



# User Manual

## Advanced Bank Statement Import from Excel

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# Advanced Bank Statement Import from Excel

## Introduction:

With this module you can import you **Bank statement transactions** to tally prime easily, and you can configure the excel file format in each bank ledgers separately, and you will have the option to replace the ledger to correct the transactions, and you can change the voucher type for multiple transactions at a single click, Let's see how this Add-On Will work in TallyPrime.

## Features:

- Quick & Accurate Data Entry
- Time-Saving
- Error Reduction
- Supports Multiple Banks

### 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.

## 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

After Activation of this Add-on

Display More Reports  
Dashboard  
Import Bank Statement  
Bank Statement Clearance

Quit

Ledger Creation		ANDHRA TRADERS		Total Opening Balance
Name :	HDFC Bank A/c			
(alias) :				
Under :	<b>Bank Accounts</b> <i>(Current Assets)</i>	<b>Mailing Details</b>		
		Name :	HDFC Bank A/c	
		Address :		
<b>Bank Account Details</b>				
A/c Holder's Name :	ANDHRA TRADERS	State :	Andhra Pradesh	
A/c No. :		Country :	India	
IFS Code :		Pincode :		
SWIFT Code :		Primary Mobile No. :	+91 -	
Bank Name :		Provide multiple Mobile Nos. :	No	
Branch :		Provide Contact Details :	No	
Set/Alter Bank configuration :	No			
<b>Import Statement Configuration</b>		<b>Tax Registration Details</b>		
Update Import Statement Info :	Yes	GSTIN/UIN :		
	<div> <div>Yes / No</div> <div>No</div> <div>Yes</div> </div>			
<b>Opening Balance</b>		<b>( on 1-Apr-24 ) :</b>		

When you put that option as **“YES”** A new form will open as below figure in that form we will map our bank excel file like columns mapping file location and sheet name this is **Mandatory** and **This is one time set up**.

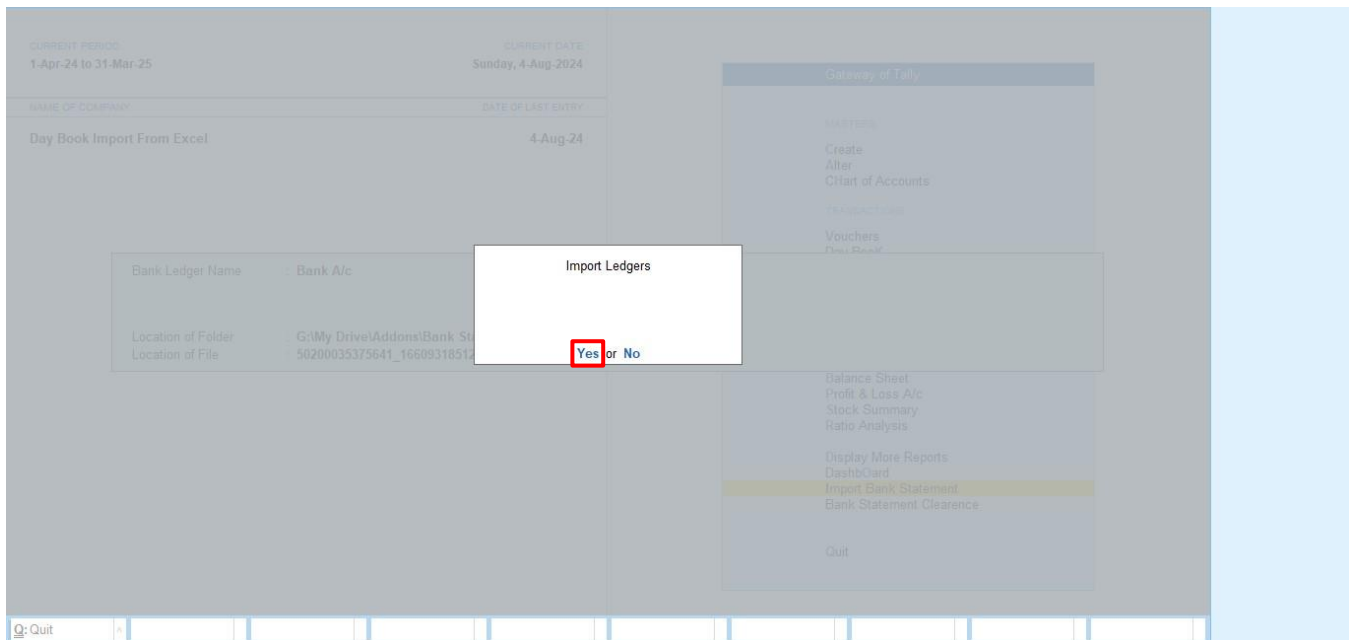
Import Statement Configuration	
Location of Folder	E:\My Clients Source\Dropbox\ADDONS\2022\Bank Statement Import (Advanced)
Location of File	50200035375641_1660931851276.xls
Sheet Name (Excel)	Sheet 1
Includes Header Info	No
Starting Row No	23
Dr/Cr Side	Double
Date Column	A
Narration Column	B
Cheque No. Column	C
Deposit Amount Column	F
Withdrawal Amount Column	E
Cl Balance Amount Column	G
Ledger Name Column (Optional)	H

**Note:** The Excel file May have in any local disk but not in the **“C”** Local Disk

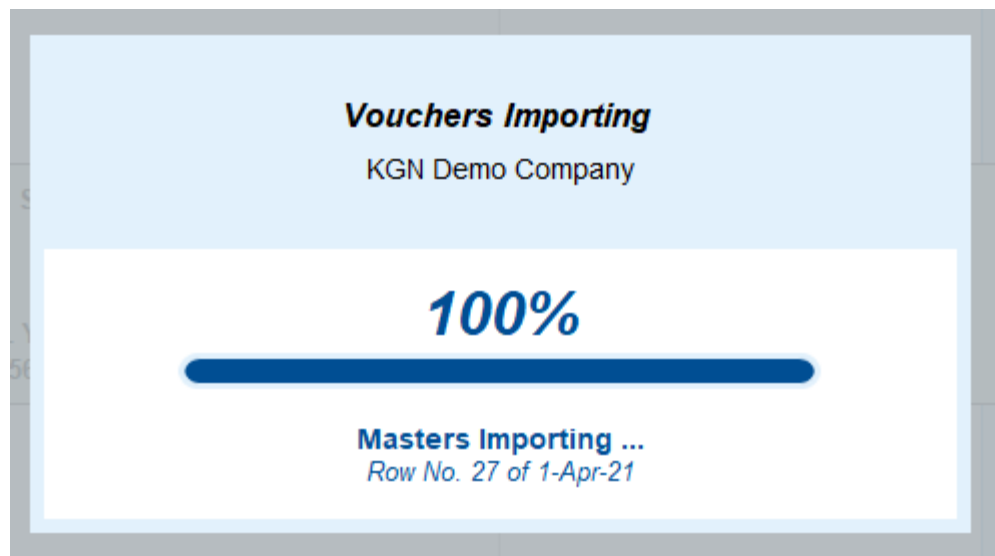
After mapping the form come back to **“Import Bank Statement”**. Here we can select our bank ledger after selecting bank ledger **“Location of Folder”** & **“Location of File”** will automatically take from bank ledger as show as below figure.

CURRENT PERIOD		CURRENT DATE		List of Banks	
1-Apr-21 to 31-Mar-22		Thursday, 1-Apr-2021		HDFC Bank SB A/c Hdfc PERSONAL AC	
NAME OF COMPANY		DATE OF LAST ENTRY			
KGN Demo Company		1-Apr-21			
<div> <div>Bank Ledger Name</div> <div>HDFC Bank SB A/c</div> </div> <div> <div>File Information</div> <div> <div>Location of Folder</div> <div>E:\My Clients Source\Dropbox\ADDONS\2022\Bank Statement Import (Advanced)</div> </div> <div> <div>Location of File</div> <div>50200035375641_1660931851276.xls</div> </div> </div>					

After that press Enter key at the end and a new message will show on the screen that is **“Import Ledgers”** as show as below figure click on the **“YES”**



When you click on the yes, a new Message will show that is **Vouchers Importing** as show as below figure.



After Importing Completed, we can see in the **“Daybook”** here we can see all the vouchers are saved under **suspense Account** now we can map the ledgers as we want.

Day Book							1-Apr-24 to 4-Aug-24	F2: Date
Date	Particulars	Narration	Vch Type	Vch No.	Debit Amount Inwards Qty	Credit Amount Outwards Qty		F3: Company
1-Apr-24	Suspense		Receipt	49		10,000.00		F4: Voucher Type
2-Apr-24	Suspense		Receipt	50		2,655.00		F5
3-Apr-24	Suspense		Payment	88	20,000.00			F6
4-Apr-24	Suspense		Receipt	51		3.00		F7: Show Profit
5-Apr-24	Suspense		Receipt	52		10,000.00		F8: Columnar
6-Apr-24	Suspense		Payment	89	700.00			F9
7-Apr-24	Suspense		Payment	90	3,200.00			F10
8-Apr-24	Suspense		Payment	91	1.00			B: Basis of Values
9-Apr-24	Suspense		Payment	92	30,000.00			H: Change View
10-Apr-24	Suspense		Receipt	53		5.00		J: Exception Reports
11-Apr-24	Suspense		Payment	93	10,000.00			L: Save View
12-Apr-24	Suspense		Payment	94	320.00			E: Apply Filter
13-Apr-24	Suspense		Receipt	54		6,372.00		F: Filter Details
14-Apr-24	Suspense		Payment	95	7,110.00			
15-Apr-24	Suspense		Payment	96	1,517.00			

Now we can map ledgers from **Gateway of tally → Bank Statement Clearence → Select Suspense ledger**

**KGN Demo Company**

Name of Ledger

List of Ledgers

Create

BALAJI INFOTECH

Cash

HDFC Bank SB A/c

Hdfc PERSONAL AC

Imran

KGN SOFT SOLUTIONS

Profit & Loss A/c

Siddhartha Tiles

Suspense

From this form we can see Three extra buttons those are:

- **Set Vch Type** (with this option we can change voucher type From Payment to Contra etc.)
- **Narration Filter** (with this option we can Apply filter on Narration)
- **RPLC Ledger** (with this option we can change ledger from Suspense to party ledger)

Ledger Vouchers (In Developer Mode)					KGN Demo Company			For 1-Apr-21		F2: Period		
Ledger: Suspense									F3: Company		F4: Ledger	
Date	Particulars	Narration	Vch Type	Vch No.	Debit	Credit						
1-Apr-21	HDFC Bank SB A/c		Receipt	1		10,000.00						
1-Apr-21	HDFC Bank SB A/c		Receipt	2		2,655.00						
1-Apr-21	HDFC Bank SB A/c		Payment	1	20,000.00							
1-Apr-21	HDFC Bank SB A/c		Receipt	3		3.00						
1-Apr-21	HDFC Bank SB A/c		Receipt	4		10,000.00						
1-Apr-21	HDFC Bank SB A/c		Payment	2	700.00							
1-Apr-21	HDFC Bank SB A/c		Payment	3	3,200.00							
1-Apr-21	HDFC Bank SB A/c		Payment	4	1.00							
1-Apr-21	HDFC Bank SB A/c		Payment	5	30,000.00							
1-Apr-21	HDFC Bank SB A/c		Receipt	5		5.00						
1-Apr-21	HDFC Bank SB A/c		Payment	6	10,000.00							
1-Apr-21	HDFC Bank SB A/c		Payment	7	320.00							
1-Apr-21	HDFC Bank SB A/c		Receipt	6		6,372.00						
1-Apr-21	HDFC Bank SB A/c		Payment	8	7,110.00							
1-Apr-21	HDFC Bank SB A/c		Payment	9	1,517.00							
1-Apr-21	HDFC Bank SB A/c		Payment	10	79.00							
1-Apr-21	HDFC Bank SB A/c		Payment	11	749.00							
1-Apr-21	HDFC Bank SB A/c		Payment	12	1,165.00							
1-Apr-21	HDFC Bank SB A/c		Payment	13	22,964.00							
1-Apr-21	HDFC Bank SB A/c		Receipt	7		30,000.00						
1-Apr-21	HDFC Bank SB A/c		Payment	14	449.00							
1-Apr-21	HDFC Bank SB A/c		Receipt	8		449.00						
1-Apr-21	HDFC Bank SB A/c		Receipt	9		500.00						
1-Apr-21	HDFC Bank SB A/c		Payment	15	1,300.00							
1-Apr-21	HDFC Bank SB A/c		Payment	16	8,960.00							
					Opening Balance :		101 ▼					
					Current Total :		7,27,074.00		6,13,368.00			
					Closing Balance :		1,13,706.00					
Q: Quit    Enter: Alter    Space: Select    A: Add Vch    Z: Duplicate Vch    I: Insert Vch    D: Delete    X: Cancel Vch    R: Remove Line    U: Restore Line    F12: Configure												

Here we can see how to replace ledger. First of all, select those vouchers that you want to replace the ledger. After that click on the **"RPLC Ledger"** Button and select in the place of replace as **"LEDGER"** and select **"SUSPENSE"** ledger on replaced, in the new ledger select New Ledger which do you want to replace as show as below figure.



Replace

Select Ledger to be replaced

New Ledger

Press enter key at the end of the form and accept the form. When you accepted the form, a small message will show on the screen and click on the “YES” as below figure

Ledger

Alter Voucher ?  
Are You Sure?

or No

After that wait for a second for the alteration of vouchers. After vouchers are altered system will shows a message as below figure.

Press any key to continue.



0000118708763526 UPI-XXXXXX4969-SBIN0000580-118708763526-TEST Payment 121 1.00

66 1.00

122 1.00

67 1.00

123 1.00

124 100.00

125 24,900.00

126 15,000.00

127 2,000.00

128 10,000.00

129 1.00

130 1.00

Opening Balance :  
Current Total :  
Closing Balance :

Replace : **Ledger**

Select Ledger to be replaced : **Suspense**

New Ledger : **KGN SOFT SOLUTIONS**

**Status**

Process completed !!

Press any key to continue

After that you can see the all the bank statements are transformed from “SUPSENCE” to “KGN SOFT SOLUTIONS”.

Gateway of Tally → Display More reports → Accounts book → Ledger

Select Replaced ledger “KGN Soft Solutions”

1-May-24 to 4-Aug-24							F3: Company
Ledger: KGN SOFT SOLUTIONS							F4: Ledger
Date	Particulars	Narration	Vch Type	Vch No.	Debit	Credit	
5-May-24	Bank A/c		Receipt	59		14,990.00	F5: Bill-wise
6-May-24	Bank A/c		Payment	112	10,000.00		F6: Monthly
7-May-24	Bank A/c		Receipt	60		10,000.00	F7: GST Info
9-May-24	Bank A/c		Receipt	61		10,000.00	F8: Columnar
10-May-24	Bank A/c		Payment	114	15,341.00		F9: Ledger Vouchers - GST
11-May-24	Bank A/c		Receipt	62		7,080.00	F10
12-May-24	Bank A/c		Payment	115	1.00		B: Basis of Values
14-May-24	Bank A/c		Receipt	63		2,12,976.00	H: Change View
16-May-24	Bank A/c		Receipt	64		3,186.00	J: Exception Reports
17-May-24	Bank A/c		Receipt	65		8,555.00	L: Save View
18-May-24	Bank A/c		Payment	118	35,000.00		E: Apply Filter
20-May-24	Bank A/c		Payment	120	1.00		F: Filter Details
22-May-24	Bank A/c		Receipt	66		1.00	R: Reconcile
23-May-24	Bank A/c		Payment	122	1.00		S: Contact
24-May-24	Bank A/c		Receipt	67		1.00	W: GST Portal View
					Opening Balance :	11,337.00	V: Set GST Status
					Current Total :	1,50,794.00	
					Closing Balance :	2,66,789.00	
						1,04,658.00	

And also, we can change voucher type also from **Receipt to Contra, Payment to Receipt or Payment to Contra** etc.

## Gateway of tally → Bank Statement Clearance → Select Suspense ledger

Here we can see how to change Voucher type. First of all, select those vouchers that you want to change the Voucher type. After that click on the **“Set VCH Type”** Button and a new window will open on the screen and select **“New Vch Type”** to change the selected vouchers to new voucher as below figure.

The screenshot shows the 'Upvchtyp Voucher Type (In Developer Mode)' window in Tally ERP 9. The window displays a list of vouchers with columns for Date, Particulars, Voucher, Vch Type, and Vch No. A 'Set VCH Type' button is highlighted with a red box. A 'List of Voucher Types' dialog box is open on the right, showing a list of voucher types with 'Contra' selected and highlighted with a red box. The 'New Vch Type' dialog box is also open, showing a dropdown menu with 'CONTRA' selected.

Once you selected the **New Vch Type** press enter key and wait for a minute to change the vouchers. The vouchers are changed automatically with in a second when the vouchers are changed the screen will back as show as below figure.

Ledger: Suspense							1-Apr-24 to 4-Aug-24
Date	Particulars	Narration	Vch Type	Vch No.	Debit	Credit	
4-Apr-24	Bank A/c		Contra	13	3.00		
10-Apr-24	Bank A/c		Contra	14	5.00		
27-Apr-24	Bank A/c		Contra	15	25,000.00		
8-May-24	Bank A/c		Contra	16	10,000.00		
13-May-24	Bank A/c		Contra	17	3,539.00		
15-May-24	Bank A/c		Contra	1	4,230.00		
19-May-24	Bank A/c		Contra	2	1,000.00		
21-May-24	Bank A/c		Contra	3	1.00		
26-May-24	Bank A/c		Contra	4	100.00		
1-Jun-24	Bank A/c		Contra	18	6,700.00		
2-Jun-24	Bank A/c		Contra	5	5,384.00		
3-Jun-24	Bank A/c		Contra	6	1,000.00		
4-Jun-24	Bank A/c		Contra	19		6.00	
5-Jun-24	Bank A/c		Contra	20	5,000.00		
6-Jun-24	Bank A/c		Contra	7	5,730.00		
					Opening Balance :		59
					Current Total :	4,25,926.00	2,83,948.00
					Closing Balance :	1,41,978.00	

And also, we can search the vouchers by the applying of “Narration Filter”

Ledger: Suspense							1-Apr-24 to 4-Aug-24
Narration contains : - Upi							
Date	Particulars	Narration	Vch Type	Vch No.	Debit	Credit	
26-Jul-24	Bank A/c		Contra	44	2,000.00		
7-Jul-24	Bank A/c		Contra	46	25,000.00		
8-Jul-24	Bank A/c		Contra	47	25,000.00		
9-Jul-24	Bank A/c		Contra	48	3,540.00		
13-Jul-24	Bank A/c		Contra	52	30,000.00		
16-Jul-24	Bank A/c		Contra	55		8,850.00	
17-Jul-24	Bank A/c		Contra	56	1.00		
18-Jul-24	Bank A/c		Contra	57		2,000.00	
19-Jul-24	Bank A/c		Contra	58	15,339.00		
22-Jul-24	Bank A/c		Contra	61	50.00		
24-Jul-24	Bank A/c		Contra	63	17,000.00		
25-Jul-24	Bank A/c		Contra	64	50.00		
29-Jul-24	Bank A/c		Contra	68	19,200.00		
2-Aug-24	Bank A/c		Contra	72	14,200.00		
4-Aug-24	Bank A/c		Contra	74	15,000.00		
					Opening Balance :		
					Current Total :	3,13,473.00	20,864.00
					Closing Balance :	2,92,609.00	

click on the “Narration Filter”

When you click on the **“Narration Filter”** a new window will open that is **“Narration Filter”**

Enter anything in the **Narration Filter** field like (UPI, Firm Name, Bank Name and Party Name etc.) as shown in the below figure.

-1@OKHDFCBANK-HDFC0000704-134374011092-UPI			
0000135091547402 UPI-XXXXX18609-HDFC0000048-135091547402-UPI	Contra		48
0000201069980587 UPI-TIPUGARI IMRAN KHAN-KGNISOFTS	Contra		52
-1@OKHDFCBANK-HDFC0000704-201069980587-TO SB ACCOUNT			
0000201893780868 UPI-PEDDISSETTY SREENIVAS	Contra		55
-SREENIVASPEDDISSETTY44-1@OKAXIS-UTIB0003289-201893780868			
0000203239659448 UPI-TECHNO CORE LOGIC LL	Contra		56
-TECHNO CORE@KOTAK-KKKBK0001765-203240700541-TECHNO CORE			
0000203240700541 UPI-TECHNO CORE LOGIC LL	Contra		57
-203256			
0000205457762144 UPI-TIPUGARI IMRAN KHAN-KGNISOFTS	Contra		58
-1@OKHDFCBANK-HDFC0000704-205457762144-UPI			
0000205457762144 UPI-TIPUGARI IMRAN KHAN-KGNISOFTS	Contra		61
-1@OKHDFCBANK-HDFC0000704-205924490031-TO SB ACCOUNT			
0000205924490031 UPI-TIPUGARI IMRAN KHAN-KGNISOFTS	Contra		63
-1@OKHDFCBANK-HDFC0000704-205924490031-TO SB ACCOUNT			
0000206302219066 UPI-AISOFT SOLUTION-GPAY	Contra		64
-11154877800@OKBIZAXIS-UTIB0000000-206302219066-UPI			

Press enter key and accept as **“YES”**

Ledger: Suspense		1-Apr-24 to 4-Aug-24			
Narration contains : - KGN SOFT SOLUTIONS					
Date	Particulars	Narration	Vch Type	Vch No.	Debit Credit
7-Jun-24	Bank A/c		Contra	21	14,868.00
9-Jun-24	Bank A/c		Contra	8	3,600.00
17-Jun-24	Bank A/c		Contra	27	8,850.00
18-Jun-24	Bank A/c		Contra	12	21,374.00
24-Jun-24	Bank A/c		Contra	33	23,200.00
28-Jun-24	Bank A/c		Contra	37	5,000.00
30-Jun-24	Bank A/c		Contra	39	10,000.00
2-Jul-24	Bank A/c		Contra	41	6,886.00
3-Jul-24	Bank A/c		Contra	42	10,886.00
4-Jul-24	Bank A/c		Contra	43	43,278.00
10-Jul-24	Bank A/c		Contra	49	20,886.00
14-Jul-24	Bank A/c		Contra	53	4,500.00
27-Jul-24	Bank A/c		Contra	66	13,572.00
28-Jul-24	Bank A/c		Contra	67	2,360.00
1-Aug-24	Bank A/c		Contra	71	2,000.00
Opening Balance :					
Current Total :					1,91,260.00
Closing Balance :					1,91,260.00

Here in all the vouchers are filtered in the narration as above figure.

Like this Business Man/ Customer Can easily Import their Bank Statement with in a seconds

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

**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**

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