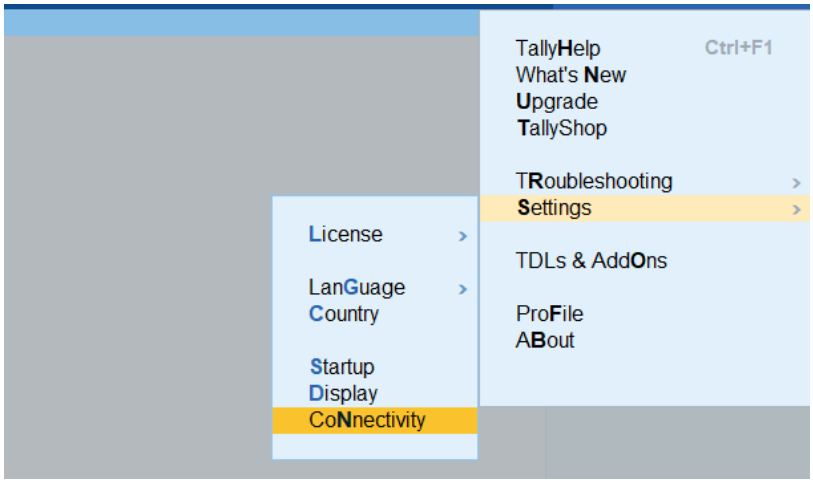
BitsVouchr – User Manual

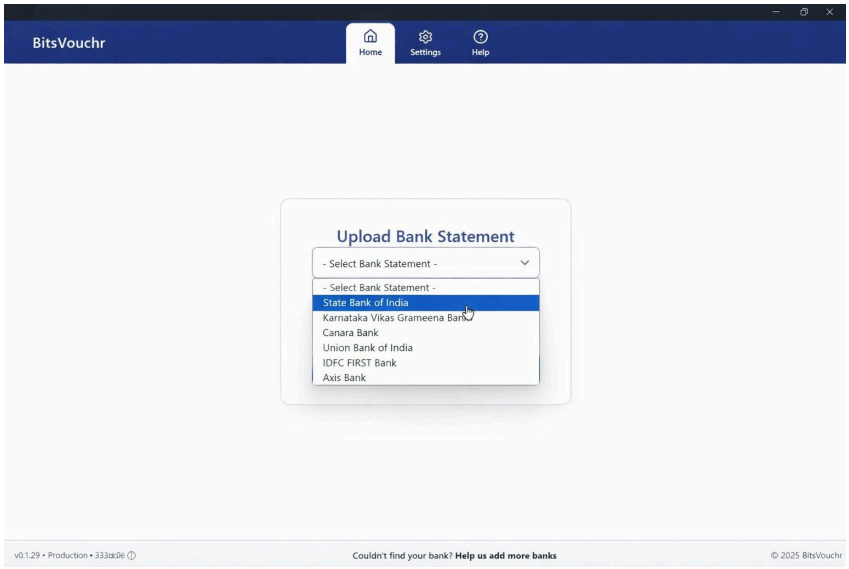
Step 0 (Optional): Connect to Tally



⚠️ *Skip this step if you only want to export XML files.*

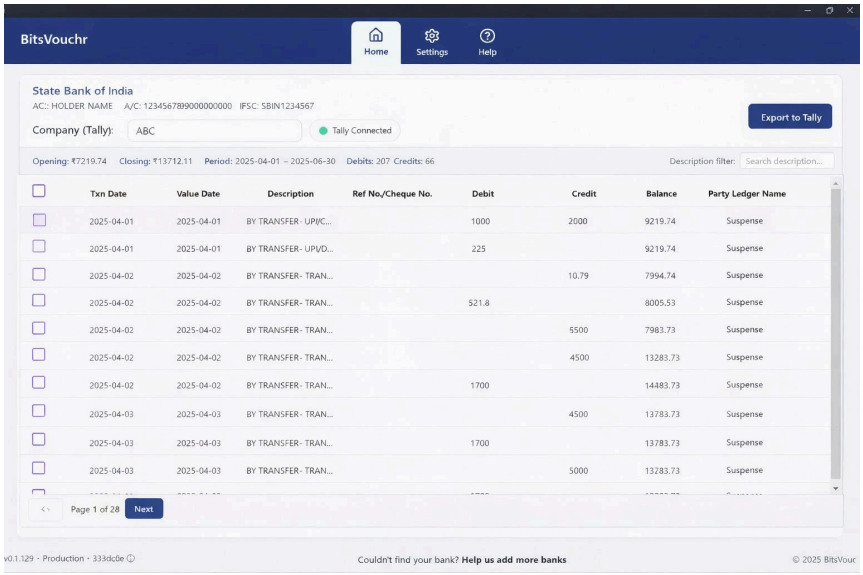
1. Open **Tally** on your system.
2. Ensure the **correct company** is opened in Tally.
3. Make sure **Tally is running and active**.
4. In **BitsVouchr**, select **Company (Tally)**.
5. Confirm the status shows **"Tally Connected"** (green indicator) in the app.

Step 1: Upload Bank Statement



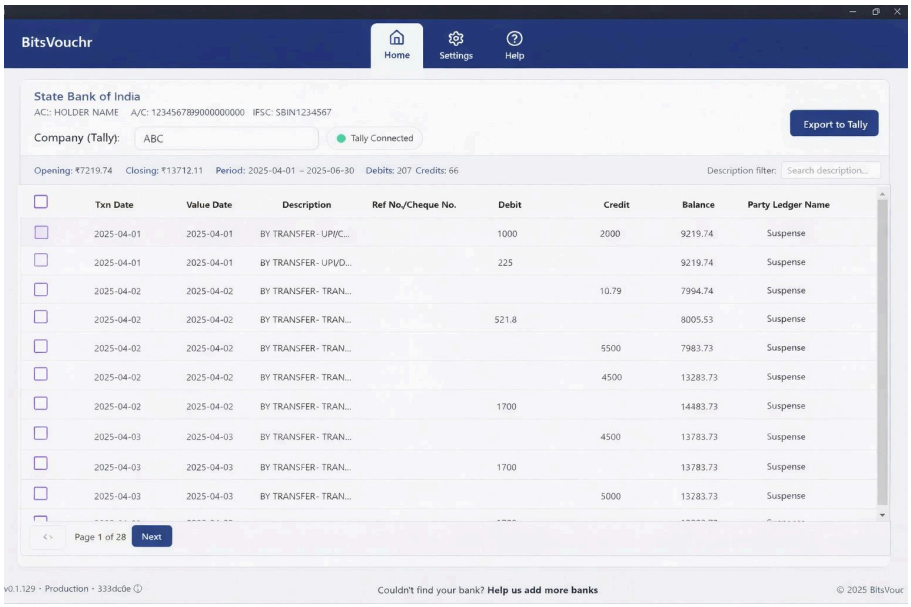
1. Open **BitsVouchr**.
2. Click **Upload Bank Statement**.
3. Select your bank from the dropdown, such as:
    - State Bank of India
    - Canara Bank
    - Axis Bank
      Union Bank of India
    - IDFC First Bank
4. Upload the downloaded bank statement file.
5. The system will automatically read and process the statement.

Step 3: Review Transactions



1. All transactions appear in a table showing:
    - Transaction Date & Value Date
    - Description
    - Debit / Credit
    - Running Balance
    - Party Ledger Name (default: **Suspense**)
2. Use **pagination** or **description filter** to find transactions.
3. Select transactions using the **checkboxes**.
4. You may select individual entries or **select all** if required.

Step 4: Update Party Ledger (Recommended)

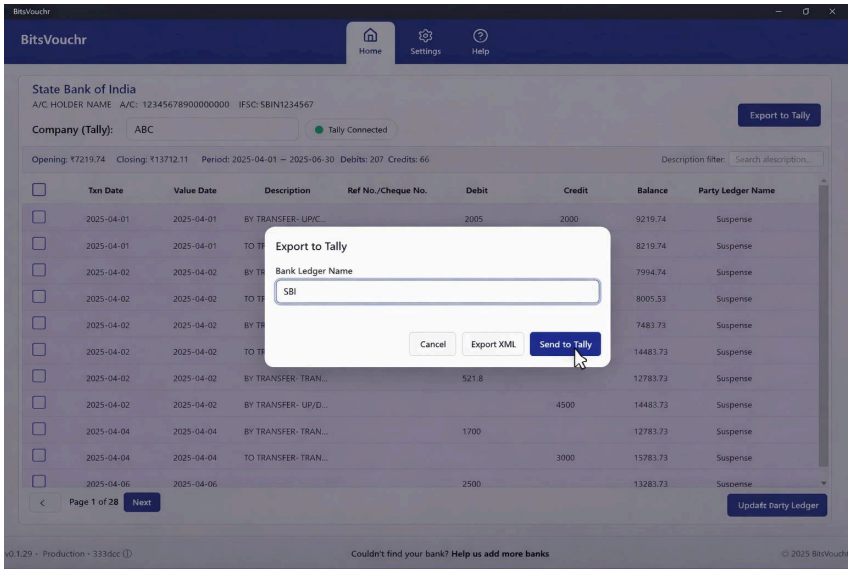


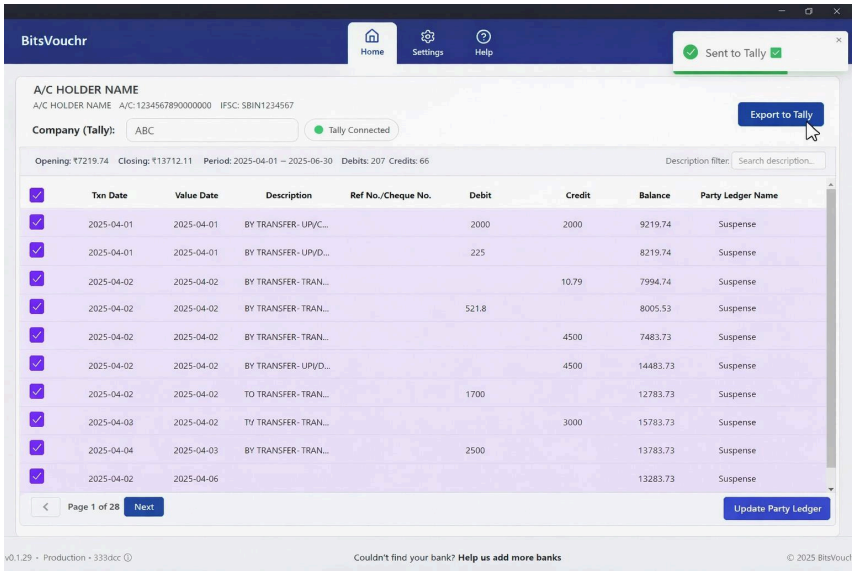
1. Select one or more transactions.
2. Click **Update Party Ledger**.
3. In the popup window:
    - Choose or type the correct **Party Ledger Name**
    - Default ledger is **Suspense**
4. Click **Apply**.
5.

Step 5: Export to Tally

1. Click **Export to Tally**.
2. Enter the **Bank Ledger Name**
   (Example: SBI, HDFC Bank, Axis Bank)
3. Choose one of the following options:

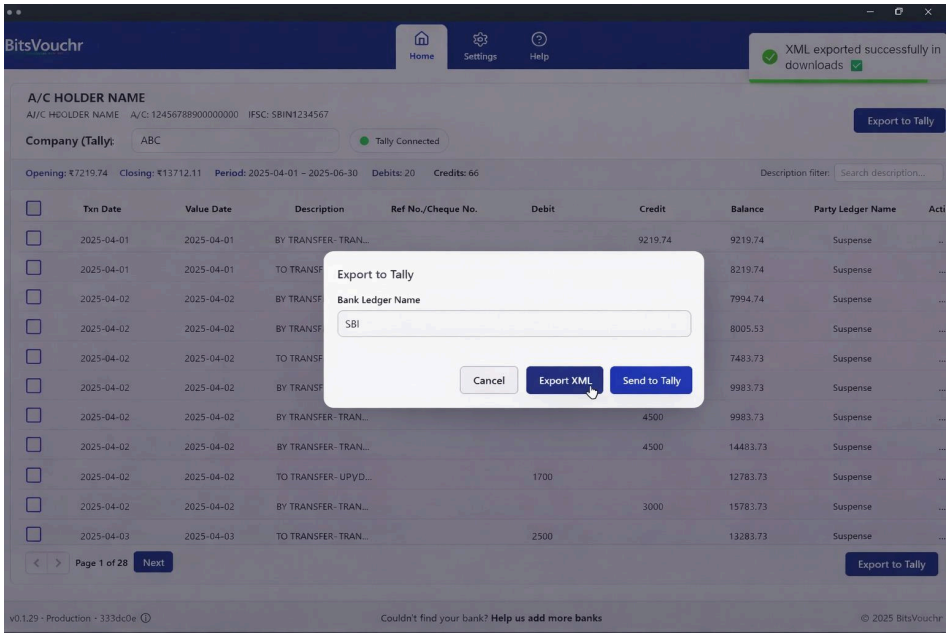
Option A: Send to Tally (Direct)





- Available only if Tally is connected
- Click **Send to Tally**
- Success message: **“Sent to Tally”**

Option B: Export XML



- Click **Export XML**
- XML file is downloaded to your system
- Import the XML manually into Tally