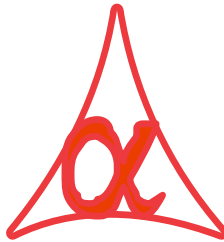




POWER OF SIMPLICITY

Employee Master Data Export



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Tally, Tally 9, Tally9, Tally.ERP, Tally.ERP 9, Shoper, Shoper 9, Shoper POS, Shoper HO, Shoper 9 POS, Shoper 9 HO, Tally Developer, Tally. Developer 9, Tally.NET, Tally Development Environment, Tally Extender, Tally Integrator, Tally Integrated Network, Tally Service Partner, Tally Academy & Power of Simplicity are either registered trademarks or trademarks of Tally Solutions Pvt. Ltd. in India and/or other countries. All other trademarks are properties of their respective owners.

Version: Alpha Automation Pvt. Ltd. / Employee Master Data Export/1.0/ July-2018

Employee Master Data Export

Introduction

Tally is not giving facility to get the master details of all the employees. So for that this add-on is useful to get the entire employee's master in one report.

Important!

As a best practice it is advisable to back up your company data

Installation

1. Copy the TCP file in Tally.ERP9 Folder.
2. Gateway of Tally → F12 → Product & Features → F4 (Manage Local TDL) → Select Yes in Load TDL on Start up and give the file name of TCP File. After pressing the Enter Key will show TDL Status which should be Active.

System requirements:

No additional hardware / software infrastructure is required for executing and operation this applications module

Setup Guide

For Tally.ERP 9 Series A Release 3.2 and above

Go to **Gateway of Tally > F11: Features > Add-on Features**

Set “Yes” to the option “Enable Employee Master Data Print?”

The screenshot shows the 'Add-On Features' window for the company 'AAPL Automation'. The window title is 'Add-On Features'. The main content area displays the option 'Enable Employee Master Data Print' with a value of '? Yes'. At the bottom of the window, there is a footer with the text 'Click on Shop button to buy Add-Ons' and a list of feature categories: 'F1: Accounts', 'F2: Inventory', 'F3: Statutory', 'F4: TSS', and 'F5: Audit'. In the bottom right corner, there is a button labeled 'Accept?' with 'Yes or No' written below it.

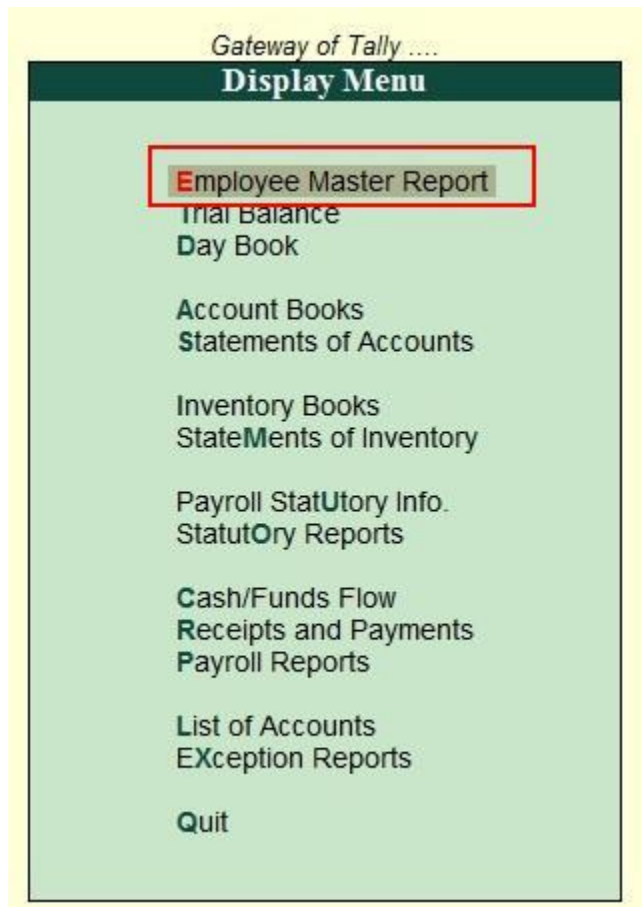
Detailed User Guide:

- 1) Navigate thru **Gateway of Tally → Payroll Info → Employees → Create.**

Here Create New Employee details.

Employee Alteration		AAPL Automation	
English Name :	Amita Rajani		
Display name in reports as :	Amita Rajani		
Under :	Primary		
Date of joining :	1-Jul-2018		
Define salary details :	No		
Date of resignation/retirement :			
Notes :			
General Information		Provide bank details ? No	Passport and Visa Details
Employee Number :	AAPL018	Statutory Details	Passport number : Pass123
Designation :	Software Developer	Income Tax Number (PAN) :	Country of issue : Australia
Function :	Software Developer	Aadhaar number :	Passport expiry date : 1-Jul-2020
Location :	Jamnagar	Universal Account Number (UAN):	Visa number : Visa 547
Gender :	Female	PF account number :	Visa expiry date : 1-Jul-2020
Date of birth :	24-Jul-1992	EPS account number :	Contract Details
Blood group :	B Positive	Date of joining for PF :	Work permit number : 895412363
Father's/mother's name:	KiritKumar Rajani	Date of relieving for PF :	Contract start date : 1-Jul-2018
Spouse's name :		PR account number (PRAN) :	Contract expiry date : 1-Jun-2019
Address :	Jamnagar	ESI number :	
Phone no. :	02882660530	ESI dispensary name :	
E-Mail :	abc@gmail.com		

2) Go to **Gateway of Tally** → **Display** → **Employee Master Report**. As shown below.



3) Employee Master Report will be look like as shown below.



The screenshot shows the Tally.ERP 9 interface with the 'Employee Address Book' report open. The report title is 'AAPL Automation'. The table below lists employee details with columns for Sr, Employee Name, Employee Group, Date of Joining, Reason for Leaving, Address, Employee No., Designation, Function, Location, and Blood Group. The first three rows are populated with data, and a red link '21 more ... ->' is visible in the Blood Group column of the first row.

Sr	Employee Name	Employee Group	Date of Joining	Reason for Leaving	Address	Employee No.	Designation	Function	Location	Blood Group
										21 more ... ->
1	Amita Rajani		1-Jul-2018		Jamnagar	AAPL018	Software Developer	Software Developer	Jamnagar	B Positive
2	Hetal		1-Apr-2018		Jamnagar	AAPL678	Devloper	Devloper	Rajkot	AB Positive
3	Priyanka Patel		11-Jun-2018		Jamnagar	AAPL20	Software Developer	Software Developer	Jamnagar	B Positive

4) Configuration option for the Employee master report.

<u>Configuration</u>	
Show Group	? Yes
Show Date of Joining	? Yes
Show Date of Resignation	? No
Show Reason for Leaving	? Yes
Show Remarks for Leaving	? No
Show Notes	? No
Show Address	? Yes
Show Employee No.	? Yes
Show Designation	? Yes
Show Function	? Yes
Show Location	? Yes
Show Date of Birth	? Yes
Show Blood Group	? Yes
Show Father/Mother Name	? Yes
Show Spouse Name	? No
Show Phone No.	? Yes
Show Email	? Yes
Show PAN No.	? Yes
Show UAN No.	? Yes
Show Aadhar No.	? Yes
Show PF Details	? Yes
Show ESI Details	? Yes
Show Passport Details	? Yes
Show Contract Details	? Yes

FAQ

Which version/releases of Tally.ERP 9 does the add-on support?

This add-on will work only with Tally.ERP 9 Series A, release 3.0 onwards.

How will I get support for this add-on?

For any functional support requirements please do write to us on tdl@aplautomation.com or call us at +91-288-2660530/31 or +91-9099908115/9825098442.

If I need some enhancement / changes to be incorporated for the add-on, whom should I contact?

Please to write to us on tdl@aplautomation.com with your additional requirements and we will revert to you in 24 hours.

Will new features added be available to us?

We offer one year availability of all support and new features free of cost. After one year, nominal subscription cost will be applicable to you to continue to get free support and updates.

What will happen after one year?

25% of the then MRP will be charged for one year of email support and versions (minor & major).