



**POWER OF SIMPLICITY**

## Employee Master Data Export– 1.0



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Version: Alpha Automation Pvt. Ltd. / Employee Master Data Export/1.0/ Oct-2020

## Employee Master Data Export– 1.0

### **Introduction**

- Tally is not giving facility to get the master details of all the employees.

### **Benefits**

- This add-on is useful to get the entire employee's master in one report.

### **What's New?**

- Compatible with Tally Prime

#### **Important!**

Take back up of your company data before activating the Add-on.

Once you try/purchase an Add-on, follow the steps below to configure the Add-on and use it.

### **Installation**

1. Copy the TCP file in TallyPrime Folder.
2. Gateway of Tally → F1 (Help) → TDL & Add-on → F4 (Manage Local TDL) → Select Yes in Load TDL on Startup and give the file name of TCP File. After pressing the Enter Key will show TDL Status which should be as Loaded.

### **System requirements:**

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

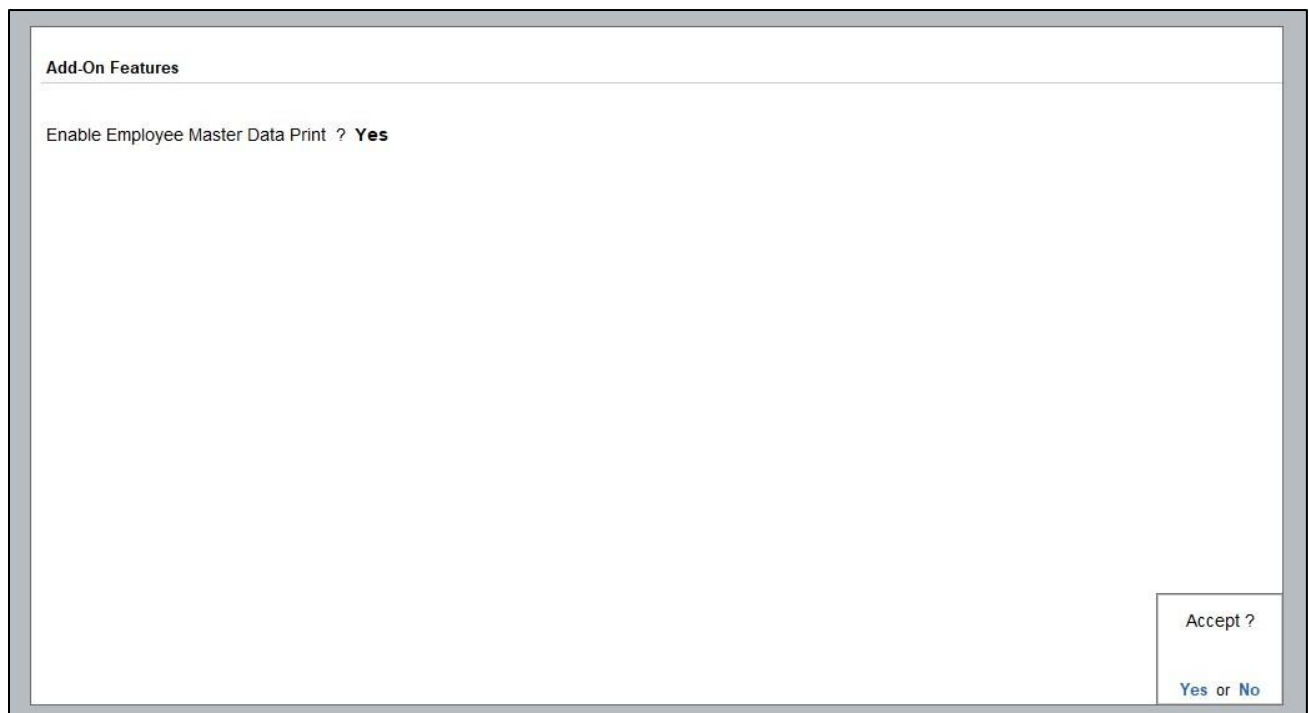
## 1. Activate the Add-on.

### For TallyPrime Release 1.0

Go to **Gateway of Tally** → **F1: Help** → **TDL & Add-On** → **F6: Add-On Features**. Alternatively, you may press **CTRL + ALT + T** from any menu to open TDL Management report and then press

### **F6: Add-On Features**

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



Add-On Features

Enable Employee Master Data Print ? **Yes**

Accept ?

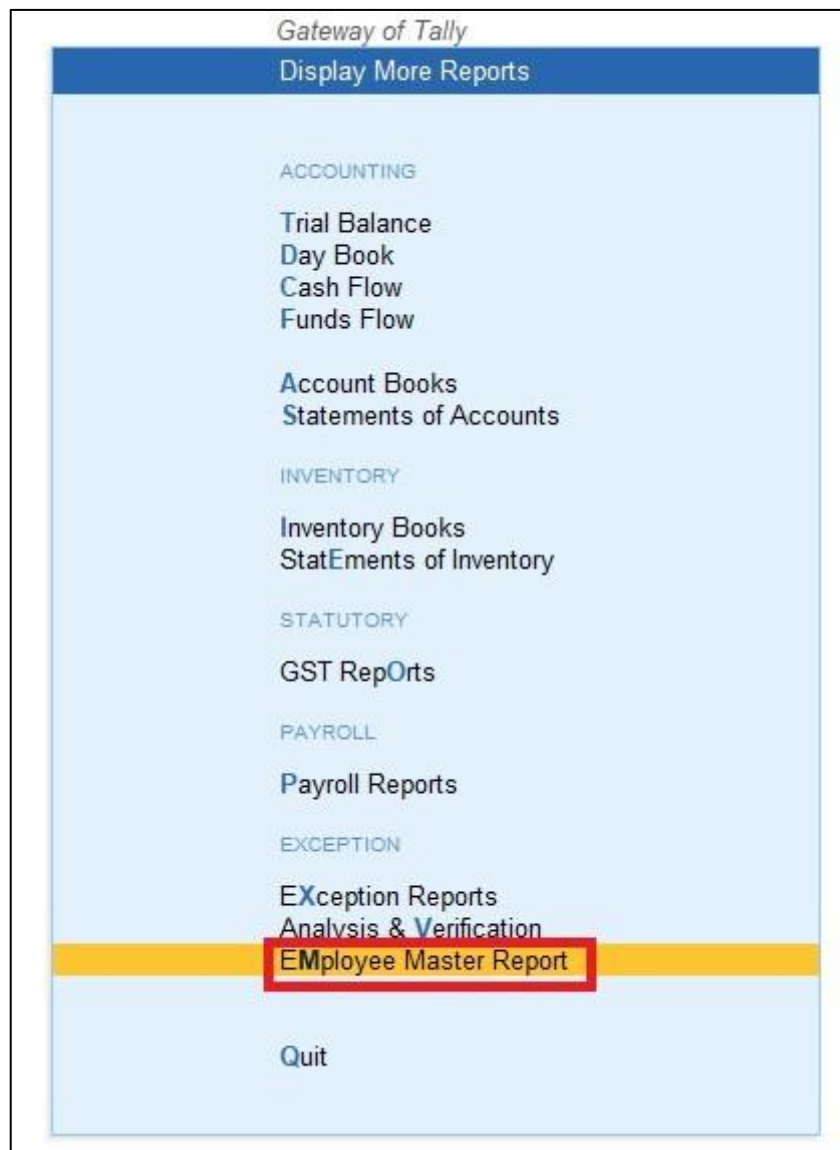
Yes or No

**Detailed User Guide:**

- 1) **Navigate thru Gateway of Tally → Alter → Payroll Info → Employees**  
**→ Create. Here Create New Employee details.**

Employee Creation	
Name	: Kinjal Bhatti
(alias)	:
Under	: ♦ Primary
Date of joining	: 17-Feb-2020
Define salary details	: No
<b>General Information</b>	
Employee Number	: AAPL021
Designation	: Software Developer
Function	: Software Developer
Location	: Jamnagar
Gender	: Female
Date of birth	: 31-Jul-1997
Blood group	: ♦ Unknown
Father's/mother's name:	Kishorbhai
Spouse's name	: Premdeep
Address	: Jamnagar
Phone no.	: 489562301
E-Mail	: <span style="border: 1px solid yellow;">tdl2@aplautomation.com</span>
Provide bank details	: No
<b>Statutory Details</b>	
Income Tax Number (PAN)	:
Aadhaar number	:
Universal Account Number (UAN):	:
PF account number	:
PR account number (PRAN)	:
ESI number	:

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



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

Employee Address Book													Alpha Infotech	F12: Configure
Sr	Employee Name	Employee Group	Date of Joining	Date of Resignation	Reason for Leaving	Remarks	Notes	Address	Employee No.	Designation	Function	Location		
1	Amita Rajani		1-Jul-17					Jamnagar	AAPL018	Software Developer	Software Developer	Jamnagar	24 ▶	
2	Kinjal Bhatti		17-Feb-20					Jamnagar	AAPL021	Software Developer	Software Developer	Jamnagar		
3	Sneha Doshi		1-Jan-20					Jamnagar	AAPL022	Executive	Executive	Jamnagar		

#### 4) Configuration option for the Employee master report:

Configuration	
Show Group	? Yes
Show Date of Joining	? Yes
Show Date of Resignation	? Yes
Show Reason for Leaving	? Yes
Show Remarks for Leaving	? Yes
Show Notes	? Yes
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	? Yes
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/release of TallyPrime does the add-on support?**

This add-on will work only from Tally Prime Release 1.0 onwards.

### **How will I get support for this add-on?**

For any functional support requirements please do write to us on [mail@aaplautomation.com](mailto:mail@aaplautomation.com) or call us at +91-288-2713956/57/58, +91-9023726215/16, 9099908115, 9825036442.

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

Please to write to us on [mail@aaplautomation.com](mailto:mail@aaplautomation.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?**

There is no fixed annual charge to be payable mandatory. However if any changes are required in our Add-On to make compatible with New Release of TallyPrime then the modification Charges will be applied.

### **I am using a multi-site. Can I use the same Add-on for all the sites?**

No, one Add-on will work only for 1 site. You need to purchase again if you want to use the same Add-on for more sites.

### **TDL Management screen shows errors with the Add-on. What do I do?**

Check whether the error is because of the Add-on or because of clashes between 2 TDLs (An add-on is also a TDL). In case of clashes, disable one or more TDLs and check which TDL has the error. If the Add-on has a problem, you can report it to us.

**My Tally went into educational mode after installing the add-on. What do I do?**

Go into **Gateway of Tally** → **Press F1 (Help)** → **TDL & Add-on** → **Press F4** and remove the Add-on from the list and Restart Tally.