Import Data from Zoho Books to TallyPrime

You can import masters and transactions from **Zoho Books (India)** into **TallyPrime** using predefined mapping templates. Depending on your requirement, you can either perform a one-time migration from Zoho Books to TallyPrime or periodically import data into TallyPrime for accounting and compliance purposes.

Before You Begin

Ensure the following before importing data:

- Export all files from Zoho Books in**.xlsx** format.
- Create a company in TallyPrime with book dates that match the company data in Zoho Books.
- Complete all file-specific prerequisites before starting the import.
- If a prerequisite requires adding new fields, add and save the Excel file before opening the mapping alteration screen.
- Import files in the sequence described in this topic.

Map TallyPrime Templates for Zoho

1. Open the downloaded **Zoho-Books-India.zip** folder and extract the .zip folder.
2. Go to **Zoho Books (India) Mapping Templates** folder.
3. Copy the **.tsf** files (predefined templates).
4. Paste it to your TallyPrime installation folder > **config** > **excelmaps**. For example, **C:\Program Files\TallyPrime\config\excelmaps**.

There are **5 master files** and **13 transaction files** available for import from Zoho Books into TallyPrime.

Scenario 1: One-Time Migration from Zoho Books to TallyPrime

Import Masters

Import Contacts

Zoho File	Creates in TallyPrime	Mapping Template
Contacts.xlsx	Sundry Debtors	Zoho Contacts

Import Vendors

Zoho File	Creates in TallyPrime	Mapping Template
Vendors.xlsx	Sundry Creditors	Zoho Vendors

Import Chart of Accounts

Zoho File	Creates in TallyPrime	Mapping Template
Chart_of_Accounts.xlsx	Ledgers and Groups	Zoho Chart of Accounts

Prerequisites

Edit the values in the **Account Type** column and replace them with valid TallyPrime groups before importing.

The following mapping can be used as a reference. Actual mapping may vary depending on the customer's chart of accounts.

Zoho Account Type	TallyPrime Group
Cash	Cash-in-Hand
Bank	Bank Accounts
Accounts Receivable	Sundry Debtors
Stock	Stock-in-Hand
Fixed Asset	Fixed Assets
Other Current Assets	Current Assets
Other Asset	Current Assets / Direct Incomes / Indirect Incomes
Payment Clearing	Current Assets / Direct Incomes / Indirect Incomes
Deferred Tax Asset	Current Assets
Accounts Payable	Sundry Creditors
Other Current Liability	Current Liabilities
Other Liability	Current Liabilities
Credit Card	Current Liabilities / Indirect Expenses
Overseas Tax Payable	Duties & Taxes

Long Term Liability	Loans (Liability)
Deferred Tax Liability	Provisions
Equity	Capital Account
Income	Sales Accounts / Direct Incomes / Indirect Incomes
Other Income	Indirect Incomes / Direct Incomes
Expense	Indirect Expenses

Import Stock Items

Zoho File	Creates in TallyPrime	Mapping Template
Item.xlsx	Stock Items	Zoho Item

Prerequisites

- In the **Intra State Tax Rate** column, divide each tax rate by 2 so that CGST and SGST rates are imported correctly. For example, change **12.00** to **6.00**.
- Replace the value **Service** with **Services** in the **Product Type** column.

Import Price Lists

Zoho File	Creates in TallyPrime	Mapping Template
Price_lists.xlsx	Price Lists	Zoho Price Lists

Prerequisites

- Insert a column named **Price List-Date** and specify a date for each price list.
- Ensure that values in the **PriceList Name** column are unique.

  Note: Purchase_Price_lists.xlsx is not supported because Purchase Price Lists are not available in TallyPrime.

Configure Voucher Numbering

Before importing transactions, set the **Method of Voucher Numbering** for each voucher type to **Manual**. This ensures that voucher numbers in TallyPrime match those in Zoho Books.

Import Transactions

Invoice

Zoho File	Creates in TallyPrime	Mapping Template
Invoice.xlsx	Sales Voucher	Zoho Invoice

Prerequisites

1. Filter the **Invoice Status** column and select:
    - Overdue
    - Sent
    - Closed
    - Unpaid
    - Partially Paid
    - Paid

    Include any other required statuses if applicable.

2. Copy the filtered transactions to a new worksheet.
3. In **Place of Supply (With State Code)**, remove the state code and hyphen. For example:

    29 - Karnataka ⟶ Karnataka

Credit Notes

Zoho File	Creates in TallyPrime	Mapping Template
Credit_Note.xlsx	Credit Note Voucher	Zoho Credit Note

Prerequisites

1. Filter **Credit Note Status** and select **Open** and **Closed**.
2. Copy filtered records to a new worksheet.
3. Remove state codes from **Place of Supply** (With State Code).

4. Add a column named **Adjustment Negative** and copy negative values from **Adjustment** into it after removing the minus sign.
5. Add a column named **Round Off Negative** and copy negative values from **Round Off** into it after removing the minus sign.

Customer Payments

Zoho File	Creates in TallyPrime	Mapping Template
Customer_Payment.xlsx	Receipt Voucher	Zoho Customer Payment

Bills

Zoho File	Creates in TallyPrime	Mapping Template
Bill.xlsx	Purchase Voucher	Zoho Bill

Prerequisites

Add a column named **Adjustment Negative** and copy negative values from **Adjustment** into it after removing the minus sign.

Expenses

Zoho File	Creates in TallyPrime	Mapping Template
Expense.xlsx	Payment Voucher	Zoho Expense

Vendor Payments

Zoho File	Creates in TallyPrime	Mapping Template
Vendor_Payment.xlsx	Payment Voucher	Zoho Vendor Payment

Journals

Zoho File	Creates in TallyPrime	Mapping Template
Journal.xlsx	Journal Voucher	Zoho Journal

Sales Orders

Zoho File	Creates in TallyPrime	Mapping Template

Sales_Order.xlsx	Sales Order Voucher	Zoho Sales Order

Prerequisite

Remove the state code and hyphen from **Place of Supply** (With State Code) values. For example:

29 - Karnataka ⟶ Karnataka

Quotes

Zoho File	Creates in TallyPrime	Mapping Template
Quote.xlsx	Sales Order Voucher (Optional)	Zoho Quote

Purchase Orders

Zoho File	Creates in TallyPrime	Mapping Template
Purchase_Order.xlsx	Purchase Order Voucher	Zoho Purchase Order

Delivery Challans

Zoho File	Creates in TallyPrime	Mapping Template
Delivery_Challan.xlsx	Delivery Note Voucher	Zoho Delivery Challan

Vendor Credits

Zoho File	Creates in TallyPrime	Mapping Template
Vendor_Credits.xlsx	Debit Note Voucher	Zoho Vendor Credits

Inventory Adjustments

Zoho File	Creates in TallyPrime	Mapping Template
Inventory_Adjustment.xlsx	Stock Journal Voucher	Zoho Inventory Adjustment

Scenario 2: Periodic Import for Accounting and Compliance

You can periodically import Zoho Books data into TallyPrime when books of accounts need to be maintained in TallyPrime or when data is required for GST filing and other compliance activities.

Import Masters

- Import masters once initially. Refer to the master import procedures described in **Scenario 1**.
- If new masters are added in Zoho Books, import them again and select **Ignore Duplicates** in **Behaviour of Import master already exists**.

Import Transactions

Before every import:

1. Take a backup of the existing company data in TallyPrime.
2. Export only the transactions for the required period from Zoho Books.
3. Import transactions such as sales, purchases, credit notes, debit notes, receipts, and payments by following the procedures described in **Scenario 1**.