

# Procedure

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## **Step 1:**

The name of the business partner should be kept in the Name 2 field in the business partner header.

## **Step 2:**

Details of the ledger should be mentioned in the description field of the account element window.

## **Step 3:**

Voucher type details should be mentioned in tally integration master.

## **Step 4:**

Details to be exported in tally XML generation will be based on document type mentioned in the tally integration master tab.

## **Step 5:**

The month from which data to be exported must be entered in the header details of the Tally XML generating window. After completing it XML lines will be generated with the help of generate XML lines button & document will be completed.

**Step 6:**

Export XML file button will be displayed after completing the document, then data should be exported. Exported data will be saved in attachments.

Three XML files will be saved in attachments for particular month - Business partner XML file, Master XML file & Transaction XML file.

**Step 7:**

Download XML file & maintain that in separate folder.

**Step 8:**

Import Business partner & Master XML file in tally Masters, then Import Transactions XML file in tally transactions menu.