



User Manual

Payment Vouchers Import from Excel

Contact us:

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Introduction:

The **KGN Payment Vouchers Import from Excel** add-on is designed to simplify the bulk entry of payment vouchers in TallyPrime. Instead of manually entering each voucher one by one, this feature allows users to prepare all payment details in an Excel sheet and import them directly into Tally with a single click. Let's see how this Add-On will Work in Tally Prime

Features:

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

Important Alert!

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

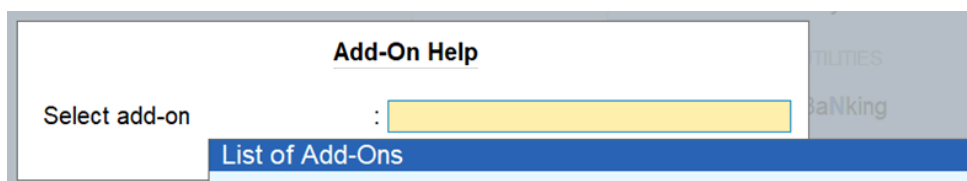
Support Related Terms & Conditions

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 Payment Vouchers from Excel”**

Add-On Features

Enable KGN Import Payment Vouchers 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.

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

Here you can Enter the Instrument Number and Date

Date	Voucher No	Voucher type	Credit Ledger	Debit Ledger	Amount	Narration	Instrument Number	Instrument Date
01-04-2020	KGN001	Payment	Cash	Rent	8523	Being Payment Done		
01-04-2020	KGN002	XL Payment	HDFC Bank	salaries	7412	Being Payment Done	85698	01-04-2020
01-04-2020	KGN003	Payment	Cash	Rent	9687	Being Payment Done		
01-04-2020	KGN004	XL Payment	HDFC Bank	salaries	2500	Being Payment Done	25254	01-04-2020
01-04-2020	KGN005	Payment	Cash	KGN Soft Solutions	13263	Being Payment Done		
01-04-2020	KGN006	XL Payment	HDFC Bank	Rent	8964	Being Payment Done	74125	01-04-2020
01-04-2020	KGN007	Payment	Cash	salaries	5236	Being Payment Done		
01-04-2020	KGN008	XL Payment	HDFC Bank	KGN Soft Solutions	78549	Being Payment Done	96325	01-04-2020
01-04-2020	KGN009	Payment	Cash	Rent	96635	Being Payment Done		
01-04-2020	KGN010	XL Payment	HDFC Bank	KGN Soft Solutions	666	Being Payment Done	85230	01-04-2020
01-04-2020	KGN011	Payment	Cash	salaries	96745	Being Payment Done		

These ledgers are must first be created in your TallyPrime

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

New Payment Voucher Type

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

Name : **XL Payment**
(alias)

General

Select type of voucher : **Payment**

Abbreviation : Pymt

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

Track Additional Costs for Purchases : No

Enable default accounting allocations : No

WhatsApp voucher after saving : No

Set this all Options to the New Payment 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 **Payment Vouchers Import** from Excel Gateway of Tally

Tally SILVER Prime
Find details entered in masters and transactions. (Alt+F)

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 KGN Import Payment Vouchers From XL (Schedule Backup) DATE OF LAST ENTRY No Vouchers Entered

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

Gateway of Tally

MASTERS
Create
Alter
Chart of Accounts

TRANSACTIONS
Vouchers
Day Book

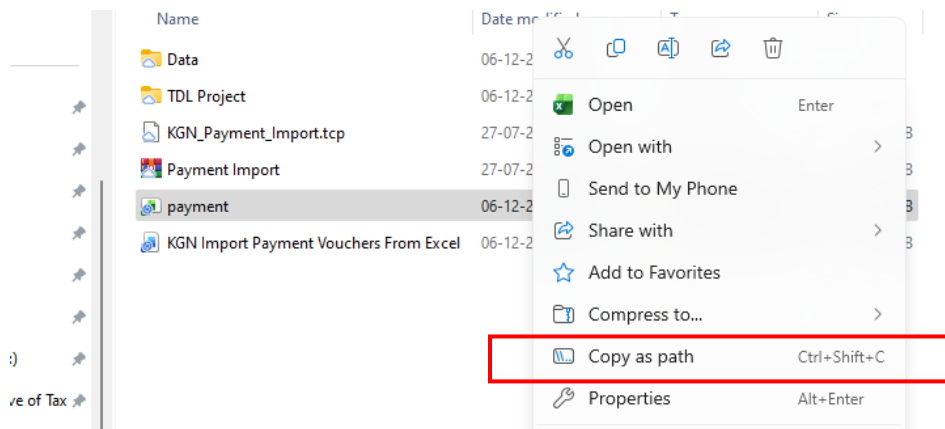
UTILITIES
Payment Import

BANKING
TallyCapital

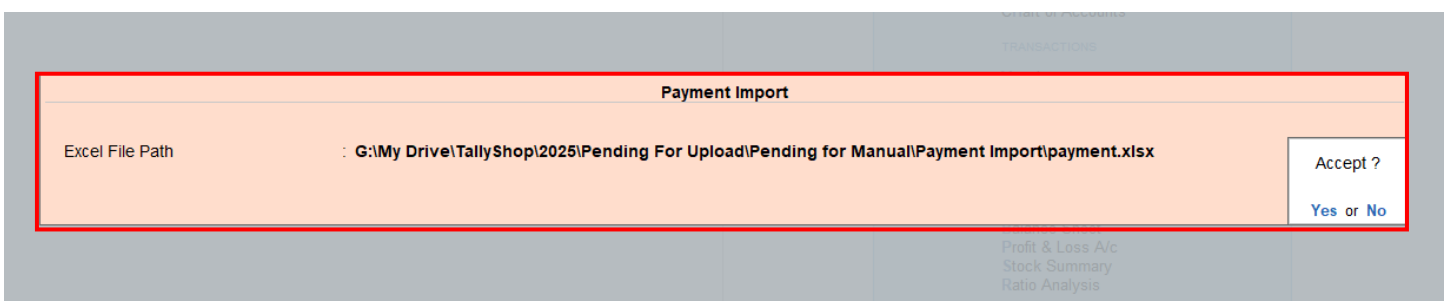
REPORTS
Balance Sheet
Profit & Loss A/c
Stock Summary
Ratio Analysis
Display More Reports
Dashboard
Quit

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**



KGN_KM_StkItems_MSTImportPynt (In Developer Mode) KGN Import Payment Vouchers From XL

CURRENT PERIOD: 1-Apr-20 to 31-Mar-21
CURRENT DATE: Friday, 3-Apr-2020

NAME OF COMPANY: KGN Import Payment Vouchers From XL
DATE OF LAST ENTRY: No Vouchers Entered

Gateway of Tally

MASTERS
Create
Alter
Chart of Accounts

TRANSACTIONS

Payment Import

Excel File Path : G:\My Drive\TallyShop\2025\Pending For Upload\Pending for Manual\Payment Import\payment.xlsx

After accept as **YES**, another Message will show on the screen like this.
Press Enter Key to Continue and Wait a Minute for another Message

Message

Wait Till the end msg
--- Press Enter ---

Press any key to continue

KGN_KM_StkItems_MSTImportPynt (In Developer Mode) KGN Import Payment Vouchers From XL

CURRENT PERIOD: 1-Apr-20 to 31-Mar-21
CURRENT DATE: Friday, 3-Apr-2020

NAME OF COMPANY: KGN Import Payment Vouchers From XL
DATE OF LAST ENTRY: No Vouchers Entered

Gateway of Tally

MASTERS
Create
Alter
Chart of Accounts

TRANSACTIONS

Payment Import

Excel File Path : G:\My Drive\TallyShop\2025\Pending For Upload\Pending for Manual\Payment Import\payment.xlsx

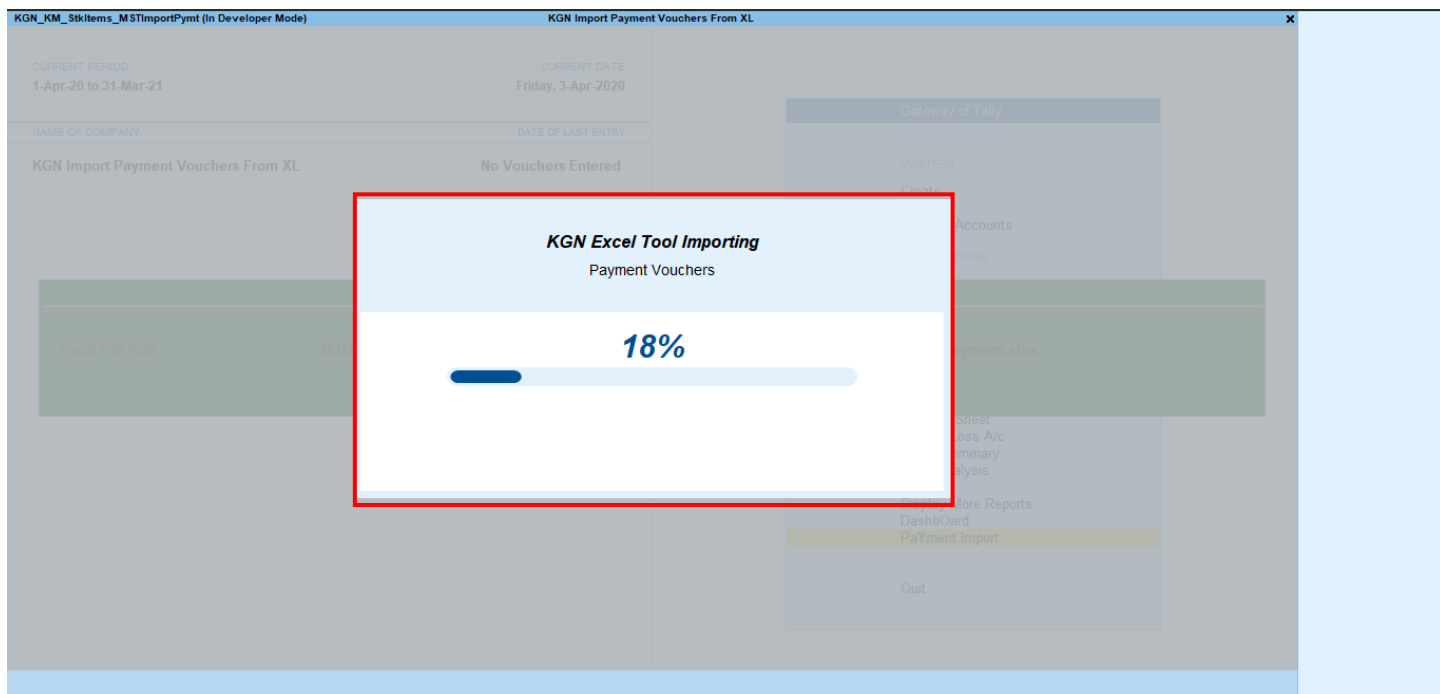
After that another Message will show on the screen like this.
Press Enter Key to Continue

Message

All Details Loaded

Press any key to continue

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



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

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

List of All Payment Vouchers

Date	Particulars	Vch Type	Vch No.	Debit Amount	Credit Amount
1-Apr-20	Rent	Payment	KGN001	8,523.00	
1-Apr-20	Rent	Payment	KGN003	9,687.00	
1-Apr-20	KGN Soft Solutions	Payment	KGN005	13,263.00	
1-Apr-20	salaries	Payment	KGN007	5,236.00	
1-Apr-20	Rent	Payment	KGN009	96,635.00	
1-Apr-20	salaries	Payment	KGN011	96,745.00	
1-Apr-20	salaries	XL Payment	KGN002	7,412.00	
1-Apr-20	salaries	XL Payment	KGN004	2,500.00	
1-Apr-20	Rent	XL Payment	KGN006	8,964.00	
1-Apr-20	KGN Soft Solutions	XL Payment	KGN008	78,549.00	
1-Apr-20	KGN Soft Solutions	XL Payment	KGN010	666.00	

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 Payment Vouchers From XL

XL Payment No. **IGN002**

1-Apr-20
Wednesday

Account : HDFC Bank
Current balance : 98,091.00 Cr

Particulars

salaries
Cur Bal: 1,11,893.00 Dr

Amount

7,412.00

Here you can able to see the LEDGERS

Narration:
Being Payment Done

Here you can see the Narration

7,412.00

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

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

Account : HDFC Bank
Current balance : 98,091.00 Cr

Particulars

salaries
Cur Bal: 1,11,893.00 Dr

Bank Allocations for: HDFC Bank
For: 7,412.00

Ledger Name	Transaction Type	Amount
salaries	Cheque	7,412.00
Cheque range : ♦ Not Applicable		
Inst No.	85698	Inst Date : 1-Apr-20

Here you can see the Instrument Number and date

Voucher

S: Set Status
V: View Recon Info

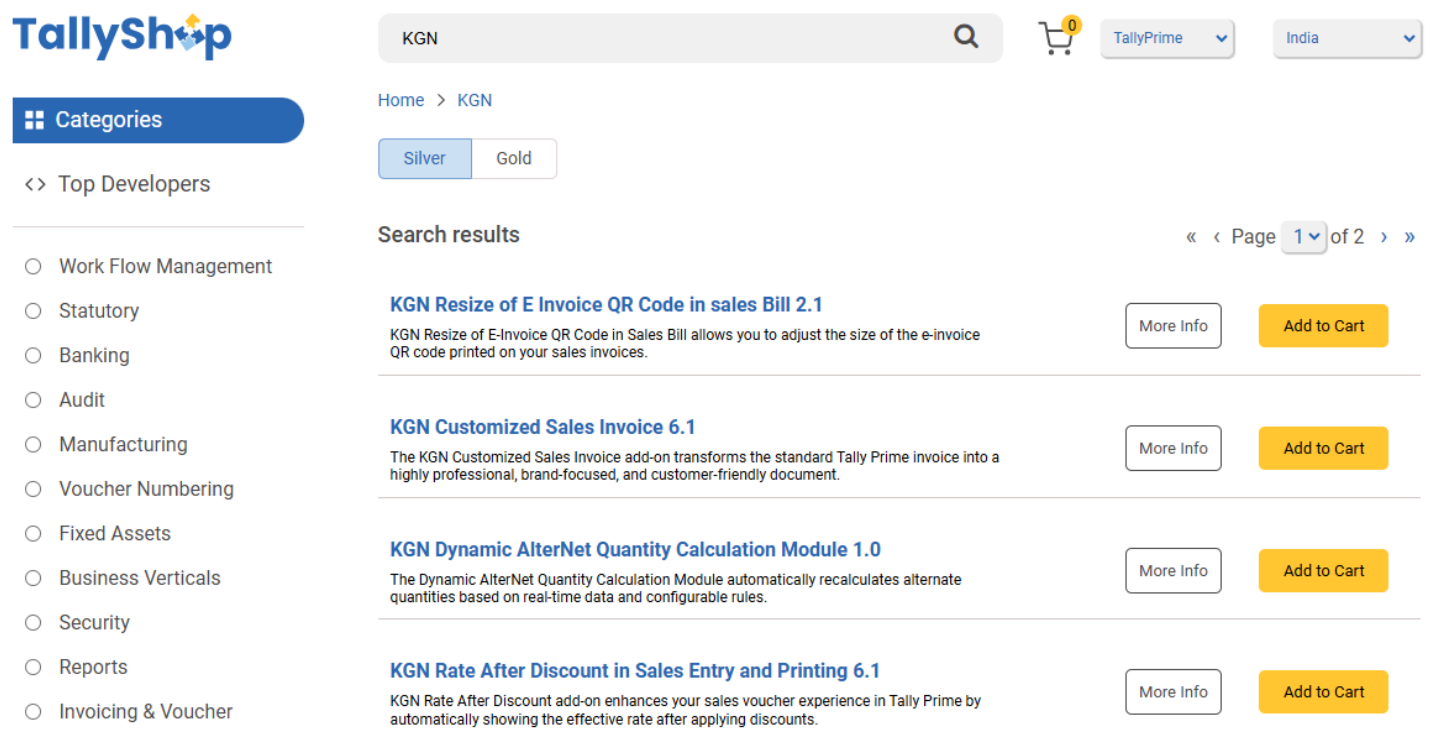
Like this the With the Help of this Add-On Business Man/Customer can easily import their Payment vouchers with in a Second from Excel

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

For Any Additional Customization Please Contact Our Senior Developer :

+91 9063604900/+91 7989604900

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**



The screenshot shows the TallyShop website interface. At the top, there's a search bar with 'KGN' entered. Below the search bar, there are filters for 'Silver' and 'Gold'. The search results are displayed in a table-like format with four items:

Search results	More Info	Add to Cart
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