



User Manual

Journal Vouchers Import from Excel with multi Dr Cr

Contact us:

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Introduction:

Journal Import from Excel with multi Dr Cr 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.

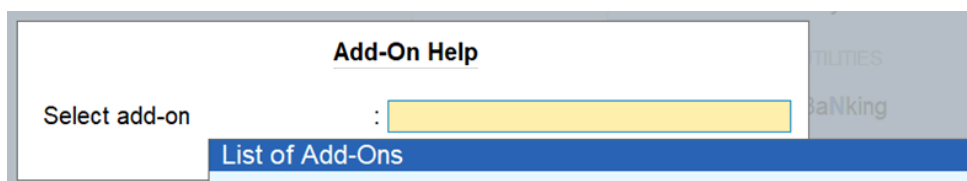
Support Related Terms & Conditions

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 Multi Dr & Cr Journal Import from Excel”**

Add-On Features

Enable KGN Multi Dr & Cr Journal Import from Excel

? **Yes**

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 Navigate.

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

GET GENUINE OFFICE Your license isn't genuine, and you may be a victim of software counterfeiting. Avoid interruption and keep your files safe with genuine Office today. Get genuine Office Learn more

Sl No	Voucher Type	Date	Voucher Number	Ledger Name	Dr/Cr	Amount	Narration
1	Journal Import	01-04-2024	1	Comission Exp	Dr	1000	Being Comission and telephone paid
2	Journal Import	01-04-2024	1	Telephone Exp	Dr	1000	Being Comission and telephone paid
3	Journal Import	01-04-2024	1	Cash	Cr	2000	Being Comission and telephone paid
5	Journal	02-05-2025	2	Comission Exp	Dr	1000	Being Comission and telephone paid
6	Journal	02-05-2024	2	KGN soft solutions	Dr	1000	Being Comission and telephone paid
7	Journal	02-05-2024	2	Cash	Cr	2000	Being Comission and telephone paid
8	Journal Import	01-04-2024	3	KGN soft solutions	DR	500	Being Comission and telephone paid
9	Journal Import	01-04-2024	3	Cash	CR	500	Being Comission and telephone paid

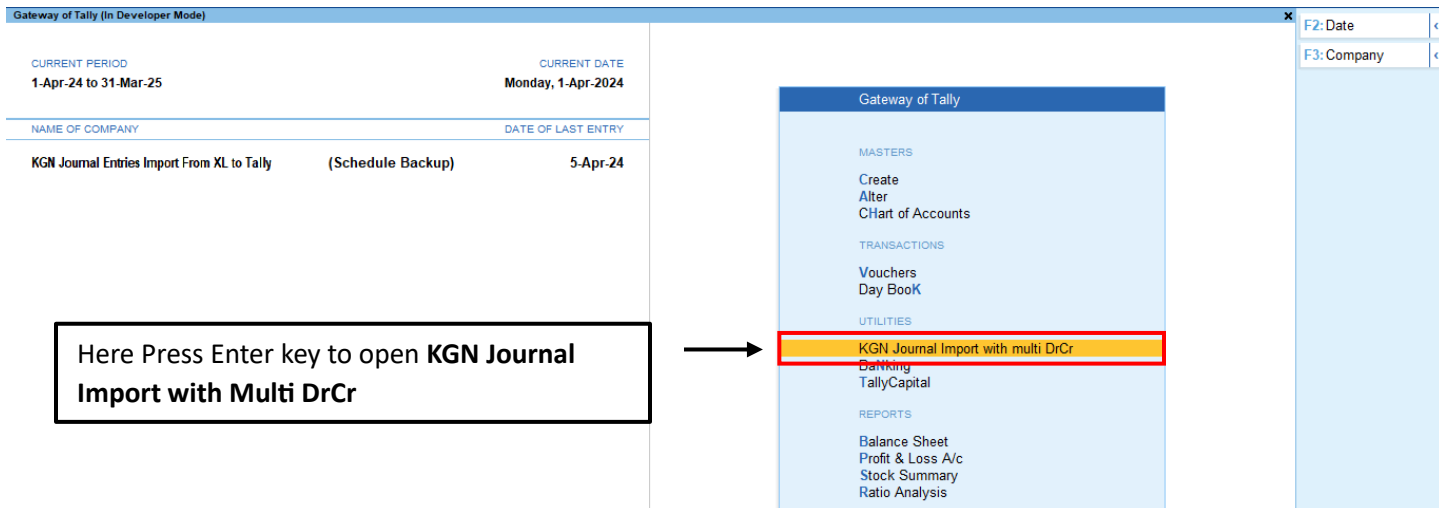
Here you can able to see there are **total 3 Journal Vouchers** are there

Here you can Define Multiple Dr and Cr

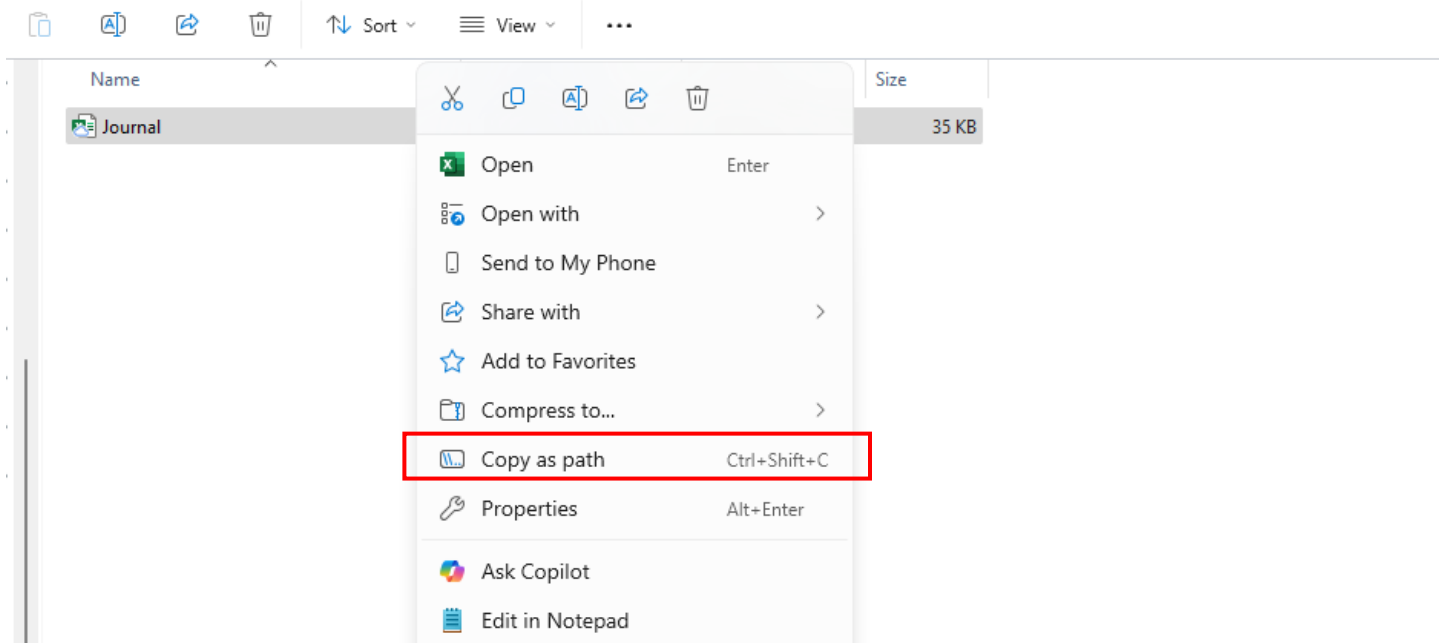
Here the **Voucher Type** is your Choice you can select Journal or You can Create another Voucher and **select Type of Voucher as Journal in TallyPrime**

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

Gateway of Tally



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**

The screenshot shows the 'KGN Journal Entries Import From XL to Tally' dialog box. The 'Excel File Path' field is populated with: G:\My Drive\TallyShop\2025\Pending For Upload\Pending for Manual\Journal Import Multi DrCr\XL Files\Journal.xlsx. The 'Accept ?' button is highlighted with a red box, and the 'Yes or No' options are visible below it.

The screenshot shows the same dialog box, but now a message box is displayed. The message box contains the text: 'Wait Till the end msg --- Press Enter ---' and 'Press any key to continue'. A red box highlights the message box. A text box with an arrow points to the message box, containing the text: 'After Accepting as YES, the screen will show a Message like this' and 'Press Enter Key to Continue'.

KGN_CVPL_XL_GL2GLJImport (In Developer Mode) KGN Journal Entries Import From XL to Tally

CURRENT PERIOD: 1-Apr-24 to 31-Mar-26
CURRENT DATE: Friday, 2-May-2025

NAME OF COMPANY: KGN Journal Entries Import From XL to Tally
DATE OF LAST ENTRY: 2-May-25

Journal Import with multi DrCr

Excel File Path : G:\My Drive\TallyShop\2025\Pending For Upload\Pending for Manual\Journal Import Multi DrCr\XL Files\Journal.xlsx

After that another Message will show on the screen like this **All details Loaded**
Press Enter Key to Continue

Message
All Details Loaded
Press any key to continue

Q: Quit A: Accept

KGN_CVPL_XL_GL2GLJImport (In Developer Mode) KGN Journal Entries Import From XL to Tally

CURRENT PERIOD: 1-Apr-24 to 31-Mar-26
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NAME OF COMPANY: KGN Journal Entries Import From XL to Tally
DATE OF LAST ENTRY: 2-May-25

KGN Excel Tool Importing
Journal Vouchers

Excel File Path : G:\My Drive\TallyShop\2025\Pending For Upload\Pending for Manual\Journal Import Multi DrCr\XL Files\Journal.xlsx

66%

KGN Journal Entries Import From XL to Tally

Now the total Journal Vouchers are imported. Now let's see that Vouchers Navigate

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

Voucher Register (In Developer Mode)

KGN Journal Entries Import From XL to Tally

1-Apr-24 to 2-May-25

List of All Journal Vouchers

Date	Particulars	Vch Type	Vch No.	Debit Amount	Credit Amount
1-Apr-24	Comission Exp	Journal Import	1	1,000.00	
1-Apr-24	KGN Soft Solutions	Journal Import	3	500.00	
2-May-25	Comission Exp	Journal	4	1,000.00	

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

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

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

Now let's open a voucher for more Clarity

Accounting Voucher Alteration (Secondary) (In Developer Mode)

KGN Journal Entries Import From XL to Tally

Journal No. 4

2-May-25 Friday

F2: Date

F3: Company

Reference No. : Date :

Particulars	Debit	Credit
Dr Comission Exp Cur Bal: 2,000.00 Dr	1,000.00	
Dr KGN Soft Solutions Cur Bal: 1,500.00 Dr	1,000.00	
Cr Cash Cur Bal: 4,500.00 Cr		2,000.00
	2,000.00	2,000.00

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

Narration:
Being Comission and telephone paid

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

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 with Multiple Dr and Cr

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**

TallyShop

Categories

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- ☐ Work Flow Management
- ☐ Statutory
- ☐ Banking
- ☐ Audit
- ☐ Manufacturing
- ☐ Voucher Numbering
- ☐ Fixed Assets
- ☐ Business Verticals
- ☐ Security
- ☐ Reports
- ☐ Invoicing & Voucher

KGN



TallyPrime

India

Home > KGN

Silver Gold

Search results

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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