

Export and Import XML Data

We need to export and Import the data of ledgers of to maintain the same ledgers of a existing company in a new company. Further, copy the transactions up to a specific date from the existing company into the new company. We can export the masters and transactions from the existing company in XML format, and import them into the new company.

Export Masters in XML format

Alt +E > Masters

Export

Type of Masters : Ledgers
File Format : XML (Data Interchange)
Export to : Local Drive
Folder Path : C:\Program files\Tally Prime
File Name : Master.xml

Press E : Send

Note : Folder Path and File Name may be change by pressing F6

Import Masters Data in New Company

Create New Company (New Data)

Press Alt+O

Import Masters (Only Tally XML format is supported)

File Path :

File to import : Master.xml

Behavior of import if master already exists: Select as per your requirement

Combine opening balance

Ignore duplicate

Modify with new data

Press Enter to import the data

Check the ledgers and imported data in

Gate way of Tally > charts of Accounts

Security Control

Protect Company data with Password

Alt+F3 : Company > Alter Company >
F12 > configure > Use user access control : Yes

Security

Control user Access to Company data : Yes

User Name: abd

Password: 123

Confirm Password : 123

Enable Tally Audit: Yes

Accept: Yes

F3: Company: Shut Company

Reopen with username and password.

Use Security Audit Features: The admin can use this feature to access the all users date in that company.

Display More Reports > Statement of Accounts > Tally Audit

Check Voucher Type

Masters

Users

Remove Password from the Company

F3: Company > Alter Company

Control user access to company data :No

Current /Existing password: 123

Accept: Yes

F3: Company: Shut Company

Reopen the Company (username and password is not required)

TallyVault

Tally Vault: This feature will encrypt the company data and hide company name at list of Company.

F3> Alter company > F12 Configure

Configuration:

Use Tally Vault Password to encrypt company data : Yes

Use Access Control : No

Alt +K (Company) > Tally Vault

Company Name : ABC Ltd (Open company name)

Password : 123

Confirm Password: 123

Accept : Yes

Set the Tally Vault Password : Yes

Do you want to create a copy of company : No

Check the Company in the List of Company

F3 : Company > Select Company

The Company is shown as "*****"

Select this company :

TallyVault Password : 123