



User Manual

Cash Receipt Vouchers Import from Excel

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Introduction:

The **KGN Import Receipt Vouchers from Excel** add-on is a powerful utility designed to simplify and speed up the process of creating Receipt Vouchers in TallyPrime. Instead of manually entering each receipt one by one, this **add-on allows users to import multiple receipt entries directly from an Excel file** with just a few clicks. Let's see how this Add-On will Work in Tally Prime

Features:

- **Bulk Import** of multiple Cash Receipt Vouchers from a single Excel file.
- Supports **Cash** Ledger
- Eliminates **manual data entry** and reduces human mistakes.
- Saves **time and effort** for businesses handling daily receipts.
- On import, Tally automatically creates Cash Receipt vouchers based on the Excel data.

Important Alert!

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

Support Related Terms & Conditions

1. **One-Time Free Support:** Free support is provided **only once**, either during the trial period or after purchase add-on.
2. **Additional Support:** Any further support will be chargeable based on the duration of the support required.
3. Remote support will be provided during working hours on business days.
4. Support will be provided only after the Add-on is configured in TallyPrime. For configuration issues, please contact Tally Care.
5. For support, the customer must send an email with the purchase invoice copy and a brief description of the issue.

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 Import Cash Receipt Vouchers from Excel”**

Add-On Features

Enable KGN Import Cash Receipt Vouchers from Excel

? **Yes**

After Enablement 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 fall you should have a **Receipt Vouchers Excel file** as shown in the below fig. You should Compulsory use **This Excel format only**

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Date	Voucher No	Voucher Type	Debit Ledger	Credit Ledger	Amount	Narration
01-04-2025	RC001887	Receipt	Cash	KGN Soft Solutions	1500	Being Outstanding Received
01-04-2025	RC001888	XL Receipt	Cash	KGN Retail Hub	2000	Being Outstanding Received
01-04-2025	RC001889	Receipt	Cash	KGN Showroom	7453	Being Outstanding Received
01-04-2025	RC001890	XL Receipt	Cash	KGN Super Market	8832	Being Students fee Collected
01-04-2025	RC001891	Receipt	Cash	KGN General stores	1394	Being Students fee Collected
01-04-2025	RC001892	XL Receipt	Cash	KGN Medical Store	1000	Being Students fee Collected

In **Debit Ledger** select only **Cash** Ledger and the **Credit ledgers** are must first be created in your TallyPrime

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

New Receipt Voucher Type

Voucher Type Alteration (In Developer Mode) KGN Import Receipt Vouchers From XL

Name : **XL Receipt**
(alias)

General

Select type of voucher : **Receipt**

Abbreviation : Rcpt

Activate this Voucher Type : **Yes**

Method of Voucher Numbering : **Manual**

Prevent creating duplicate Voucher Nos. : **Yes**

Show unused vch nos. in transactions for Retain Original Voucher No. behaviour : **No**

Use effective dates for vouchers : **No**

Allow zero-valued transactions : **No**

Make this voucher type as 'Optional' by default: **No**

Allow narration in voucher : **Yes**

Provide narrations for each ledger in voucher : **No**

Enable default accounting allocations : **No**

WhatsApp voucher after saving : **No**

Set this all Options to the New Receipt Voucher Type

NOTE: For Existing Voucher Type Just set Method of Voucher Numbering as **Manual** and **Prevent duplicate Voucher Numbers**

F2: Period
F3: Company
F4:
F5:
F6:
F7:
F8:
F9:
F10: Other Masters
More Details
F12: Configure

Q: Quit A: Accept D: Delete

After all this Now let's see the Process of the **Receipt Vouchers Import** from Excel

Gateway of Tally

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

Gateway of Tally (In Developer Mode)

CURRENT PERIOD: 1-Apr-20 to 31-Mar-21 CURRENT DATE: Wednesday, 1-Apr-2020

NAME OF COMPANY: Receipt Import (Schedule Backup) DATE OF LAST ENTRY: 1-Apr-20

Here Press Enter key on the **Receipt Import**

Gateway of Tally

MASTERS
Create
Alter
Chart of Accounts

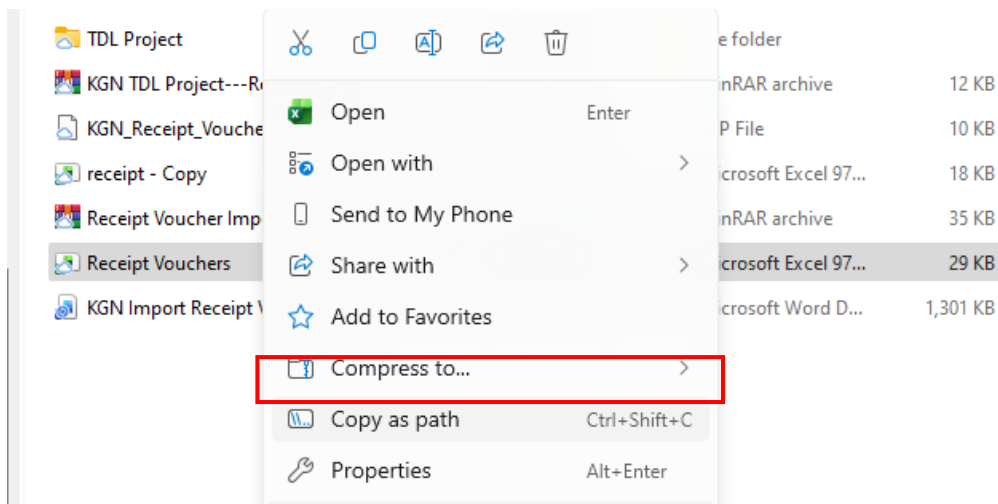
TRANSACTIONS
Vouchers
Day Book

UTILITIES
Receipt Import
Banking
TallyCapital

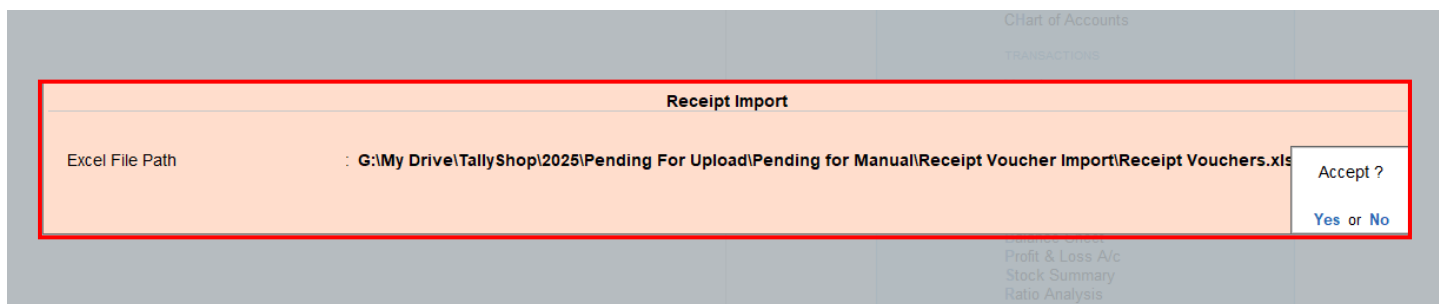
REPORTS
Balance Sheet
Profit & Loss A/c
Stock Summary
Ratio Analysis

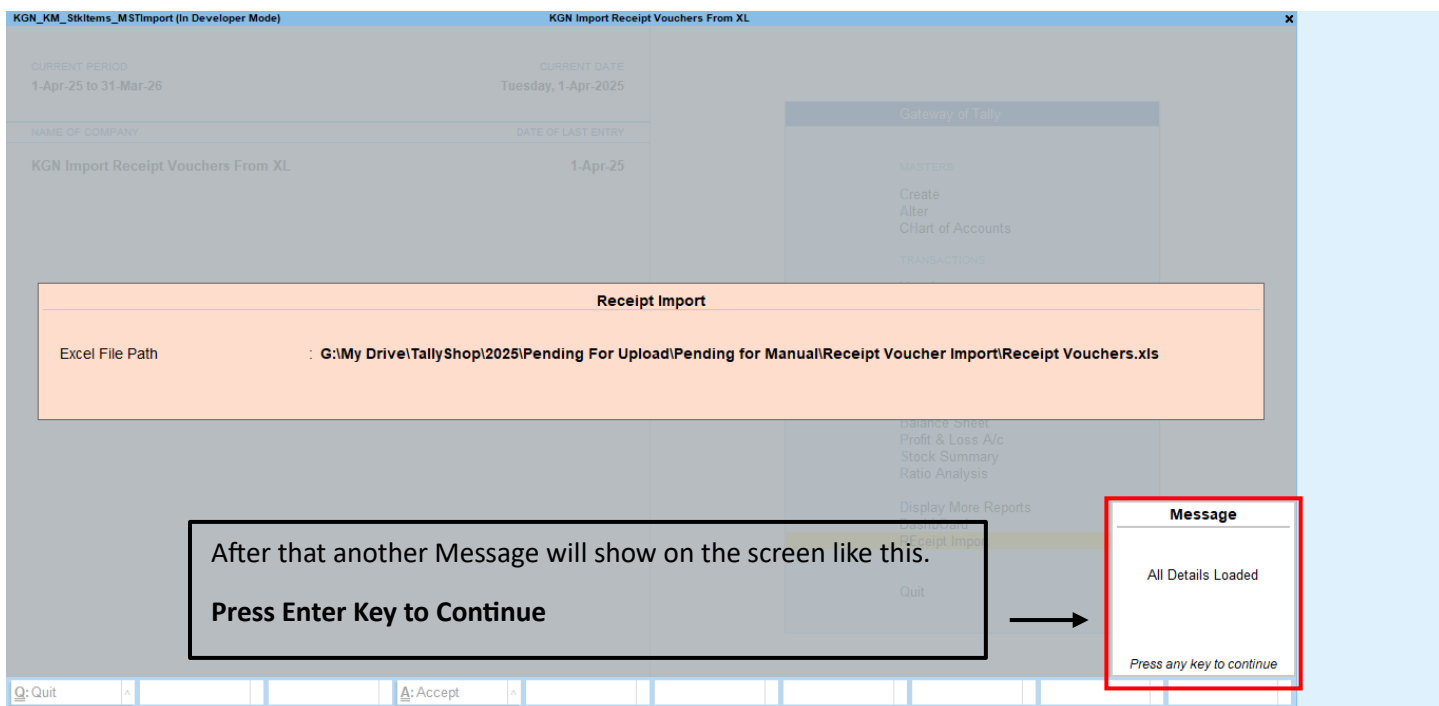
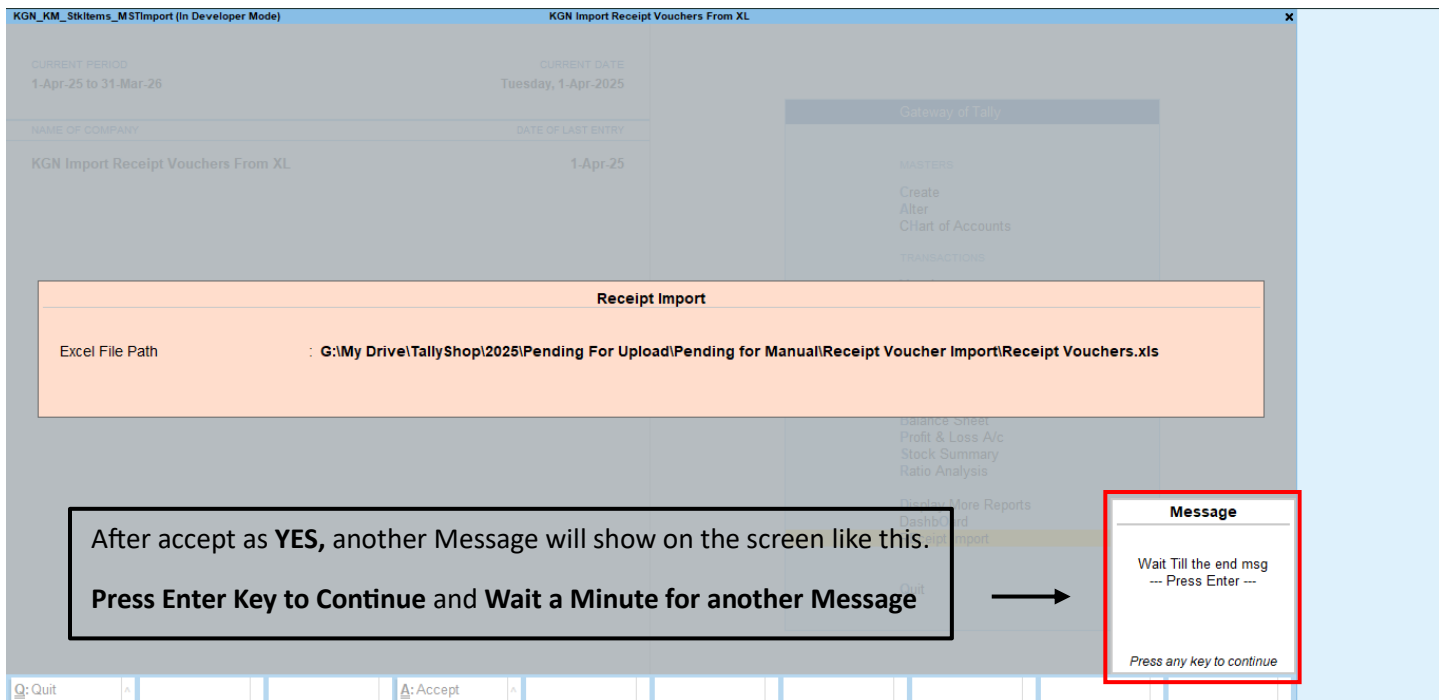
F2: Date
F3: Company

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

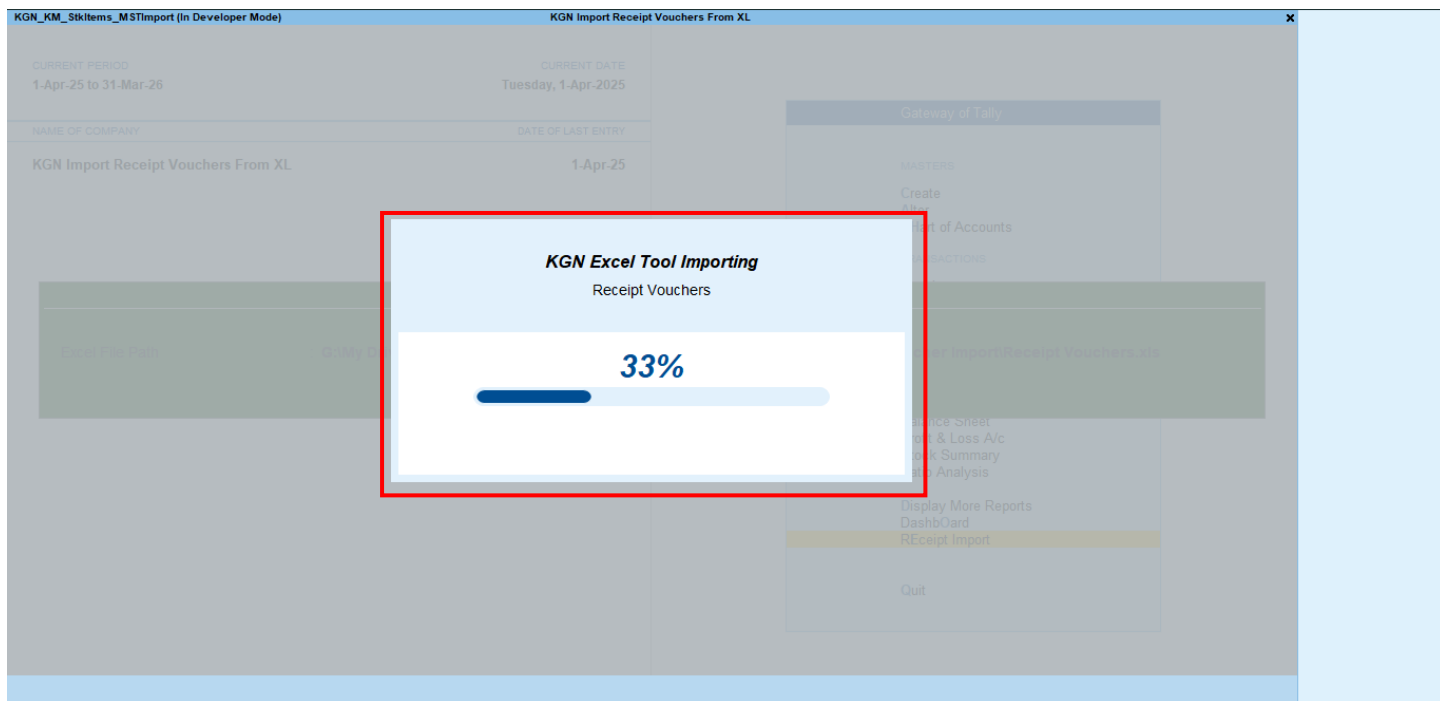


Now paste the EXCEL file path and remove the **Double inverted commas** and press Enter Key and Accept as **YES** as shown in the below fig. **NOTE:** While **importing Receipt Vouchers** from Excel you should **Compulsory close the EXCEL file**





After that the Process was Started as shown in the below fig.



Now the total **Receipt Vouchers** are **Successfully imported**. Now let's see that Vouchers Navigate

Gateway of Tally → Display More Reports → Accounts Book → Receipt Register

Voucher Register (In Developer Mode) KGN Import Receipt Vouchers From XL

List of All Receipt Vouchers 1-Apr-25 to 30-Apr-25

Date	Particulars	Vch Type	Vch No.	Debit Amount	Credit Amount
1-Apr-25	KGN Soft Solutions	Receipt	RC001887		1,500.00
1-Apr-25	KGN Showroom	Receipt	RC001889		7,453.00
1-Apr-25	KGN General stores	Receipt	RC001891		1,394.00
1-Apr-25	KGN Retail Hub	XL Receipt	RC001888		2,000.00
1-Apr-25	KGN Super Market	XL Receipt	RC001890		8,832.00
1-Apr-25	KGN Medical Store	XL Receipt	RC001892		1,000.00

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

Now let's open a voucher for more Clarity

Accounting Voucher Alteration (Secondary) (In Developer Mode) KGN Import Receipt Vouchers From XL

XL Receipt No. **R001888** 1-Apr-25 Tuesday

Account	Particulars	Amount
Cash		
Current balance	11,832.00 Dr	
KGN Retail Hub	Cur Bal: 1,62,666.16 Dr	
		2,000.00
		2,000.00

Here you can able to see the LEDGERS

Narration:
Being Outstanding Received

Here you can see the Narration

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

Like this the With the Help of this Add-On Business Man/Customer can easily import their Receipt vouchers with in a Second from Excel

For Any Additional Customization Please Contact Our Senior Developer :

+91 9063604900/+91 7989604900

===== 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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- ☐ Reports
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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**

KGN SOFT SOLUTIONS

Click on: www.youtube.com/@kgnsoftsolutions

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