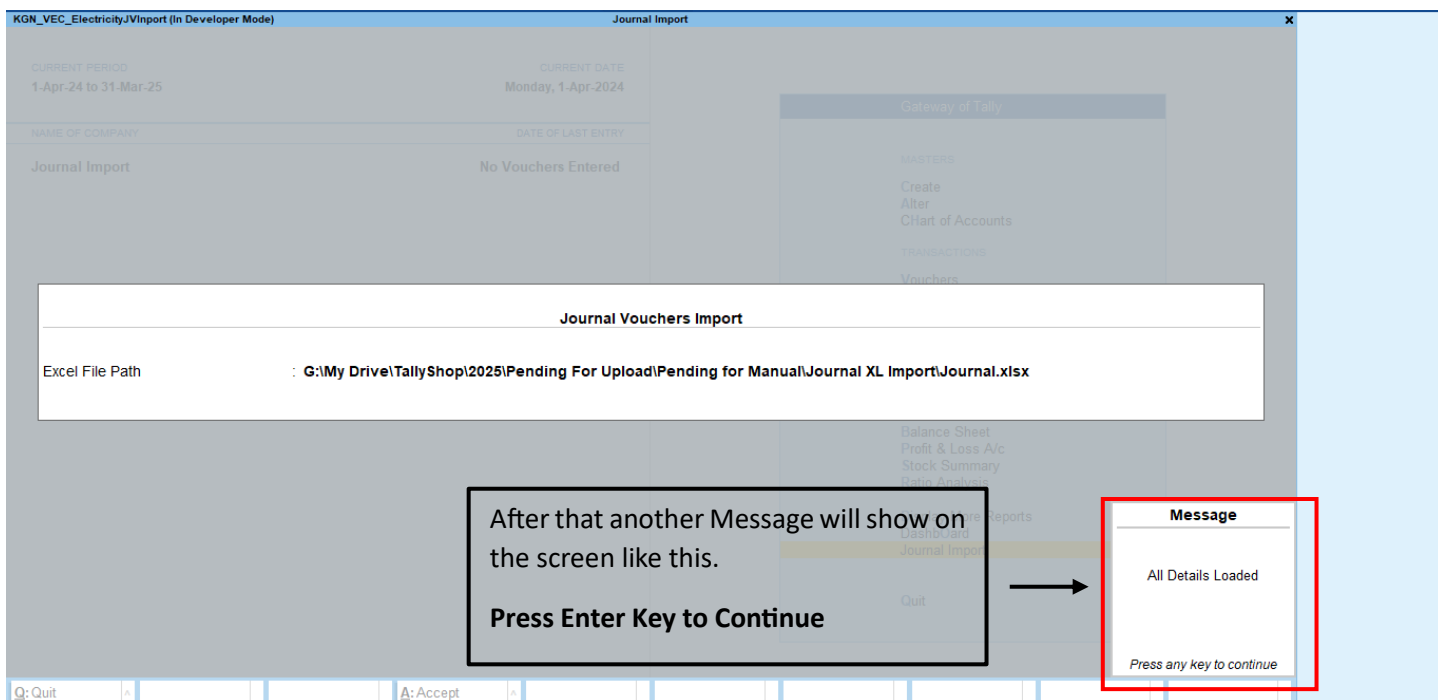
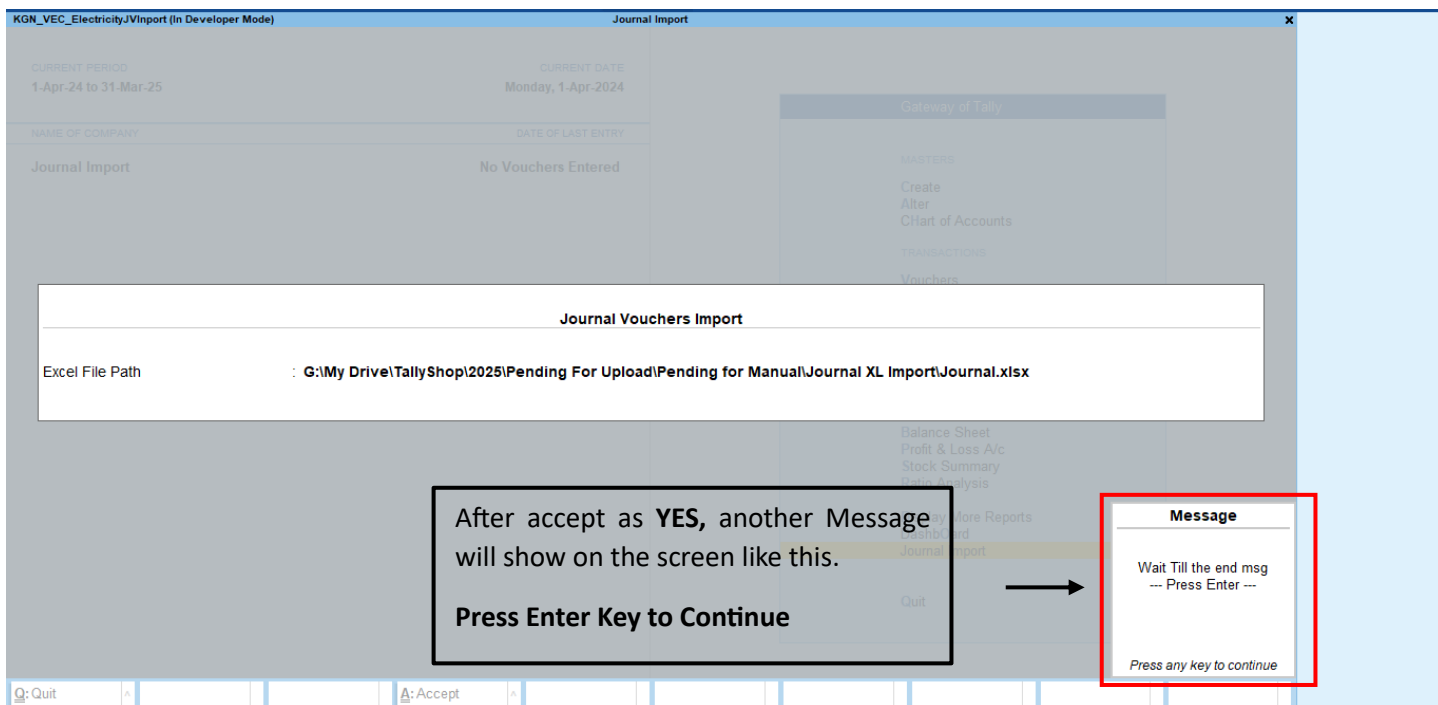
Here Press Enter key on the **Journal Import** form

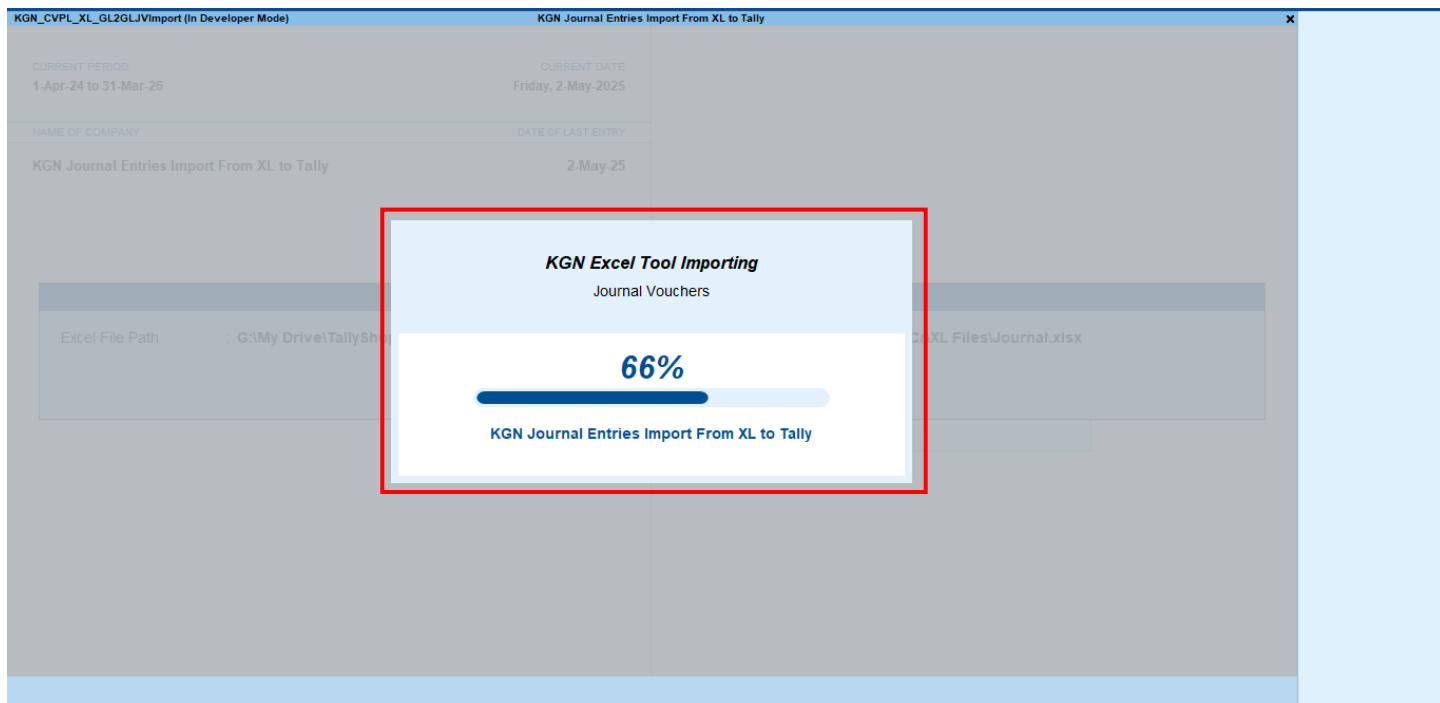
After entering into the form paste the EXCEL file path. **NOTE:** You should compulsorily copy the EXCEL file path as **“Copy as Path”** as shown in the below fig



Now paste the EXCEL file path and remove the **Double inverted commas** and press Enter Key and Accept as YES as shown in the below fig. **NOTE:** While **importing journal** from Excel you should **Compulsory close the EXCEL file**







Now the total Journal Vouchers are imported. Now let's see that Vouchers Navigate
Gateway of Tally → Display More Reports → Accounts Book → Journal Register

Tally SILVER Prime

K: Company Y: Data Z: Exchange G: Go To O: Import E: Export M: Share P: Print 9: TallyCapital F1: Help

Voucher Register (In Developer Mode) Journal Import

List of All Journal Vouchers 1-Apr-24 to 30-Apr-24

Date	Particulars	Vch Type	Vch No.	Debit Amount	Credit Amount
1-Apr-24	Indian Oil	Journal	1010	8,500.00	
1-Apr-24	KGN General Store	Journal	1011	7,500.00	
1-Apr-24	Indian Oil	Journal	1012	1,950.00	
1-Apr-24	KGN Showroom	Journal	1013	8,560.00	
1-Apr-24	Indian Oil	Journal	1014	3,900.00	
1-Apr-24	KGN Retail Hub	Journal	1015	4,500.00	
1-Apr-24	Indian Oil	Journal	1016	2,560.00	
1-Apr-24	KGN Soft Solutions	Journal	1017	3,600.00	

Here you can see the Total Journal Vouchers are imported with in a second

F2: Date
F3: Company
F4: Voucher Type
F5:
F6:
F7: Show Profit
F8: Columnar
F9:
F10:
B: Basis of Values
H: Change View
J: Exception Reports
L: Save View

Now let's open a voucher for more Clarity

Accounting Voucher Alteration (Secondary) (In Developer Mode) Journal Import

Journal No. 1017 Date 1-Apr-24 Monday

Reference No. :

Particulars	Debit	Credit
Dr KGN Soft Solutions Cur Bal: 3,600.00 Dr	3,600.00	
Cr IOC Flik Card Cur Bal: 29,950.00 Cr		3,600.00
	3,600.00	3,600.00

Narration:
Being Created Journal Voucher

Buttons: Q: Quit, A: Accept, D: Delete, X: Cancel Vch, F12: Configure

Right Panel:

- F2: Date
- F3: Company
- F4: Contra
- F5: Payment
- F6: Receipt
- F7: Journal
- F8: Sales
- F9: Purchase
- F10: Other Vouchers
- E: Autofill
- H: Change Mode
- J: More Details
- Q: Related Reports
- L: Optional
- T: Post-Dated
- J: Stat Adjustment
- F12: Configure

Here you can able to see the LEDGERS

Here you can see the Narration

Like this the With the Help of this Add-On Business Man/Customer can easily import their Journal vouchers with in a Seconds.

===== End of Add on =====

Find our **Other Solution** which is available at **Tally Shop** – (it may useful to your organization)

Open your **Tally Prime** > Click the **F1-Help** > then Click **Tally Shop** > then Type – (In Search Key word) > **KGN**

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- ☐ Security
- ☐ Reports
- ☐ Invoicing & Voucher

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KGN Resize of E Invoice QR Code in sales Bill 2.1

KGN Resize of E-Invoice QR Code in Sales Bill allows you to adjust the size of the e-invoice QR code printed on your sales invoices.

More Info

Add to Cart

KGN Customized Sales Invoice 6.1

The KGN Customized Sales Invoice add-on transforms the standard Tally Prime invoice into a highly professional, brand-focused, and customer-friendly document.

More Info

Add to Cart

KGN Dynamic AlterNet Quantity Calculation Module 1.0

The Dynamic AlterNet Quantity Calculation Module automatically recalculates alternate quantities based on real-time data and configurable rules.

More Info

Add to Cart

KGN Rate After Discount in Sales Entry and Printing 6.1

KGN Rate After Discount add-on enhances your sales voucher experience in Tally Prime by automatically showing the effective rate after applying discounts.

More Info

Add to Cart

Check your Requirement and try the Demo

All the above our Listed Add-on as **Video Tutorial** also available in our **YouTube Channel**

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Click on: www.youtube.com/@kgnsoftsolutions

Add-on Related Any Support Contact: **9063604900**. If You need any type of customization, contact us, we can customize your Requirements.

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Ready Add-on & Modules

AlterNet Qty Change in Voucher
Auto B2C Item wise Sales posting
Auto Backup
Auto Manufacturing after Sales
Auto Posting of Bulk Vouchers
Auto Posting of Payment Vouchers
Auto Receipt From Ledger (No Bill Wise)
Auto Receipt From Ledger Report
Auto Receipts From OS Report
Batch Details in Ledger Report
Batch Number Column in Columnar Sales Register
Bill Received Details in Sales Register
Central Bank of India RTGS NEFT Form
CEO Dash Board
CREDIT CONTROL ON DAYS
DAY BOOK TOTALS
Day wise Bill Wise Collection
Doctors OP Receipts Bulk Posting
DOUBLE DISCOUNT IN SALES
Expiry Stock Report
False Date Controlling
Fixed Assets Register
Grid Lines in Sales Invoice
Group Company Reports
Groupwise Outstanding Report
GST RATES WISE INPUT OUTPUT
INNER WEAR SIZE and PCS

Item wise Profit or Loss report
Letter Head in invoice
Letterhead Format Invoice
Loading Slip with CASE-PCS
Multi Voucher Printing with Voucher no Range
Party Previous Balance
Pickup List
POS Print from Normal Sales
Qty in Profit and Loss Account
Recycle Bin
Sales to Receipt Auto Posting (Only Cash)
Scanned Signature in Invoice
Size wise billing
Grade wise Rate Setup and Quotation
Stock Item Std Rate Report
STOCK SUMMARY WITH GST INFO
System Date wise daybook
TEXTILES PCS METERS
User's Activity Tracking Report
Voucher Alteration History
Voucher Date as System Date
Voucher Number as Voucher Reference
Auto E-Mailing Module
Bill to Ship to Instead of Buyer Consignee
Daybook Totals with Cash & Bank Closing balance
GSTR-4 Generation from Tally
Inactive Stock Items
Ledger Replace
Original Invoice Date Filter
Space BW Line
TCS Setup Simplified and Sales Control

Cash Sales Register
Date wise Item wise Negative Stock
Item Details in Multi Companies
Ledger Master Report
Minimum Order Report
Std Rate Auto pick in Incl Rate
Auto Backup TSS Validity
Brokerage Module
Common Godown for All Items
Customized Ledger Interest Report
Disable Delete cancel to users
Free Qty in Sales & purchase
GST as per Books in 3B
Item Name Column in Columnar report
Ledger Blocking in Sales
Negative Stock Control
Price List Rate in Inclusive Rate
Recycle Bin Without Confirmation
Resize Of eInvoice QR Code
Salesman report
Skip Rate per Disc Amount to users
Tally2WhatsApp Module
Cmp 2 Cmp Auto Posting
Discount Amount Column in Invoice
Godown Security
Last Purchase Cost in Sales Entry