

## Tally2Busy

### Overview

**Tally2Busy** utility is to be used for importing data from Tally to BUSY software. If you are currently using Tally software and want to switch to BUSY then there is no need for you to enter Masters and Transactions data again to BUSY software. By using this utility, you can import the data in the BUSY software.

To convert data from Tally to BUSY, first data is exported from Tally software to an xml file and then using *Tally2Busy* utility it is imported to BUSY. Let us now discuss the steps to use *Tally2Busy* utility.

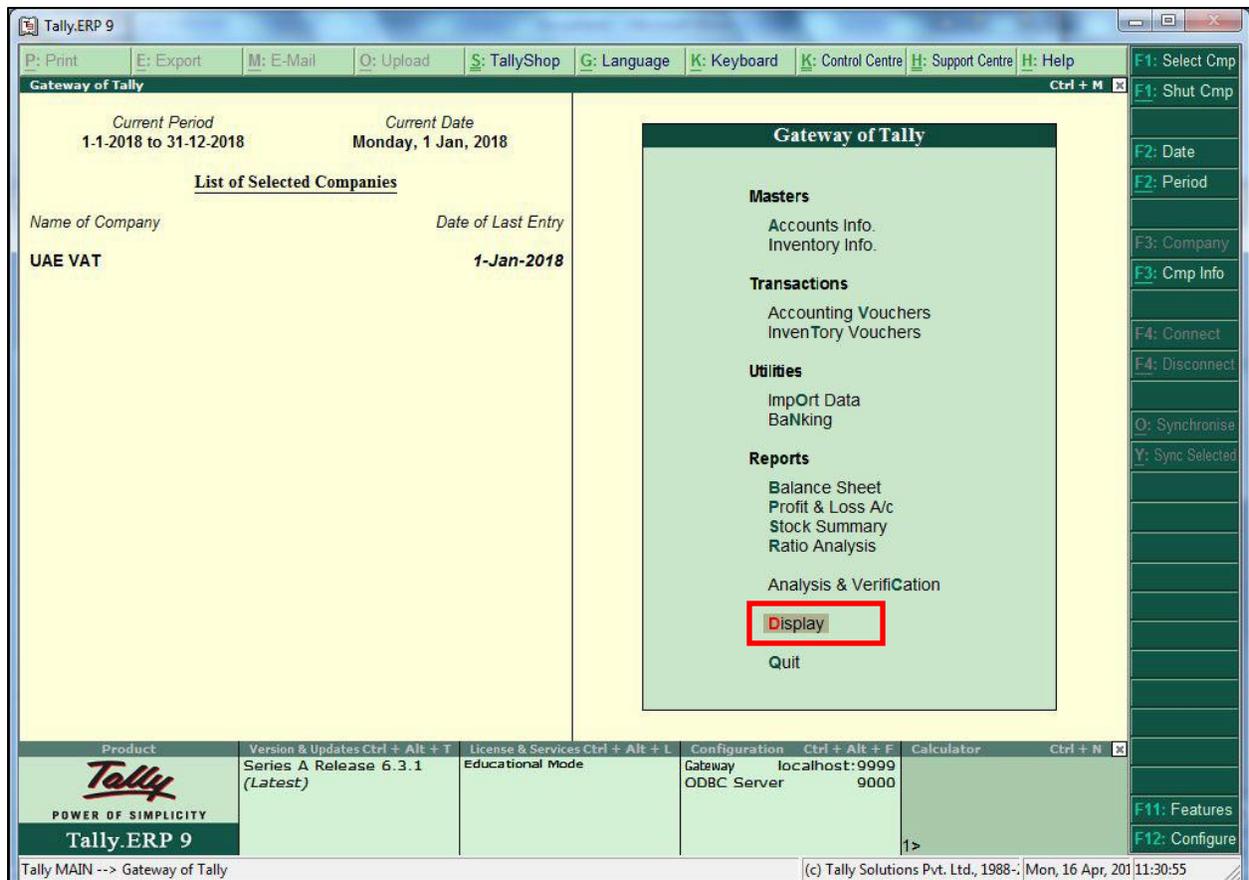
### Step 1: Export data from Tally to XML file

To Import data in BUSY, first of all you need to export data from Tally in an *xml* file. You can export both Masters and Transactions data. Once the data is exported to an *xml* file then it can be imported in BUSY. Let us now discuss the steps to export Masters and Transactions data from Tally.

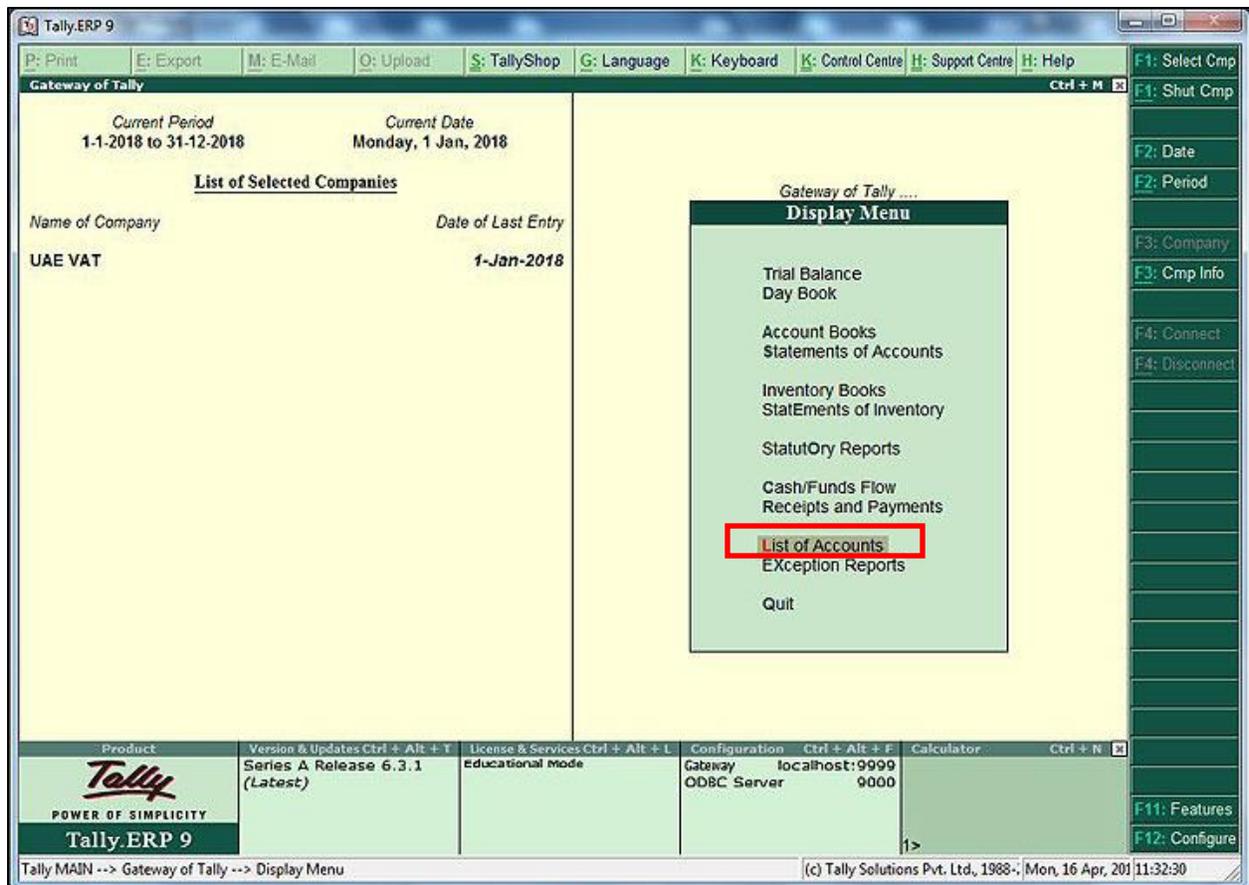
### Export Masters Data

To export Account and Item master data, perform the following steps:

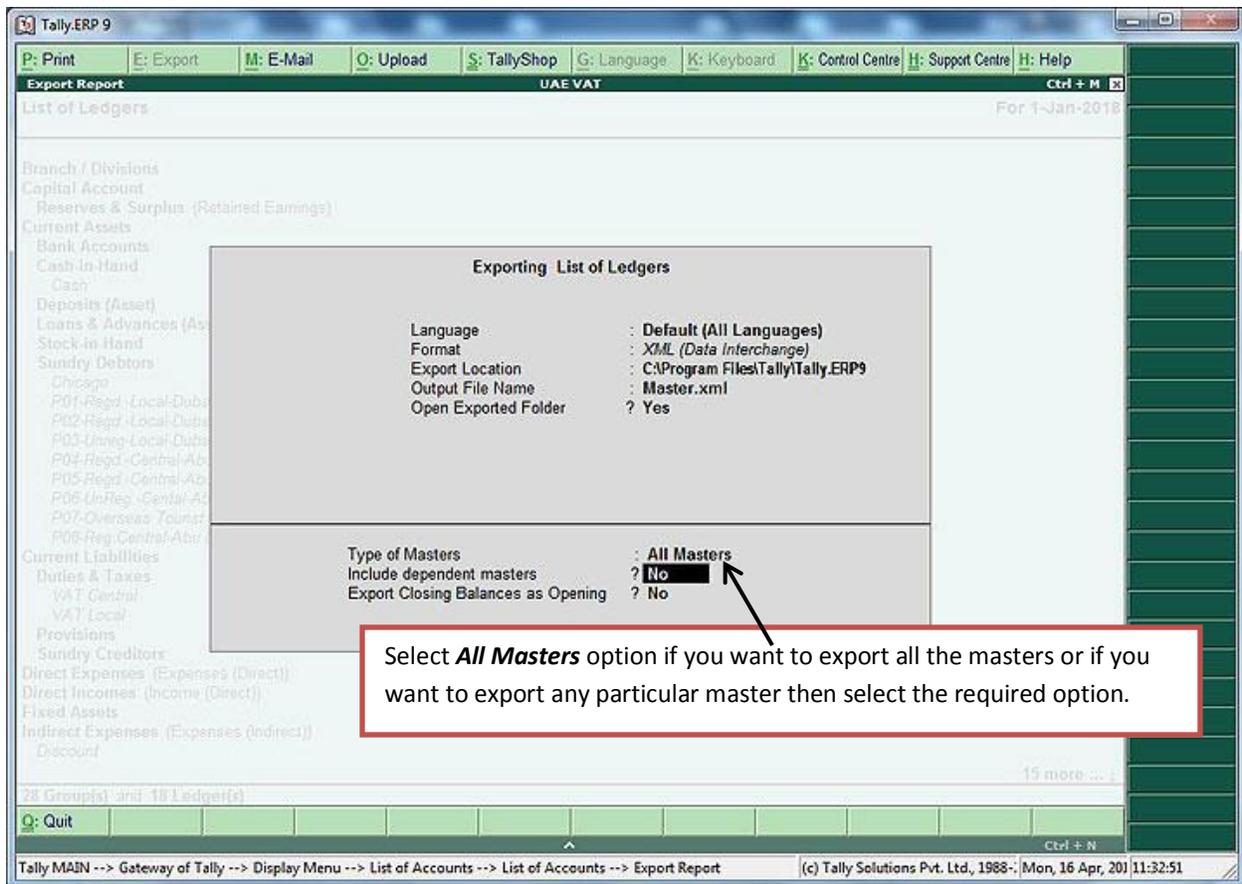
- Start Tally and open the company from which you want to export the data.
- Click the *Display* option given in the menu on the right hand side. Given below is a screenshot of *Gateway of Tally*.



- On clicking the *Display* option, a *Display* menu appears. Click *List of Accounts* option in it. Given below is a screenshot of *Display* menu window of Tally.



- On clicking the *List of Accounts* option, a *List of Accounts* window appears. Click the *Export* button to export the data.
- On clicking the *Export* button, an *Exporting List of Ledger* window appears. Given below is a screenshot of *Exporting List of Ledger* window of Tally.

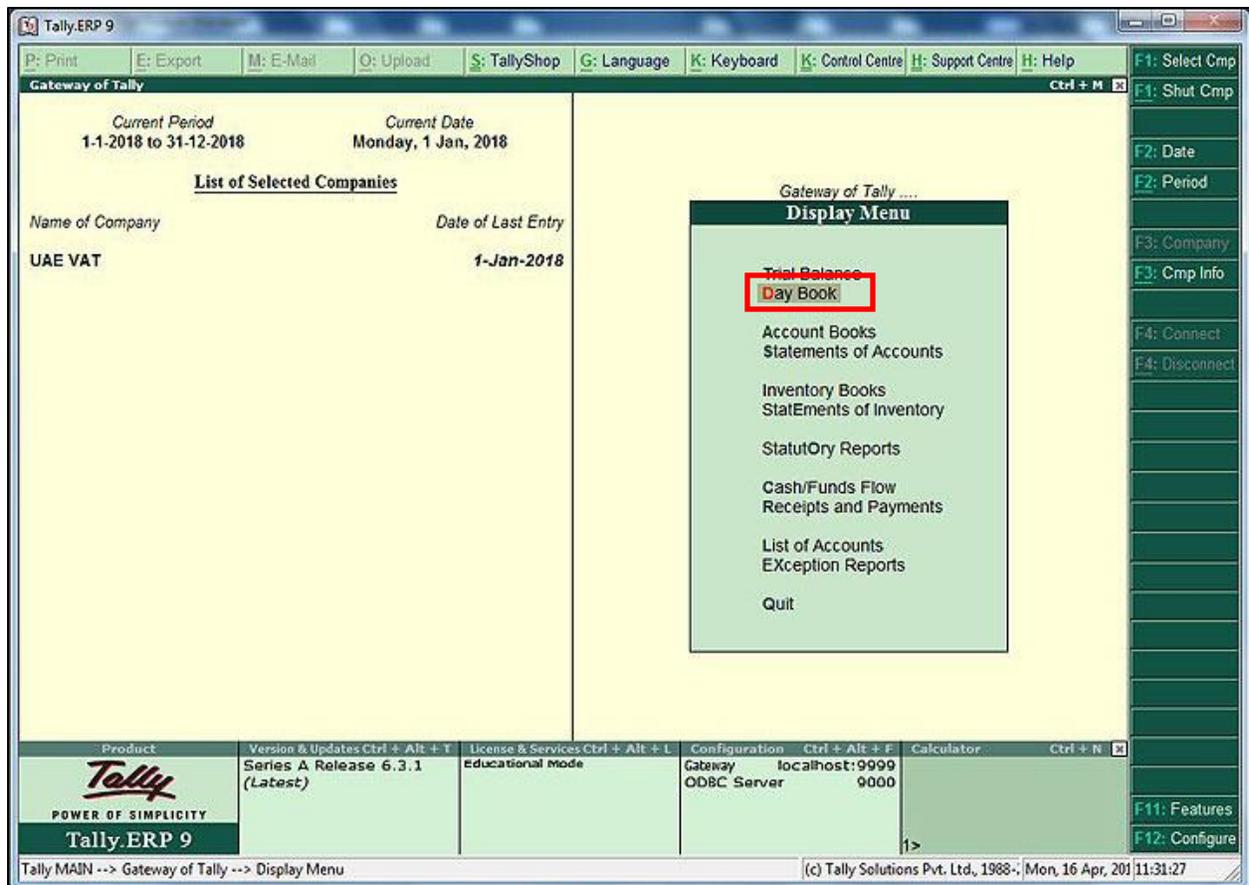


- In the *Exporting List of Ledger* window, specify required details.
- The data will be exported to the specified Export Location as specified.

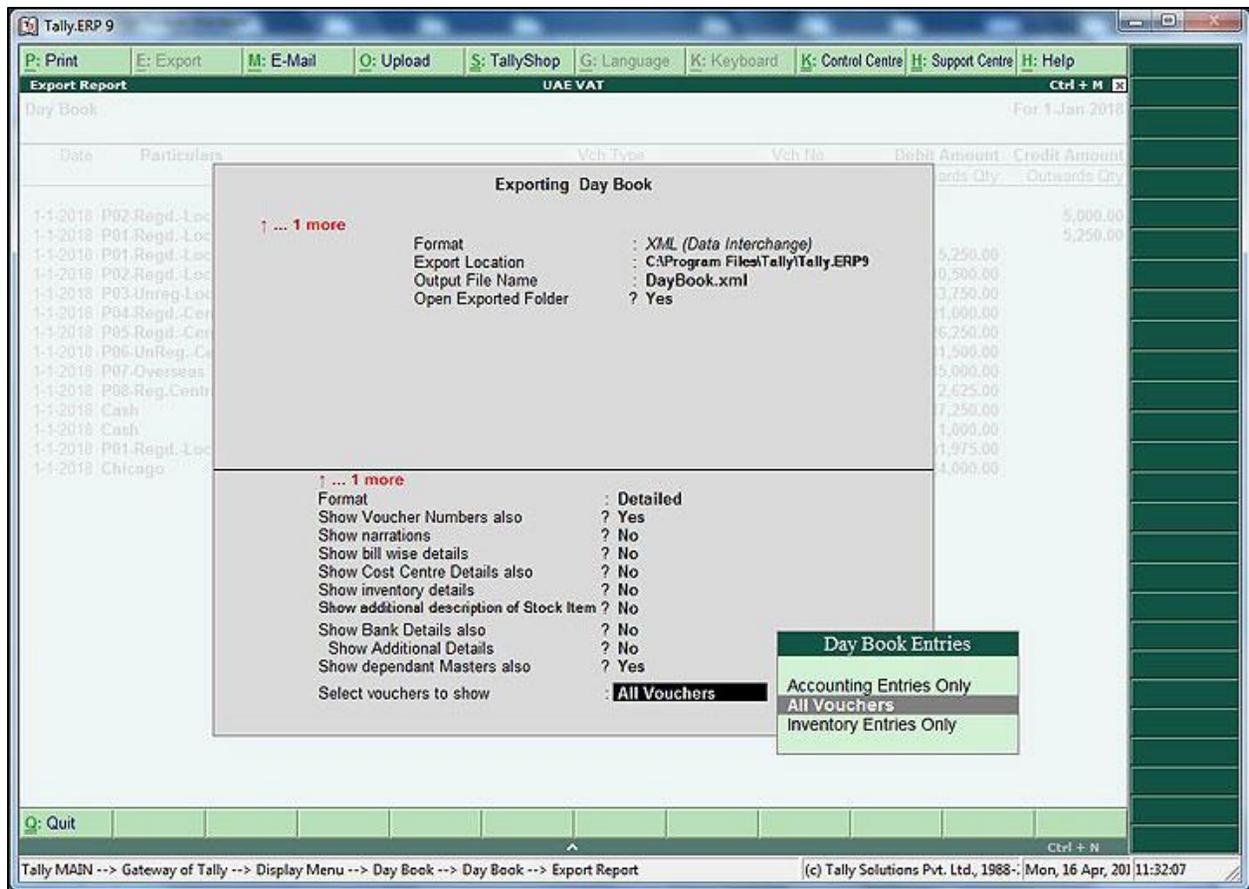
### **Export Transactions Data**

To export transactions data, perform the following steps:

- Start Tally and open the company from which you want to export the data.
- Click the *Display* option given in the menu on the right hand side.
- On clicking the *Display* option, a *Display* menu appears. Click *Day Book* option in it. Given below is a screenshot of *Display* menu window of Tally.



- On clicking the *Day Book* option, a *Day Book* window appears. In the *Day Book* window, click the *Export* button to export the data.
- On clicking the *Export* button, an *Exporting Day Book* window appears. Given below is a screenshot of *Exporting Day Book* window of Tally.



- In the *Exporting Day Book* window, specify required details.
- The data will be exported to the specified Export Location as specified.

Once the data is exported in *xml* files, we need to import it in BUSY. For that first we will install Tally2Busy utility in computer where BUSY is installed and then we will import the *xml* files.

## **Step 2: Installing Tally2Busy utility**

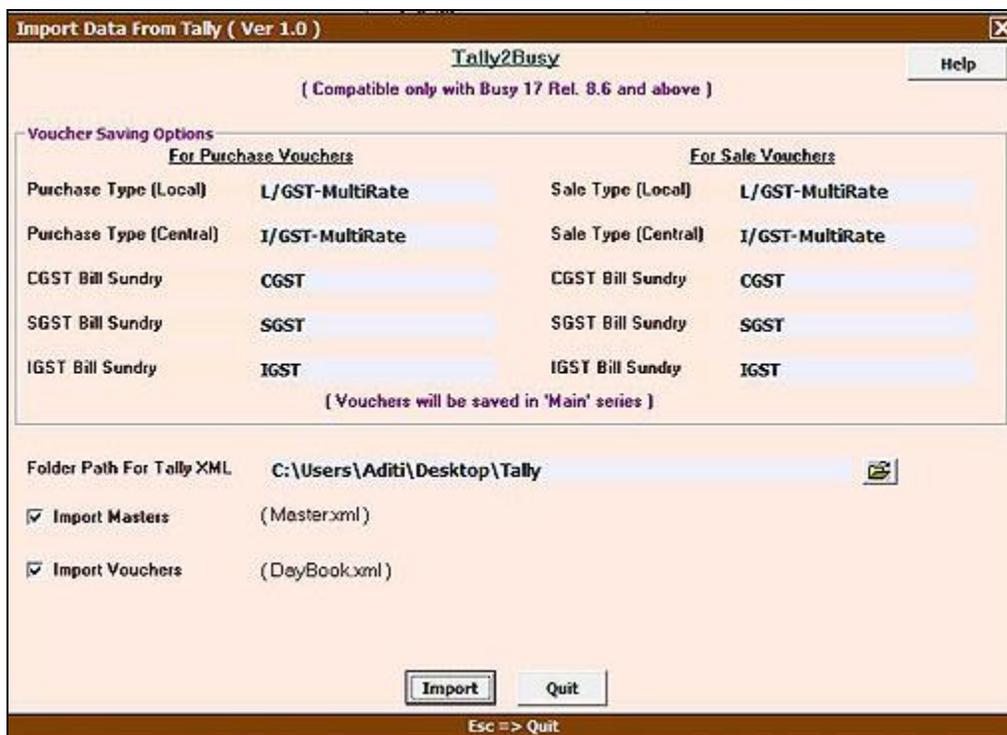
To install *Tally2Busy*, perform the following steps:

- Install *Tally2Busy* on computer where BUSY is installed. Installation wizard will guide you through the rest of the installation process.
- After the successful installation of *Tally2Busy* utility, *Tally2Busy* will appear in Add-On menu of BUSY. Given below is the screenshot of Add-on menu of BUSY.



### Step 3: Using Tally2Busy utility

To use *Tally2Busy* utility, click *Tally2Busy* option in *Add-On* menu. On clicking on this menu, following window appears.



In *Import Data from Tally* window there are various data fields. The data fields are:

- **Voucher Saving Options** –Under Voucher Saving Options group following data fields appear:

### For Purchase Vouchers

- **Purchase Type (Local)** - In this data field, you have to specify default Purchase type to be set in vouchers for local Purchase transactions. By default BUSY will set it to L/GST-MultiRate.
- **Purchase Type (Central)** - In this data field, you have to specify default Purchase type to be set in vouchers for Central Purchase transactions. By default BUSY will set it to I/GST-MultiRate.
- **CGST Bill Sundry** - In this data field, you have to specify the CGST bill sundry to be used in BUSY in place of the CGST tax account used in Tally data. For Example, In Tally CGST Tax is applied through Input CGST Account but In BUSY Tax is applied in Bill Sundry. So, you have to specify the CGST Bill Sundry in BUSY that will be mapped with Input CGST Account used in Tally.
- **SGST Bill Sundry** - In this data field, you have to specify the SGST bill sundry to be used in BUSY in place of the SGST tax account used in Tally data.
- **IGST Bill Sundry** - In this data field, you have to specify the IGST bill sundry to be used in BUSY in place of the IGST tax account used in Tally data.

### For Sale Vouchers

- **Sale Type (Local)** - In this data field, you have to specify default Sale type to be set in vouchers for local Sale transactions. By default BUSY will set it to L/GST-MultiRate.
  - **Sale Type (Central)** - In this data field, you have to specify default Sale type to be set in vouchers for Central Sale transactions. By default BUSY will set it to I/GST-MultiRate.
  - **CGST Bill Sundry** - In this data field, you have to specify the CGST bill sundry to be used in BUSY in place of the CGST tax account used in Tally data. For Example, In Tally CGST Tax is applied through Output CGST Account but In BUSY Tax is applied in Bill Sundry. So, you have to specify the CGST Bill Sundry in BUSY that will be mapped with Output CGST Account used in Tally.
  - **SGST Bill Sundry** - In this data field, you have to specify the SGST bill sundry to be used in BUSY in place of the SGST tax account used in Tally data.
  - **IGST Bill Sundry** - In this data field, you have to specify the IGST bill sundry to be used in BUSY in place of the IGST tax account used in Tally data.
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- **Folder Path For Tally XML** - In this data field, you have to specify the path where exported XML files from Tally are stored on your computer.
  - **Import Masters** – Select this option if you want to Import Masters Data.
  - **Import Vouchers** – Select this option if you want to Import Vouchers Data.

You can import both masters and vouchers data or either of them as per your requirement. After entering data in all the data fields, click *Import* button to Import Tally data to BUSY.

**Please refer to below mentioned recommendations before importing data in BUSY:**

- If you are importing vouchers data in BUSY then make sure that both the companies, one from which data is exported and one in which data will be imported should have the same Financial Year.
- It is necessary to set Voucher Numbering as Manual in the company in which you are importing data. To set Voucher Numbering as Manual in a company of BUSY, just open the Company and go to Administration → Configuration → Vouchers Configuration → Voucher Numbering option and set Voucher Numbering to Manual.
- If the company in which you are importing data already has some transactions then data cannot be imported. In such a case, you have to create a new company in BUSY and then import data in the newly created Company.

With this we have completed the process of importing data from Tally to BUSY.

<<<😊 Thank You 😊>>>