

Linking Tally with Microsoft Excel

If you are using tally and preparing reports from Tally Data, then have you observed, any time, there is additional work load or repetition of work. Means to generate reports from tally you need to first update tally data and then tally data is exported in Excel Format for data manipulation. And the same process is followed each time when there is any updates in source data (Tally) and linking of exported data with report take significant time. By doing in this way one can say that you still taking same amount of time as you had taken for first time and at the time increments your boss may ask “what efficiency you have if same amount of time is taken for completing a work even after repeating for more than 100s times”.

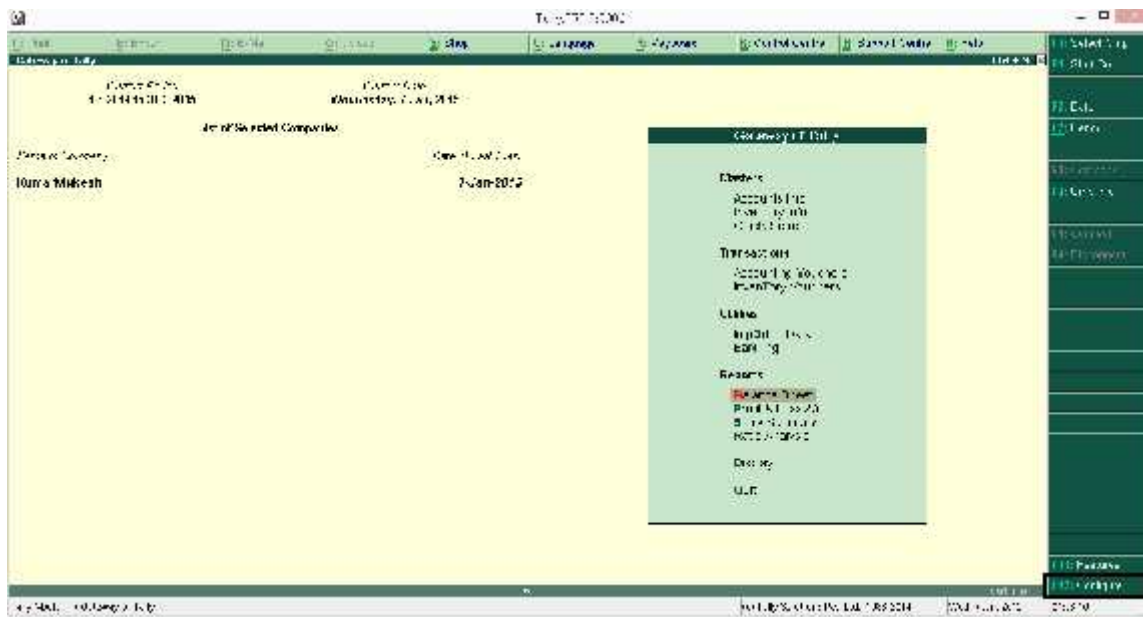
But after reading this article you will be able not only to reduce your work load to prepare report but efficiency will also increase.

In this article I will explain the steps required to connect Tally with Microsoft Excel and how to tackle the linking problem, if happen during this process.

NOW LET SEE HOW IT WORKS

Step 1: Open a tally and select any company

Step 2: On Gateway of Tally click “F12” for configuration settings

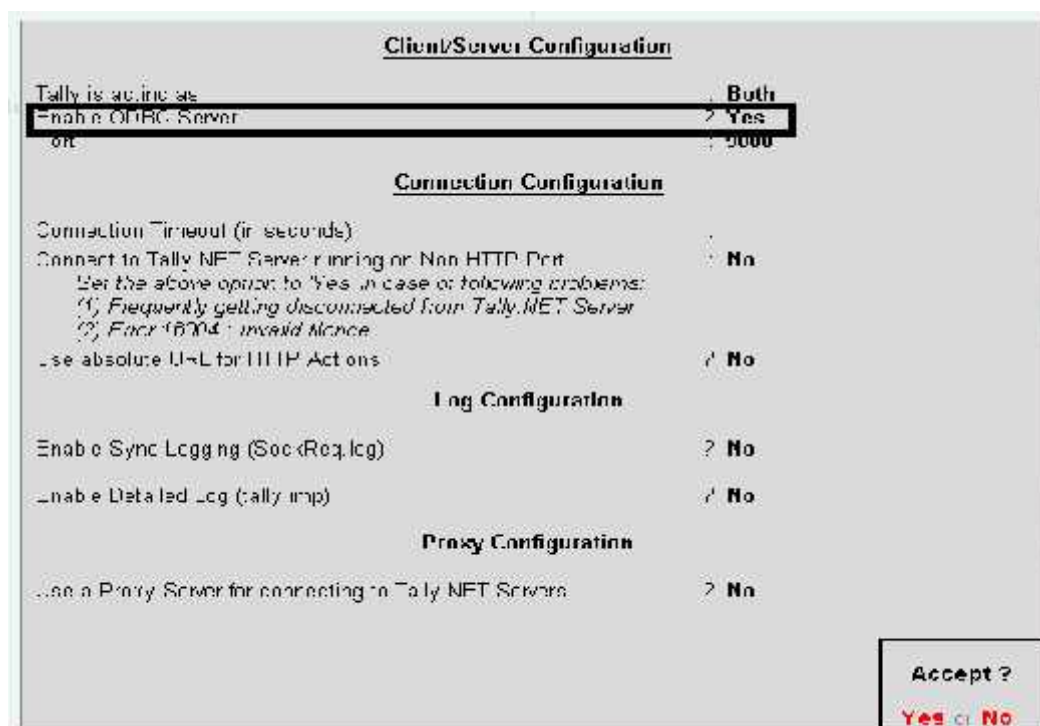


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Step 3: Select Advance Configuration

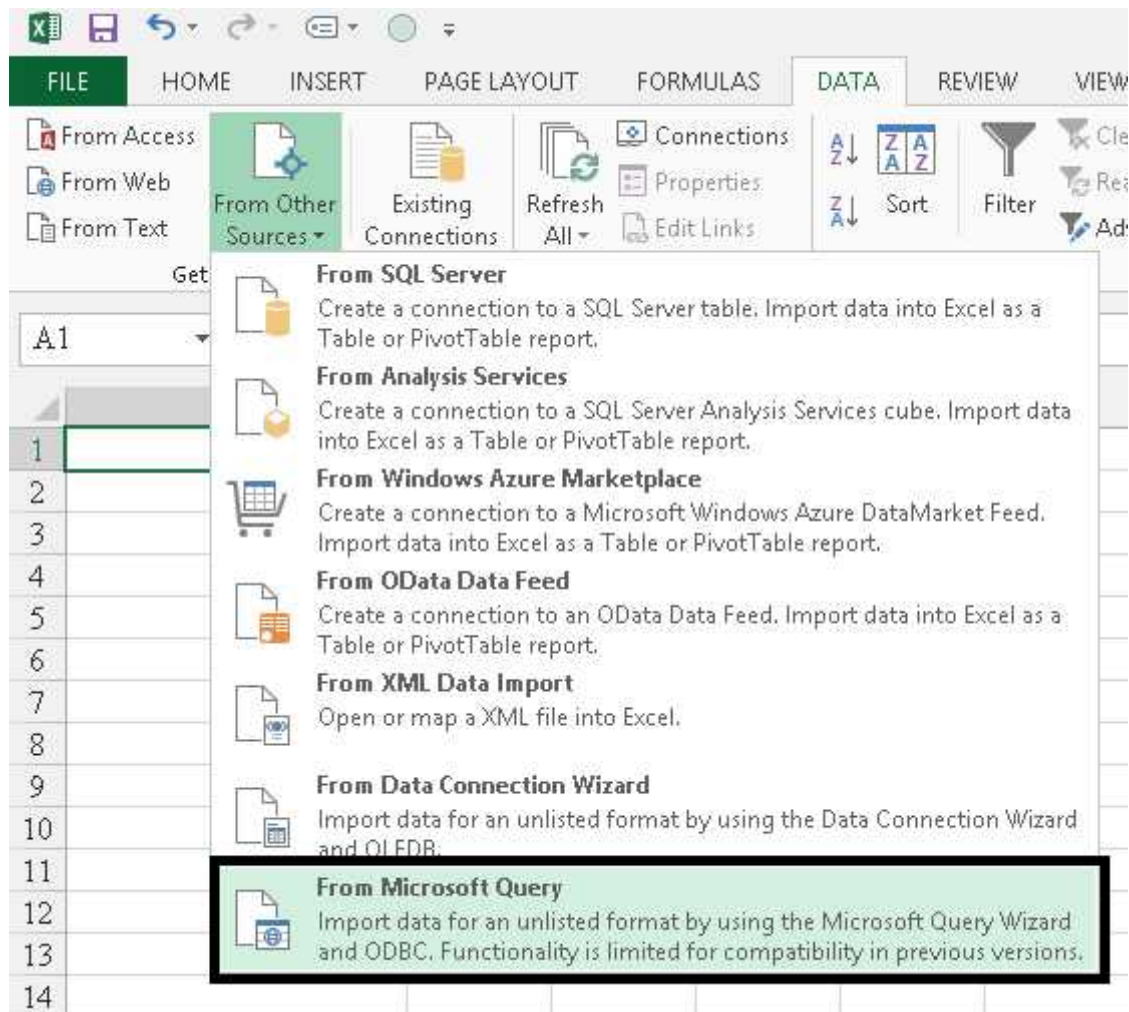


Step 4: Ensure that ODBC Server is enable

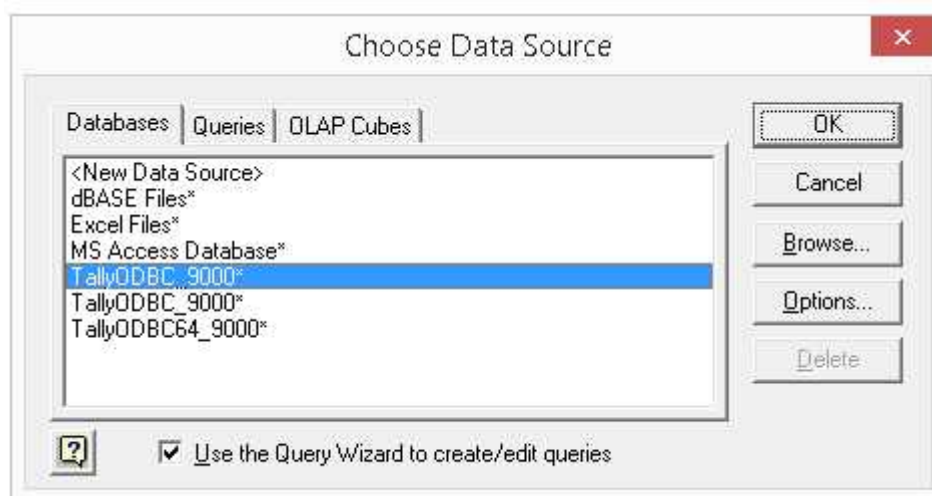


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Step 5: Now Open Microsoft Excel and go “Data Tab” select “From Other Sources” and then “From Microsoft Query”

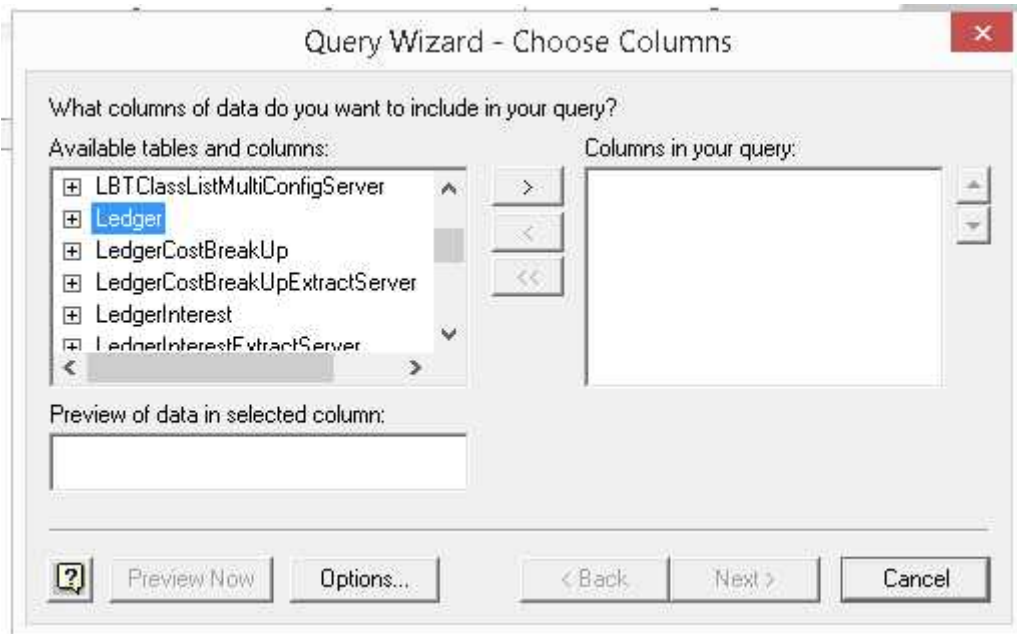


Step 6: Select “Tally ODBC _XXXX*” and click ok

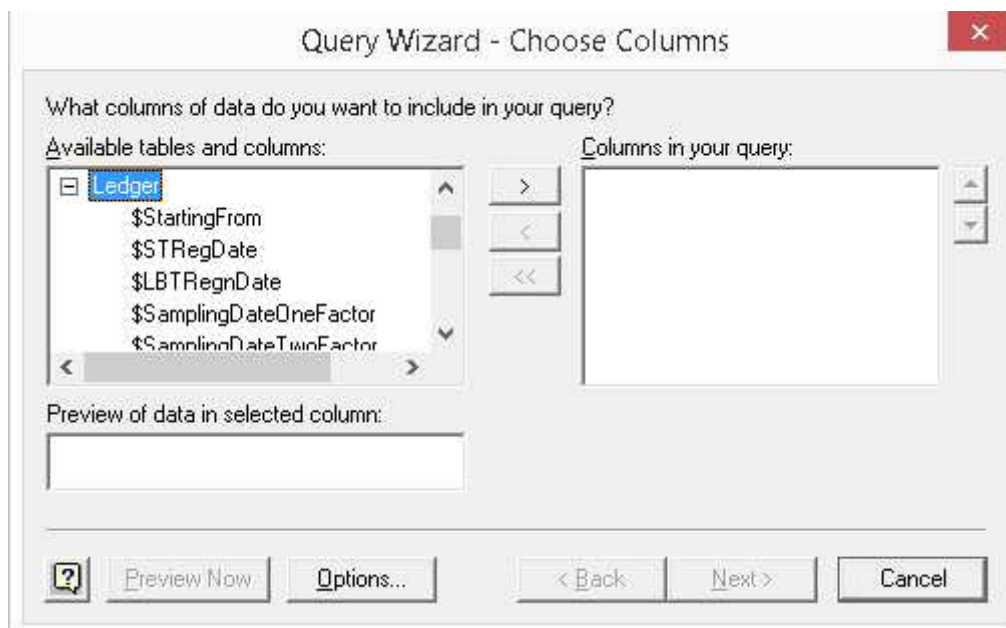


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Step 7: The Next window will like as mentioned and drag down cursre TAB until “Ledger” is appeared or you can click “L” until “ledger is appeared.

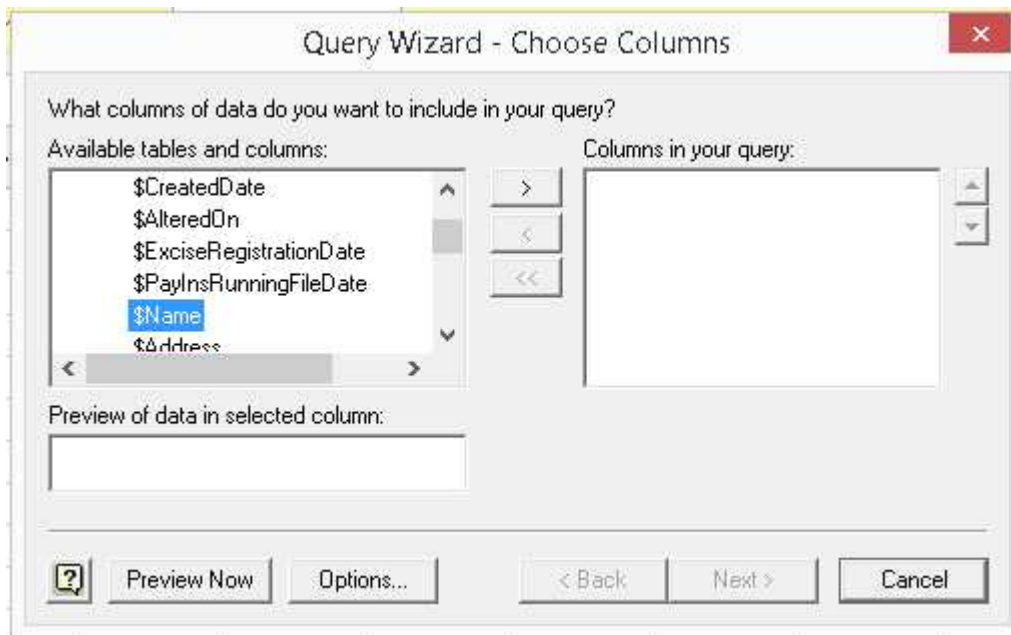


Step 8: Now expand “Ledger” by clicking on ‘+’ symbol

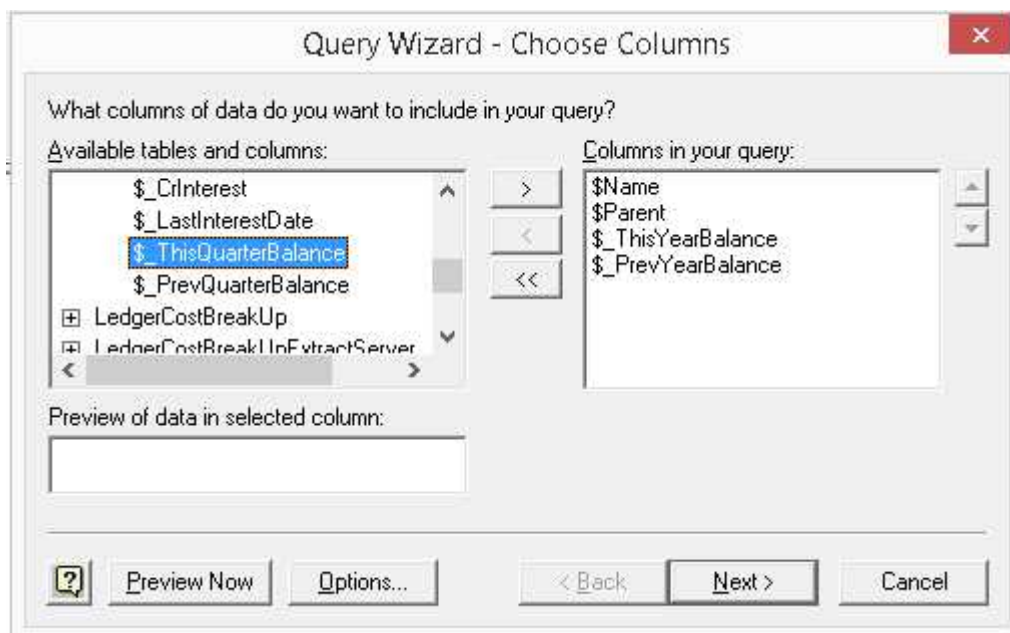


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Step 9: Drag down the cursure once again until \$Name is appeared and hit enter

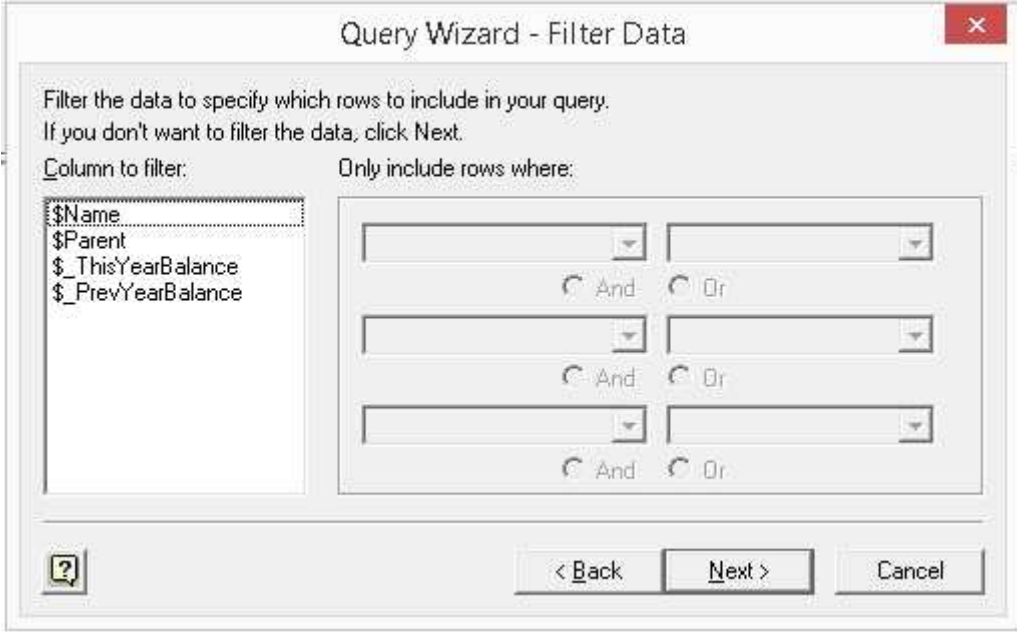


Step 10: Follow the same step mentioned in last step for \$Parent, \$_ThisYearBalance and for \$_ThisYearBalance and click on next



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Step 11: Click Next



Query Wizard - Filter Data

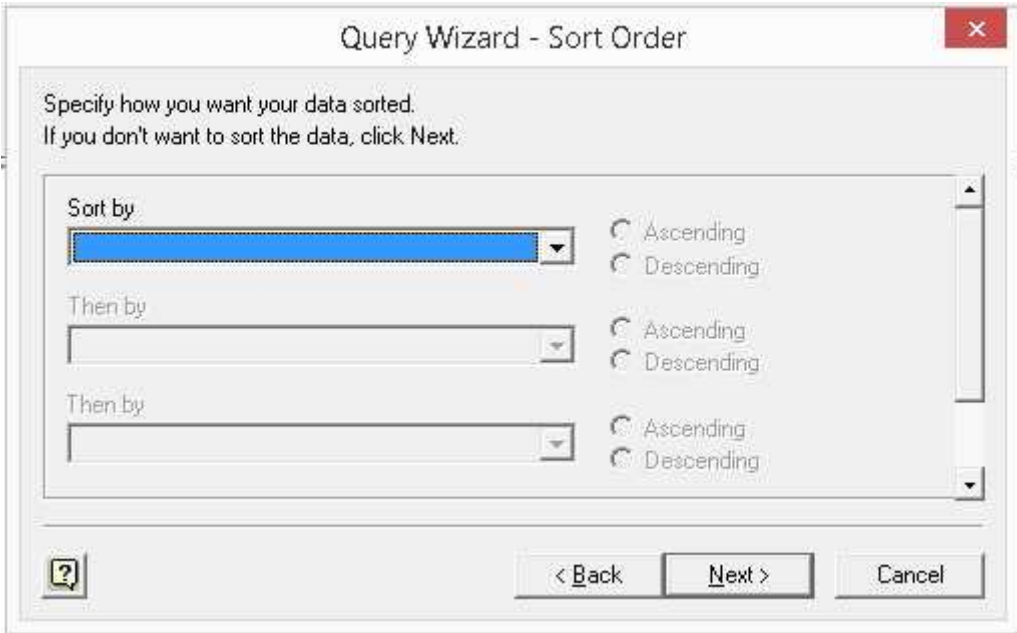
Filter the data to specify which rows to include in your query.
If you don't want to filter the data, click Next.

Column to filter:
\$Parent
\$_ThisYearBalance
\$_PrevYearBalance

Only include rows where:

		☐ And	☐ Or
		☐ And	☐ Or
		☐ And	☐ Or

Step 12: Click Next



Query Wizard - Sort Order

Specify how you want your data sorted.
If you don't want to sort the data, click Next.

Sort by
☐ Ascending
☐ Descending

Then by
☐ Ascending
☐ Descending

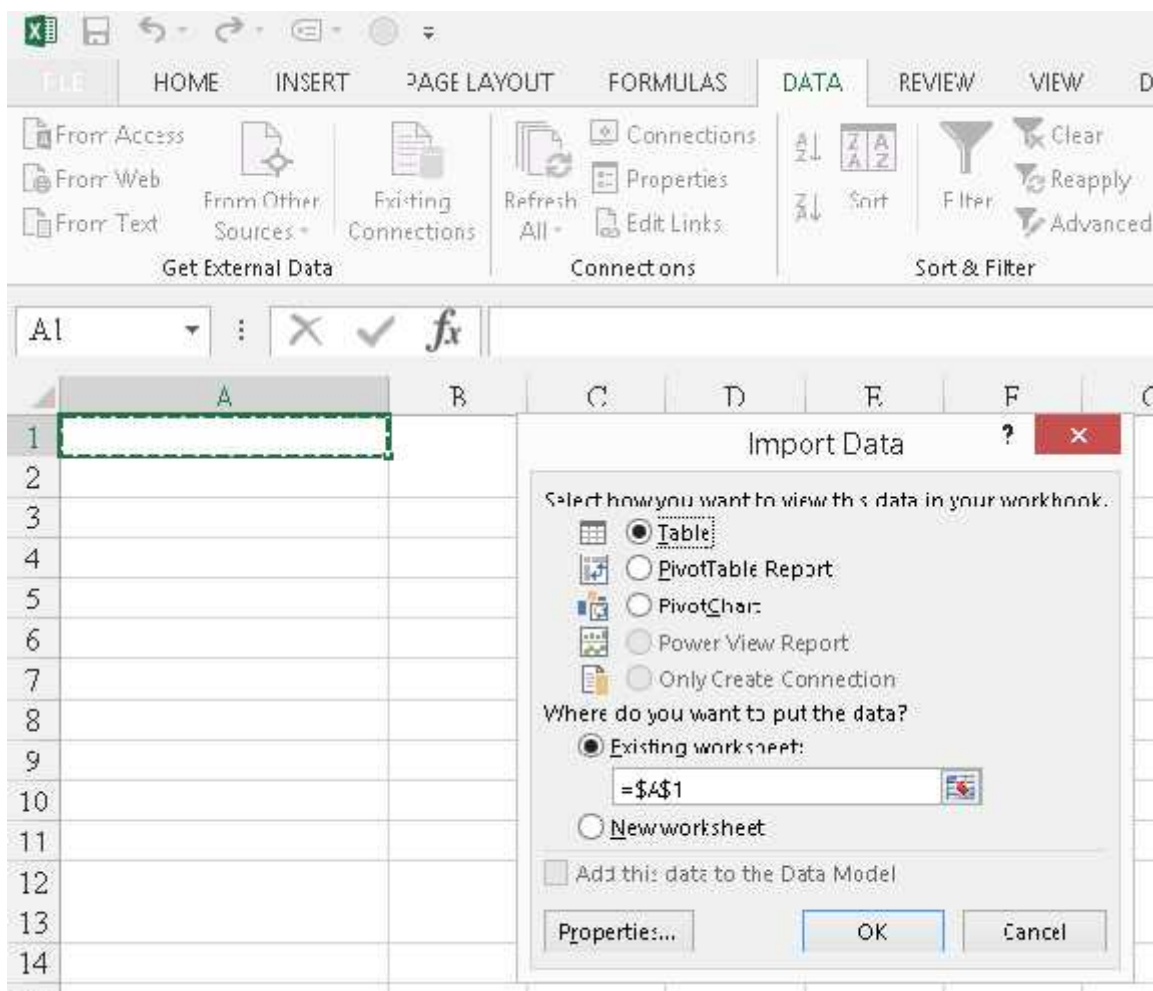
Then by
☐ Ascending
☐ Descending

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Step 13: Click Finish



Step 14: The next window will be as mentioned, in this step there are three types of options: Table, PivotTable Report, and Pivot Chart. If you want to create a direct pivot table, then you can choose too, but in this article I have decided to go with the default option "Table". And then click "OK"



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Step 15: Now you will see that all ledger along with their current balance and previous balance are imported. (Note all ledgers which have debit balance comes with Negative Sign and credit balances have a positive balances.

	A	B	C	D
	Ledger.\$Name	Ledger.\$Parent	Ledger.\$ ThisYearBalance	Ledger.\$ PrevYearBalance
2	Bank A/c	Bank Accounts	590059	
3	Bank Interest	Indirect Incomes	1361	
4	Cash	Cash in hand	59640	
5	Drawings	Capital Account	-13.40	
6	Profit & Loss A/c	Primary	1361	
7	Salary A/c	Capital Account	730.74	
8	TDS Receivable on Salary	Current Asset	68700	
9				

Now let's check its accuracy, from above snapshot I have seen Imported data shown - 59,055/- (Debit Balance) in Bank A/c and ledger balance in tally also have the same figure.

Sl. No.	Particulars	Debit	Credit	Balance
Bank A/c				
To Balance b/d				5,000.00
By Cash				
1	10/1/2020 Salary A/c	50,000.00		
2	10/2/2020 Salary A/c	50,000.00		
3	10/3/2020 Salary A/c	50,000.00		
4	10/4/2020 Salary A/c	50,000.00		
5	10/5/2020 Salary A/c	50,000.00		
6	10/6/2020 Salary A/c	50,000.00		
7	10/7/2020 Salary A/c	50,000.00		
8	10/8/2020 Salary A/c	50,000.00		
9	10/9/2020 Salary A/c	50,000.00		
10	10/10/2020 Salary A/c	50,000.00		
11	10/11/2020 Salary A/c	50,000.00		
12	10/12/2020 Salary A/c	50,000.00		
13	10/13/2020 Salary A/c	50,000.00		
14	10/14/2020 Salary A/c	50,000.00		
15	10/15/2020 Salary A/c	50,000.00		
16	10/16/2020 Salary A/c	50,000.00		
17	10/17/2020 Salary A/c	50,000.00		
18	10/18/2020 Salary A/c	50,000.00		
19	10/19/2020 Salary A/c	50,000.00		
20	10/20/2020 Salary A/c	50,000.00		
21	10/21/2020 Salary A/c	50,000.00		
22	10/22/2020 Salary A/c	50,000.00		
23	10/23/2020 Salary A/c	50,000.00		
24	10/24/2020 Salary A/c	50,000.00		
25	10/25/2020 Salary A/c	50,000.00		
26	10/26/2020 Salary A/c	50,000.00		
27	10/27/2020 Salary A/c	50,000.00		
28	10/28/2020 Salary A/c	50,000.00		
29	10/29/2020 Salary A/c	50,000.00		
30	10/30/2020 Salary A/c	50,000.00		
31	10/31/2020 Salary A/c	50,000.00		
32	10/31/2020 Bank Interest		5,000.00	
33	10/31/2020 Cash			5,000.00
Total		1,500,000.00	1,500,000.00	

Bank balance matched with imported data. Therefore, the source as well as information is reliable and can be used as basic/raw data for various types of reports.

After this some may ask what after happen if after importing data from Tally there are some updation/modification in tally data, then I need to repeat One to sixteen Step once again.

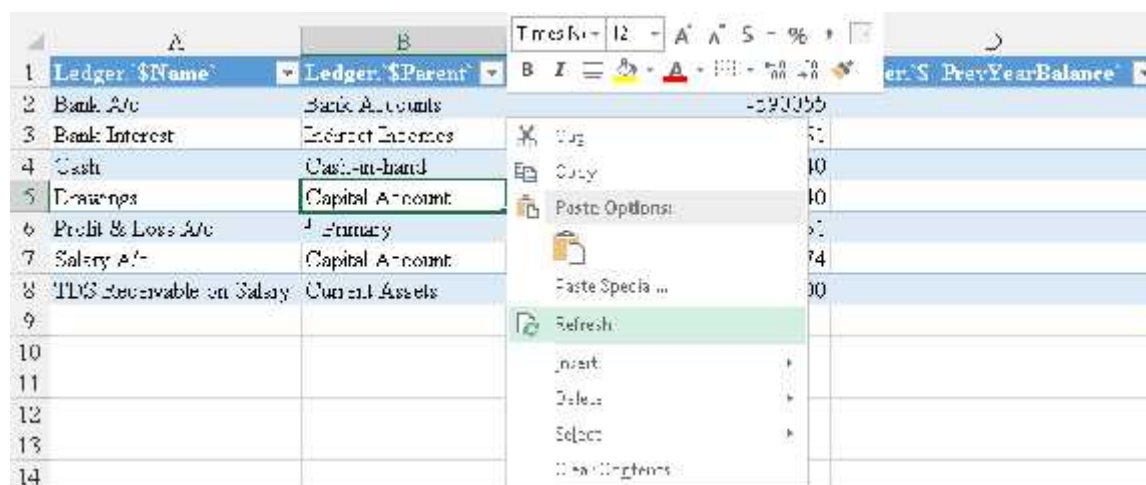
Answer is NO, after making entries in tally you just need refresh the imported data.

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For Example, after data importation, I realized that one entry was missing to be entered in tally. Cash of Rs. 34,000/- was withdrawal from bank on 31st December 2014 and I make the entry for the same.



By doing this entry cash will increase will increase by 34000 and accordingly bank balance will reduce by the same amount. Now go on excel sheet and right click on table and select refresh.



Instantly your Excel sheet will be updated.

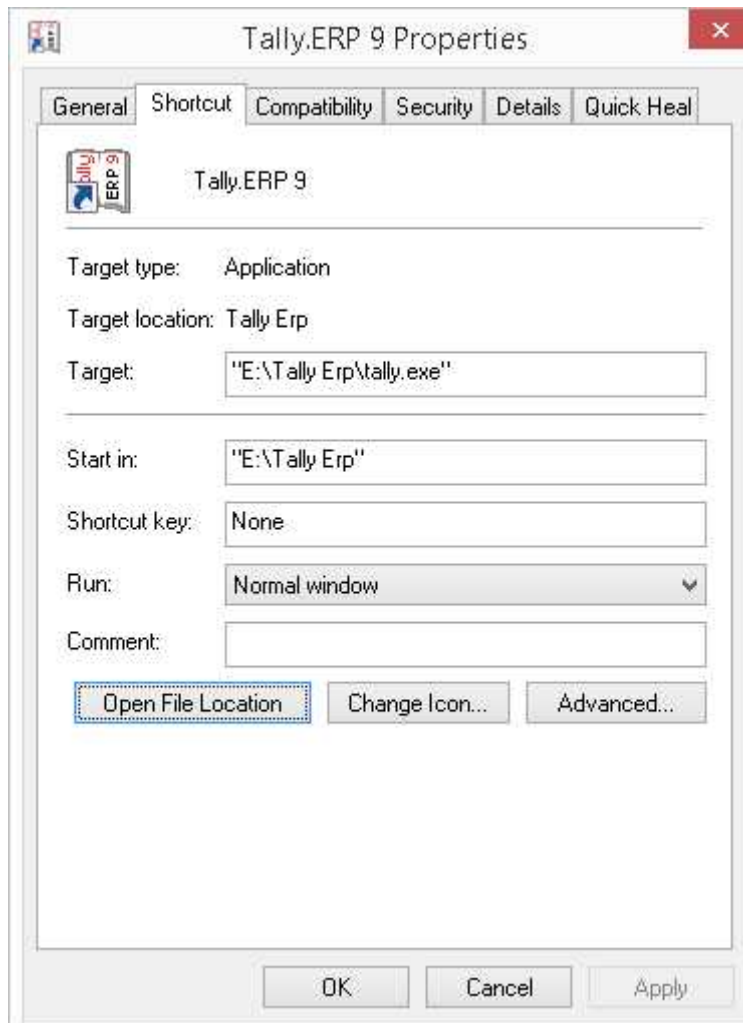
A	B	C	D
Ledger Name	Ledger Parent	Ledger ThisYearBalance	Ledger PrevYearBalance
Bank A/c	Bank Accounts	-556055	
Bank Interest	Indirect Incomes	1361	
Cash	Cash-in-hand	-93640	
Drawings	Capital Account	-13140	
Profit & Loss A/c	Primary	1361	
Salary A/c	Capital Account	730174	
TDS Receivable on Salary	Current Assets	-68700	

Note: in some cases there may be error in first like “No Driver is not specified” Then that case you need to follow these step first before importing data from Excel

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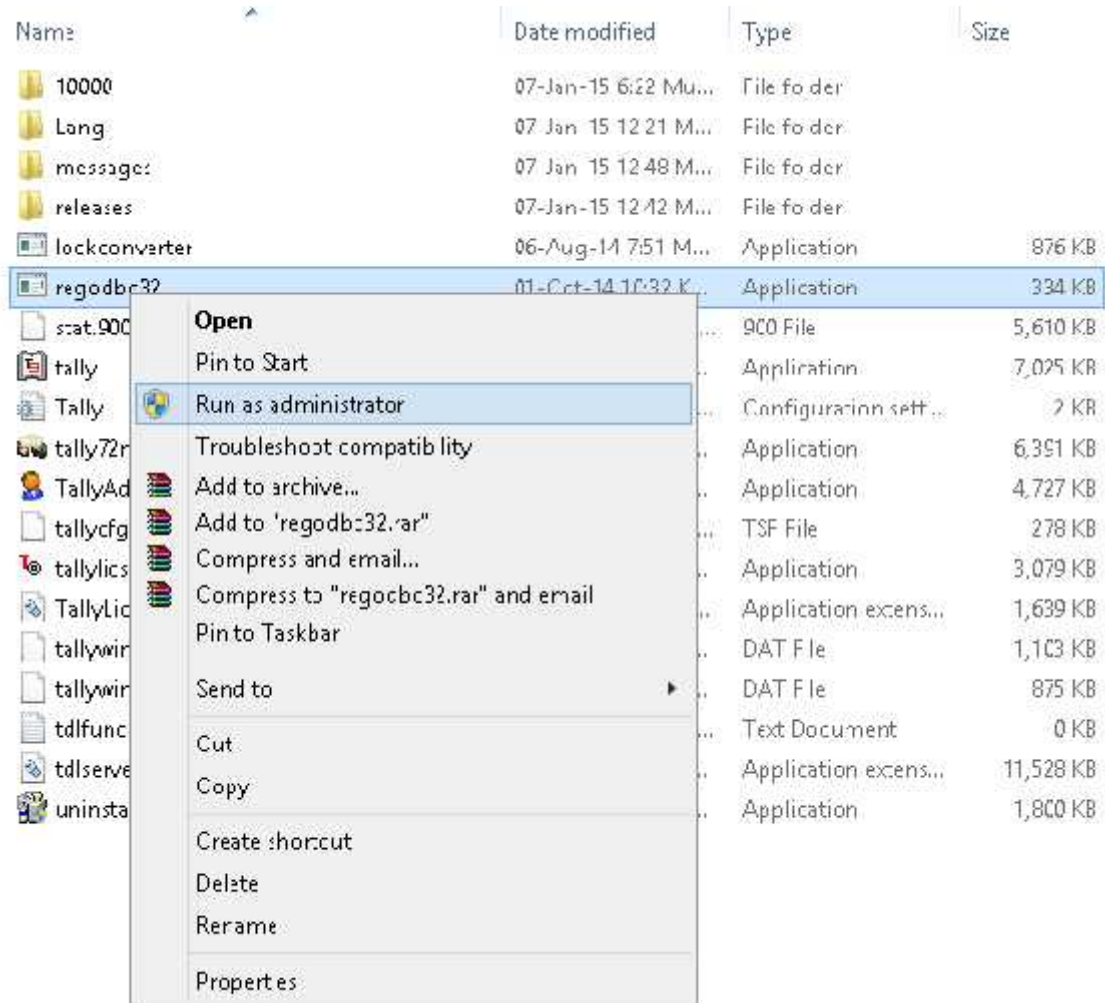
Step: 1 Right click on Tally icon and select properties

Step 2: Click on open file location



Step 3: Right click on reodbc 32/64 and click on run as administrator.

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Then follow the 1 to 16 steps as mentioned above.

Note 1: If ODBC file is not there then you need reinstall tally once again

Note 2: Above steps are valid for any version Tally or Microsoft Excel

I like to read your comments about like, dislike or have any further query relating to Microsoft Excel or Tally.

Regards,

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