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Transferring Multiple Entries from One Ledger to Another

A step-by-step guide to the Narration Filter and Replace Ledger features of the BlackMan Fintech add-on for TallyPrime.

Product	BlackMan Fintech add-on for TallyPrime (TDL)
Applies to	TallyPrime, Ledger Vouchers report
Document	User guide - Transferring multiple entries
Support	www.blackmanfintech.com Mo- +91 93404 57015

What this guide covers

When a bank statement is imported into TallyPrime, entries that cannot be matched to a party or an expense head are usually parked in a single holding ledger such as **Suspense A/c**. Clearing that ledger one voucher at a time is slow, and it is easy to miss an entry.

The BlackMan Fintech add-on lets you do it in one pass: find the related entries by their narration, tick the ones you want, and move them all to the correct ledger in a single action.

The example used throughout this guide: five fixed-deposit maturity receipts are sitting in **Suspense A/c**. We locate them with the keyword **FD** and transfer all five to a new ledger called **FIXED DEPOSITS**.

Before you start

- The BlackMan Fintech add-on must be loaded in TallyPrime. Check under **F1: Help > TDL & Add-on**; the add-on name appears in the list when it is active.
- Open the company you want to work in and make sure you have rights to alter vouchers.
- Take a backup before a bulk transfer. The add-on alters vouchers directly, and TallyPrime has no single-click undo for a bulk change.

Privacy note All screenshots in this guide are taken from a trial company. Party names in the bank narration have been masked or replaced with **Guest User**, and reference numbers and UPI details have been blurred.

Note The add-on buttons appear on the right-hand button panel of the **Ledger Vouchers** report only. If you do not see them, you are on a different report - drill into a ledger first, as shown in Step 1.

The add-on buttons at a glance

Button	Shortcut	What it does
1: Show Narration	Ctrl + 1	Shows or hides the Narration column in the report. The button title changes to <i>Hide Narration</i> once the column is on.
3: Narration Filter	Ctrl + 3	Opens the filter screen. Shows only the vouchers whose narration contains the keyword you type.
8: Clear Filter	Ctrl + 8	Removes the narration filter and brings the full list of vouchers back.
9: Replace Ledger	Ctrl + 9	Moves the vouchers you have selected from one ledger to another.
4: blackmanfintech.com	Ctrl + 4	Opens the BlackMan Fintech website in your browser.

Step-by-step procedure

Step 1 Open the ledger that holds the entries

From the **Gateway of Tally**, open **Balance Sheet**, highlight **Suspense A/c** and press **Enter** to drill down. TallyPrime opens the **Ledger Vouchers** report for that ledger.

You can also reach the same report through **Gateway of Tally > Display More Reports > Account Books > Ledger** and then selecting the ledger.

Balance Sheet				Blackman Fintech Trial		F2: Period	
Liabilities		Blackman Fintech Trial as at 31-Aug-26	Assets		Blackman Fintech Trial as at 31-Aug-26	F3: Company	
Capital Account			Current Assets		1,44,504.30	F4: Ledger	
Loans (Liability)						F5: Bill-wise	
Current Liabilities						F6: Monthly	
Suspense A/c		1,44,504.30				F7: Columnar	
Profit & Loss A/c						F8: Valuation	
Opening Balance						F9: Filter	
Current Period							

Balance Sheet - Suspense A/c carries a balance of 1,44,504.30 before the transfer.

Step 2 Set the period you want to work on

Press **F2: Period** and enter the date range that covers the entries you want to move. In this example the period is set to **1-Apr-26 to 31-Aug-26**, which brings 127 vouchers into the report.

The add-on works only on the vouchers currently visible in the report, so always fix the period before you filter.

Ledger Vouchers					Blackman Fintech Trial		1-Apr-26 to 31-Aug-26		F2: Period	
Ledger : Suspense										F3: Company
Date	Particulars	Vch Type	Vch No.	Debit	Credit					F4: Ledger
1-Apr-26	IDFC Bank	Receipt	1		1.00					F5: Bill-wise
1-Apr-26	IDFC Bank	Receipt	2		1,10,000.00					F6: Monthly
1-Apr-26	IDFC Bank	Payment	1	16,786.00						F7: Columnar
2-Apr-26	IDFC Bank	Payment	2	5,000.00						F8: Valuation
3-Apr-26	IDFC Bank	Payment	3	2,885.00						F9: Filter
8-Apr-26	IDFC Bank	Payment	4	95,000.00						
8-Apr-26	IDFC Bank	Receipt	3		20,000.00					
10-Apr-26	IDFC Bank	Payment	5	20,000.00						
13-Apr-26	IDFC Bank	Payment	6	689.00						
21-Apr-26	IDFC Bank	Payment	7	2,000.00						
21-Apr-26	IDFC Bank	Receipt	4		1,00,000.00					
21-Apr-26	IDFC Bank	Receipt	5		1,00,000.00					
21-Apr-26	IDFC Bank	Payment	8	90,000.00						
22-Apr-26	IDFC Bank	Payment	9	25,000.00						
22-Apr-26	IDFC Bank	Payment	10	30,000.00						
22-Apr-26	IDFC Bank	Payment	11	5,000.00						
27-Apr-26	IDFC Bank	Payment	12	3,894.00						
28-Apr-26	IDFC Bank	Payment	13	560.00						
28-Apr-26	IDFC Bank	Payment	14	40,000.00						
30-Apr-26	IDFC Bank	Payment	15	240.00						
30-Apr-26	IDFC Bank	Payment	16	682.00						
1-May-26	IDFC Bank	Payment	17	2,000.00						
1-May-26	IDFC Bank	Payment	18	4,202.00						
1-May-26	IDFC Bank	Payment	19	198.90						
4-May-26	IDFC Bank	Payment	20	160.00						
5-May-26	IDFC Bank	Payment	21	130.00						
8-May-26	IDFC Bank	Payment	22	500.00						
31-May-26	IDFC Bank	Payment	23	1,021.00						
17-Jun-26	IDFC Bank	Receipt	6		53,000.00					
17-Jun-26	IDFC Bank	Payment	24	39,500.00						
17-Jun-26	IDFC Bank	Receipt	7		500.00					
17-Jun-26	IDFC Bank	Payment	25	2,000.00						
17-Jun-26	IDFC Bank	Payment	26	470.00						

Ledger Vouchers for Suspense. The BlackMan Fintech buttons are on the right panel.

Step 3 Switch on the Narration column

Click **1: Show Narration** or press **Ctrl + 1**. A **Narration** column appears between Particulars and Vch Type, showing the full bank narration of every voucher. This is the text the filter searches, so it helps to see it before you choose a keyword.

Press **Ctrl + 1** again at any time to hide the column.

Ledger Vouchers						Blackman Fintech Trial		1-Apr-26 to 31-Aug-26		F2: Period
Ledger : Suspense										F3: Company
Date	Particulars	Narration		Vch Type	Vch No.	Debit	Credit	F4: Ledger		
19-Jun-26	IDFC Bank			Payment	29	100.00				
20-Jun-26	IDFC Bank			Receipt	8		2,000.00			F5: Bill-wise
20-Jun-26	IDFC Bank			Payment	30	158.00				F6: Monthly
24-Jun-26	IDFC Bank			Payment	31	500.00				F7
24-Jun-26	IDFC Bank			Receipt	9		1,500.00			F8: Columnar
24-Jun-26	IDFC Bank			Receipt	10		15,000.00			F9
24-Jun-26	IDFC Bank			Payment	32	500.00				F10
24-Jun-26	IDFC Bank			Payment	33	120.00				B: Basis of Values
25-Jun-26	IDFC Bank			Payment	34	95.00				C: Change View
25-Jun-26	IDFC Bank			Payment	35	20.00				D: Exception Reports
25-Jun-26	IDFC Bank			Payment	36	40.00				E: Save View
25-Jun-26	IDFC Bank			Payment	37	128.20				F: Apply Filter
25-Jun-26	IDFC Bank			Payment	38	186.00				G: Filter Details
25-Jun-26	IDFC Bank			Receipt	11		3,000.00			H: Reconcile
25-Jun-26	IDFC Bank			Payment	39	73.00				I: Contact
25-Jun-26	IDFC Bank			Payment	40	40.00				J: blackmanfintech.com
25-Jun-26	IDFC Bank			Payment	41	165.00				K: Hide Narration
26-Jun-26	IDFC Bank			Payment	42	30.00				L: Narration Filter
26-Jun-26	IDFC Bank			Payment	43	15.00				M: Clear Filter
26-Jun-26	IDFC Bank			Payment	44	160.00				
26-Jun-26	IDFC Bank			Receipt	12		2,300.00			
26-Jun-26	IDFC Bank			Payment	45	100.00				
26-Jun-26	IDFC Bank			Payment	46	1,000.00				
26-Jun-26	IDFC Bank			Payment	47	1,010.00				
27-Jun-26	IDFC Bank			Payment	48	480.00				
27-Jun-26	IDFC Bank			Receipt	13		4,800.00			
27-Jun-26	IDFC Bank			Payment	49	3,400.00				
27-Jun-26	IDFC Bank			Payment	50	200.00				
28-Jun-26	IDFC Bank			Payment	51	2,800.00				
28-Jun-26	IDFC Bank			Payment	52	697.00				
28-Jun-26	IDFC Bank			Payment	53	806.00				
28-Jun-26	IDFC Bank			Payment	54	100.00				
28-Jun-26	IDFC Bank			Payment	55	660.00				
28-Jun-26	IDFC Bank			Payment	56	100.00				

The Narration column shows the imported bank narration for each voucher.

Step 4 Filter the vouchers by narration

Click **3: Narration Filter** or press **Ctrl + 3**. The **Narration Filtration** screen opens with two keyword boxes.

- Type a keyword in box 1 and leave box 2 blank to search for one keyword.
- Fill both boxes to widen the search - a voucher is shown if its narration contains *any one* of the two keywords.
- Leave both boxes blank to switch the filter off.

Show vouchers whose narration contains

any one of these - leave the rest blank | all blank = filter off

1.

2.

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The Narration Filtration screen with both keyword boxes empty.

Here we type **FD**, which is how the bank narrates every fixed-deposit maturity credit. Press **Ctrl + A** (or **A: Accept**) and answer **Yes** to the *Accept?* prompt.

Show vouchers whose narration contains
any one of these - leave the rest blank | all blank = filter off

1.

2.

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Accept ?
Yes or No

Keyword FD entered in box 1, ready to accept.

Step 5 Check the filtered list

The report now shows only the matching vouchers - five FD maturity receipts in this example. The report header confirms the filter that is running: **Powered by www.blackmanfintech.com | Filter: FD.**

Read through the list before going further. Everything you tick in the next step will be moved, so this is the point at which to confirm that the keyword has picked up the right entries and nothing else.

Ledger Vouchers							F2: Period	
Blackman Fintech Trial							F3: Company	
Powered by www.blackmanfintech.com Filter: FD							F4: Ledger	
Ledger : Suspense							1-Apr-26 to 31-Aug-26	
Date	Particulars	Narration	Vch Type	Vch No.	Debit	Credit	F5: Bill-wise	
6-Jul-26	IDFC Bank	FD maturity -Account credited/ Principal:80000// Guest User 06/07/2026	Receipt	19		83,151.00	F6: Monthly	
6-Jul-26	IDFC Bank	FD maturity -Account credited/ Principal:20000// Guest User 06/07/2026	Receipt	20		20,785.00	F7	
6-Jul-26	IDFC Bank	FD maturity -Account credited/ Principal:50000// Guest User 06/07/2026	Receipt	21		51,791.00	F8: Columnar	
6-Jul-26	IDFC Bank	FD maturity -Account credited/ Principal:10000// Guest User 06/07/2026	Receipt	22		10,372.00	F9	
6-Jul-26	IDFC Bank	FD maturity -Account credited/ Principal:10000// Guest User 06/07/2026	Receipt	23		10,377.00	F10	

Five FD maturity receipts, filtered out of 127 vouchers.

Step 6 Select the vouchers to be transferred

Move the cursor to a voucher and press the **Spacebar** to select it. The row turns blue. Repeat for every voucher you want to move, or hold **Shift** with the arrow keys to select a continuous block.

Press **Spacebar** again on a selected row to deselect it.

Date	Particulars	Narration	Vch Type	Vch No.	Debit	Credit	F5: Bill-wise	
6-Jul-26	IDFC Bank	FD maturity -Account credited/ Principal:80000// Guest User 06/07/2026	Receipt	19		83,151.00	F6: Monthly	
6-Jul-26	IDFC Bank	FD maturity -Account credited/ Principal:20000// Guest User 06/07/2026	Receipt	20		20,785.00	F7	
6-Jul-26	IDFC Bank	FD maturity -Account credited/ Principal:50000// Guest User 06/07/2026	Receipt	21		51,791.00	F8: Columnar	
6-Jul-26	IDFC Bank	FD maturity -Account credited/ Principal:10000// Guest User 06/07/2026	Receipt	22		10,372.00	F9	
6-Jul-26	IDFC Bank	FD maturity -Account credited/ Principal:10000// Guest User 06/07/2026	Receipt	23		10,377.00	F10	

All five vouchers selected - selected rows are highlighted in blue.

Important Selection is compulsory. If you press **Ctrl + 9** without selecting any voucher, the add-on stops with the message **No Data to Process!!** and nothing is altered. This is deliberate - it prevents an entire ledger from being moved by one accidental keystroke.

Step 7 Open Replace Ledger

With the vouchers still selected, click **9: Replace Ledger** or press **Ctrl + 9**. The **Replace Selected Ledger Here** screen opens with three fields.

Field	What to enter
Replace	Choose Ledger to replace an accounting ledger, Stock Item to replace an inventory item, or Both to replace both in the selected vouchers.
Select Ledger to be replaced	The ledger the entries are sitting in now. It defaults to the ledger of the report you came from - Suspense in this example.
New Ledger	The ledger the entries should move to. Pick it from the List of Ledgers, or create it on the spot (Step 8).

Replace

:

Ledger

Select Ledger to be replaced

:

Suspense

New Ledger

:

To Replace

Both

Ledger

Stock Item

The Replace Selected Ledger Here screen, with the To Replace list open.

Step 8 Choose or create the destination ledger

In the **New Ledger** field, TallyPrime shows the **List of Ledgers**. Select an existing ledger, or choose **Create** at the top of the list to make a new one without leaving the screen.

The screenshot shows the 'Replace' screen with the 'New Ledger' field open. The 'List of Ledgers' dropdown is visible, showing options like 'End of List', 'Cash', 'IDFC Bank', 'Profit & Loss A/c', and 'Suspense'. The 'Suspense' option is highlighted in yellow.

The List of Ledgers, with Create available at the top.

In this example we choose **Create** and make a new ledger named **FIXED DEPOSITS** under the group **Investments**. Press **Ctrl + A** to accept the ledger, and TallyPrime returns to the Replace screen with the new ledger already filled in.

The screenshot shows the 'Ledger Creation (Secondary)' screen. The 'Name' field is 'FIXED DEPOSITS' and the 'Under' field is 'Investments'. The 'Mailing Details' section is visible, showing 'Name' as 'FIXED DEPOSITS' and 'Address' as 'State: India'. The 'Provide bank details' field is set to 'No'.

Creating the FIXED DEPOSITS ledger under Investments.

Tip Pick the group carefully at this point. The group decides where the amount will appear in your Balance Sheet or Profit & Loss, and changing it later means altering the ledger master again.

Step 9 Accept and confirm the transfer

Press **Ctrl + A** to accept the Replace screen. The add-on asks for a final confirmation before it writes anything:

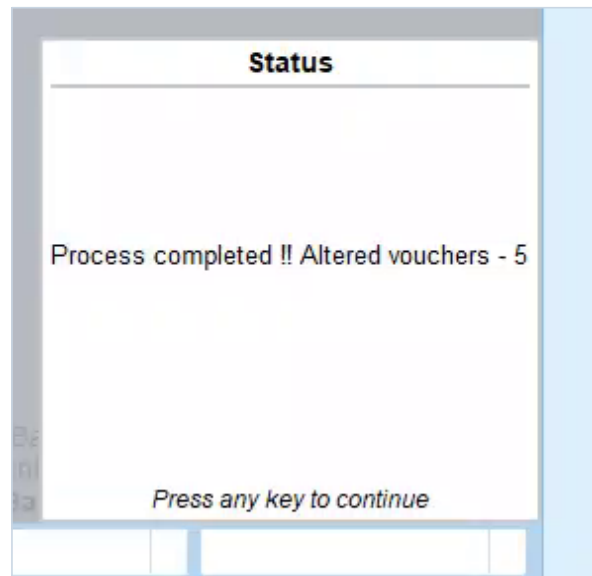


Confirmation prompt shown before any voucher is altered.

Choose **No** to go back without changing anything, or **Yes** to carry out the transfer.

**Step
10****Read the status message**

The add-on processes the selected vouchers and reports what it did. Here it shows **Process completed !!** **Altered vouchers - 5**. Check that this count matches the number of vouchers you selected, then press any key to continue.



Status message confirming five vouchers were altered.

The filtered report is now empty, because none of the vouchers matching **FD** belong to Suspense any more - they have moved to **FIXED DEPOSITS**.

Ledger Vouchers						Blackman Fintech Trial		✕		
Ledger : Suspense						Powered by www.blackmanfintech.com Filter: FD		F2: Period		
								F3: Company		
						1-Apr-26 to 31-Aug-26		F4: Ledger		
								F5: Bill-wise		
								F6: Monthly		
Date	Particulars	Narration	Vch Type	Vch No.	Debit	Credit				

The FD filter now returns no vouchers from Suspense.

**Step
11****Clear the filter and verify**

Click **8: Clear Filter** or press **Ctrl + 8** to bring back the full list of vouchers in the ledger. The remaining entries are untouched and the balances at the bottom of the report are updated straight away.

In this example the credit total of Suspense drops by **1,76,476.00** - the sum of the five FD receipts - and the closing balance changes from **1,44,504.30** to **31,971.70**.

Ledger Vouchers						Blackman Fintech Trial		1-Apr-26 to 31-Aug-26		F2: Period	
Ledger : Suspense										F3: Company	
Date	Particulars	Narration				Vch Type	Vch No.	Debit	Credit	F4: Ledger	
30-Apr-26	IDFC Bank	Payment				Payment	16	682.00		F5: Bill-wise	
1-May-26	IDFC Bank	Payment				Payment	17	2,000.00		F6: Monthly	
1-May-26	IDFC Bank	Payment				Payment	18	4,202.00		F7	
1-May-26	IDFC Bank	Payment				Payment	19	198.90		F8: Columnar	
4-May-26	IDFC Bank	Payment				Payment	20	180.00		F9	
5-May-26	IDFC Bank	Payment				Payment	21	130.00		F10	
8-May-26	IDFC Bank	Payment				Payment	22	500.00		Basis of Values	
31-May-26	IDFC Bank	Payment				Payment	23	1,021.00		Change View	
17-Jun-26	IDFC Bank	Receipt				Receipt	6		53,000.00	Exception Reports	
17-Jun-26	IDFC Bank	Payment				Payment	24	39,500.00		Save View	
17-Jun-26	IDFC Bank	Receipt				Receipt	7		500.00	Apply Filter	
17-Jun-26	IDFC Bank	Payment				Payment	25	2,000.00		Filter Details	
17-Jun-26	IDFC Bank	Payment				Payment	26	470.00		Reconcile	
17-Jun-26	IDFC Bank	Payment				Payment	27	2,000.00		Contact	
17-Jun-26	IDFC Bank	Payment				Payment	28	50.00		blackmanfintech.com	
19-Jun-26	IDFC Bank	Payment				Payment	29	100.00		Hide Narration	
20-Jun-26	IDFC Bank	Receipt				Receipt	8		2,000.00	Narration Filter	
20-Jun-26	IDFC Bank	Payment				Payment	30	158.00		Clear Filter	
24-Jun-26	IDFC Bank	Payment				Payment	31	500.00			
24-Jun-26	IDFC Bank	Receipt				Receipt	9		1,500.00		
24-Jun-26	IDFC Bank	Payment				Payment	10		15,000.00		
24-Jun-26	IDFC Bank	Payment				Payment	32	500.00			
24-Jun-26	IDFC Bank	Payment				Payment	33	120.00			
25-Jun-26	IDFC Bank	Payment				Payment	34	95.00			
25-Jun-26	IDFC Bank	Payment				Payment	35	20.00			
25-Jun-26	IDFC Bank	Payment				Payment	36	40.00			
25-Jun-26	IDFC Bank	Payment				Payment	37	128.20			
25-Jun-26	IDFC Bank	Payment				Payment	38	186.00			
25-Jun-26	IDFC Bank	Receipt				Receipt	11		3,000.00		
25-Jun-26	IDFC Bank	Payment				Payment	39	73.00			
25-Jun-26	IDFC Bank	Payment				Payment	40	40.00			
25-Jun-26	IDFC Bank	Payment				Payment	41	165.00			
25-Jun-26	IDFC Bank	Payment				Payment	42	30.00			
26-Jun-26	IDFC Bank	Payment				Payment	43	16.00			

Back to the full Suspense ledger after clearing the filter.

Points to remember

- **Only selected vouchers are touched.** Filtering alone changes nothing - the transfer acts on the rows you have ticked with the Spacebar.
- **The filter is a view, not a change.** Clearing the filter always brings the full ledger back.
- **Check the altered count.** The status message tells you exactly how many vouchers were changed. If that number is not what you expected, review the ledger before carrying on.
- **Keep the period in mind.** Vouchers outside the report period are never considered, even if their narration matches the keyword.
- **Take a backup before a large transfer.** There is no single-click undo for a bulk change.

If something does not look right

What you see	What it usually means	What to do
The add-on buttons are missing	You are not on the Ledger Vouchers report, or the add-on is not loaded.	Drill into a ledger first. If the buttons are still missing, check F1: Help > TDL & Add-on .
No Data to Process!!	No voucher was selected before pressing Ctrl + 9.	Select the vouchers with the Spacebar , then press Ctrl + 9 again.
The filter returns nothing	The keyword does not appear in any narration in this period.	Switch on the Narration column with Ctrl + 1 , read the actual wording, and try a shorter keyword.
Too many vouchers in the filtered list	The keyword is too general and is matching unrelated narrations.	Use a longer or more specific keyword, and select only the rows you want before transferring.
Altered count is lower than expected	Some rows were not selected, or had already been moved earlier.	Clear the filter, run the filter again, and check which vouchers remain.

Quick reference

Action	Key
Show or hide the Narration column	Ctrl + 1
Open the Narration Filter	Ctrl + 3
Clear the narration filter	Ctrl + 8
Replace the ledger of selected vouchers	Ctrl + 9
Select or deselect a voucher	Spacebar
Accept a screen	Ctrl + A
Change the report period	F2
Visit blackmanfintech.com	Ctrl + 4

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