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 activing 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
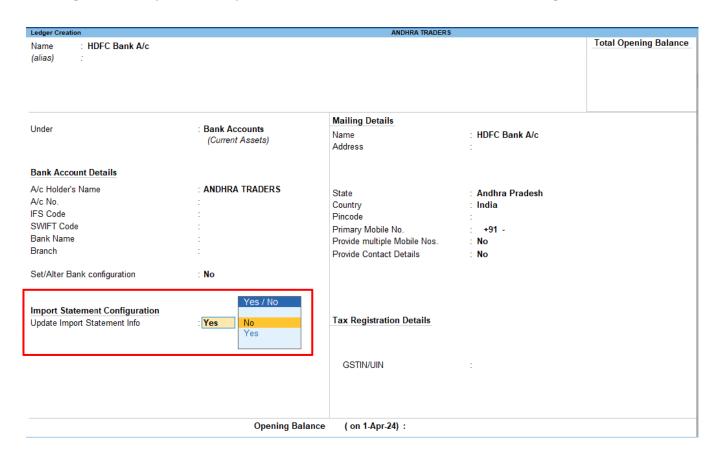
After Activation of this Add-on

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In The **Gateway of Tally,** we can see two extra options **"Import Bank Statement"** & **"Bank Statement Clearence"** with these options we can import our bank statements from excel file.

First, we need to configure Bank Ledger from **Gateway of tally → Alter → Ledger** on the bank ledger we can see in the bottom of the screen **"Import Statement Configuration"** put this Option as **"YES"** as shown in the below figure.

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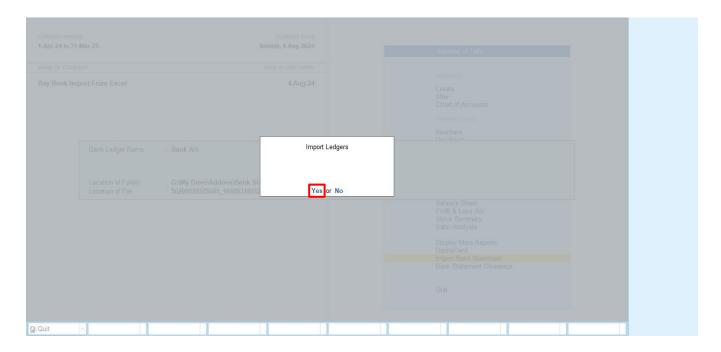
After that press Enter key at the end and a new message will show on the screen that is **"Import Ledgers"** as show as below figure click on the **"YES"**

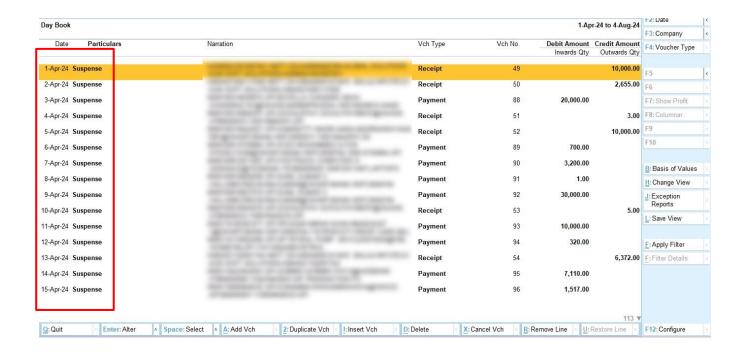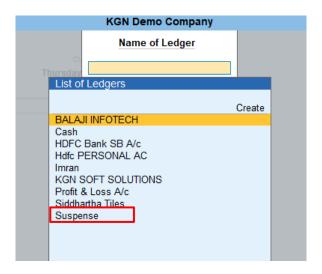When you click on the yes, a new Message will show that is **Vouchers Importing** as show as below figure.

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.

Now we can map ledgers from **Gateway of tally → Bank Statement Clearence → Select Suspense ledger**
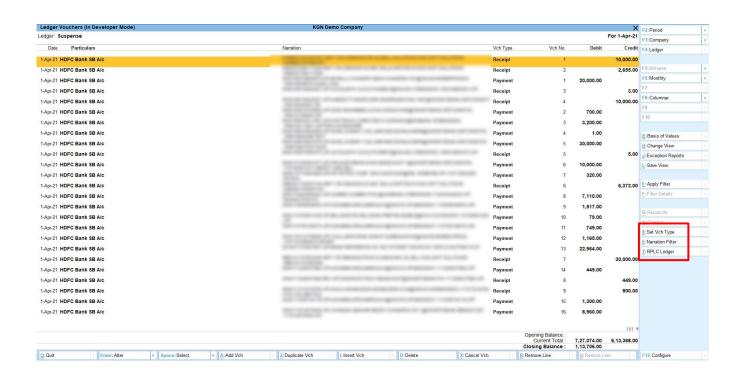
From this form we can see Three extra buttons those are:

- **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)

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.

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Replace   : **Ledger**

Select Ledger to be replaced   : **Suspense**

                    New Ledger   : **KGN SOFT SOLUTIONS**

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
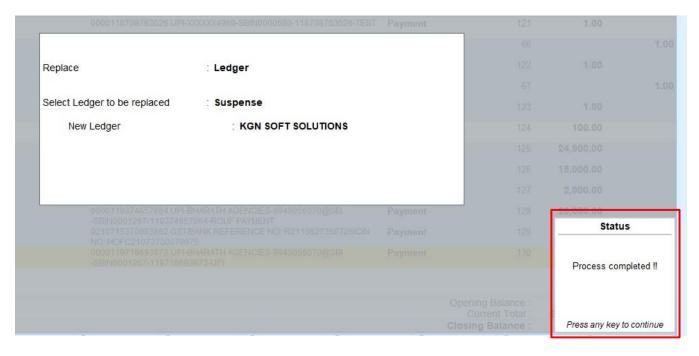

After that wait for a second for the alteration of vouchers. After vouchers are altered system will shows a message as below figure.
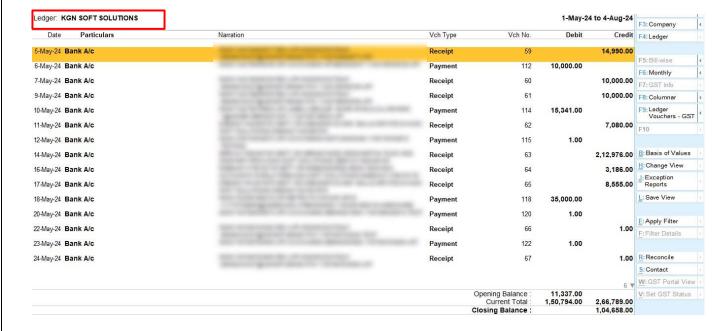
Press any key to continue.

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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
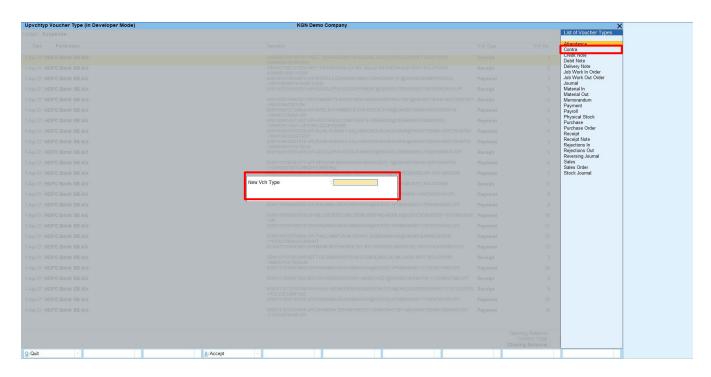
Select Replaced ledger **"KGN Soft Solutions"**

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 Clearence → 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.
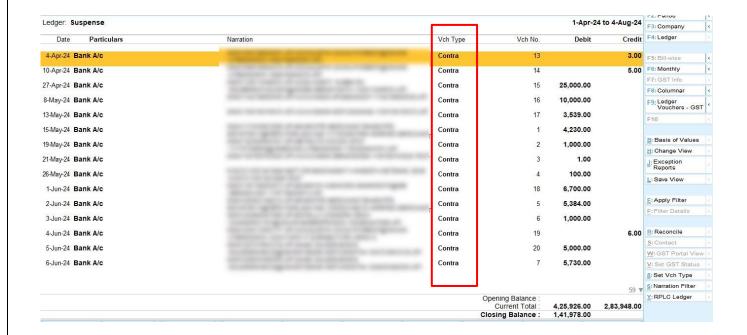

Once you selected the **New Vch Type** press enter key and wait for a minute to change the vouchers. The vouchers are changed automatically with in a second when the vouchers are changed the screen will back as show as below figure.
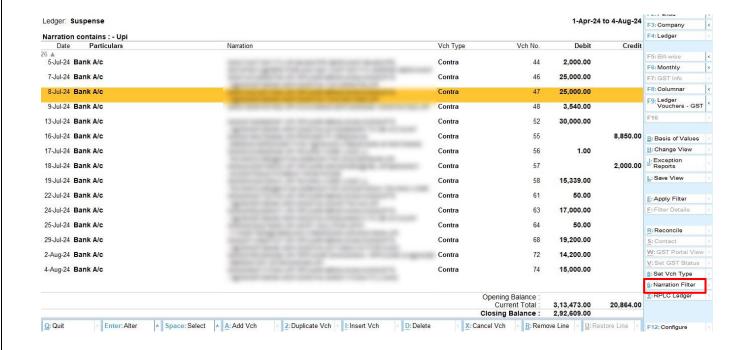
And also, we can search the vouchers by the applying of **"Narration Filter"**
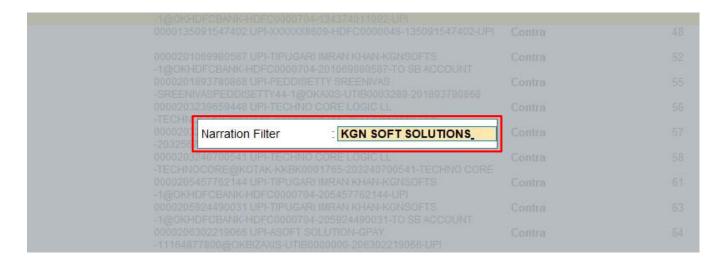

click on the **"Narration Filter"**

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.

Press enter key and accept as **"YES"**

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**

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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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