



**POWER OF SIMPLICITY**

## Display Employee Image in Payroll – 1.0



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Version: Alpha Automation Pvt. Ltd. / **Display Employee Image in Payroll** /1.0/ Aug-2022

## **Display Employee Image in Payroll - 1.0**

### **Introduction**

This add-on allows to upload Employee Photo in Employee Master. Once uploaded, Employee image can be viewed in Emp Master Screen, Employee Profile and Pay Slip. The format of image should be .JPEG or .BMP.

### **Benefits:**

- It is helpful to identify the employee with their image.
- Payslip can be printed with Employee Image.
- Printing the Report and Payslip with Image is optional. User can select Yes or No for printing Image in Report and Payslip.

### **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:**

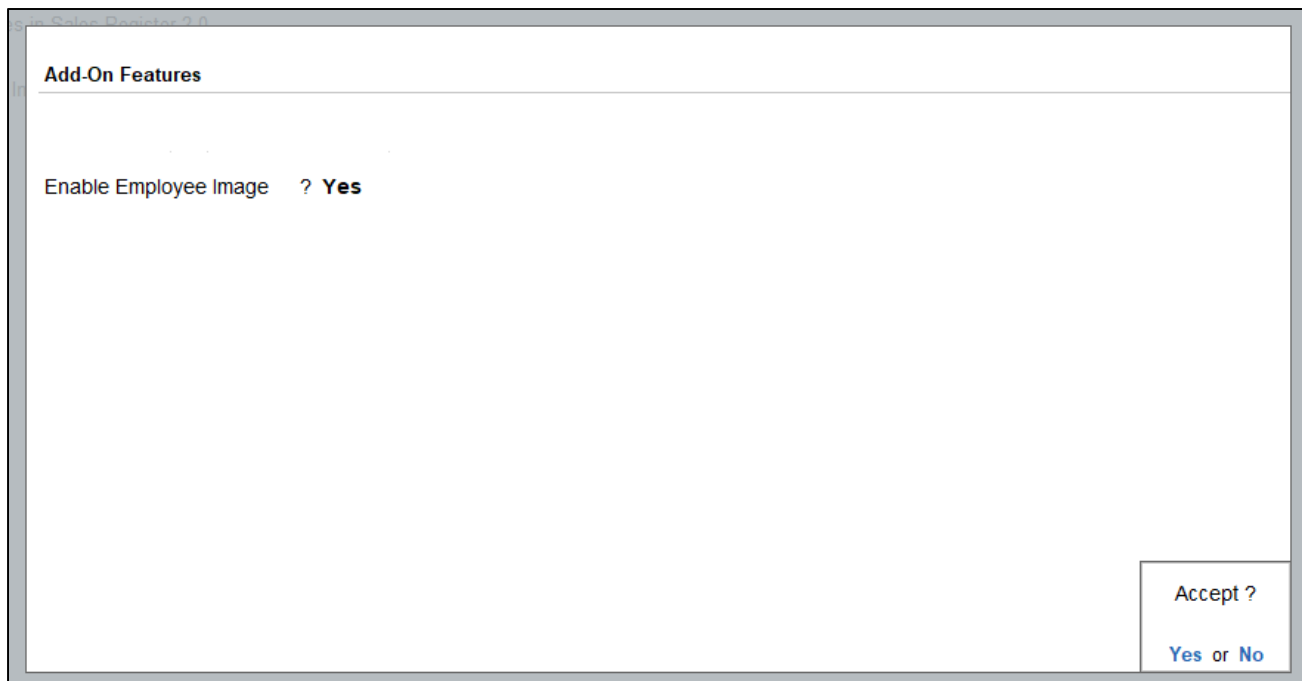
No additional hardware / software infrastructure is required for executing and operation this applications module

## 1. Activate the Add-on.

For TallyPrime Release 1.0

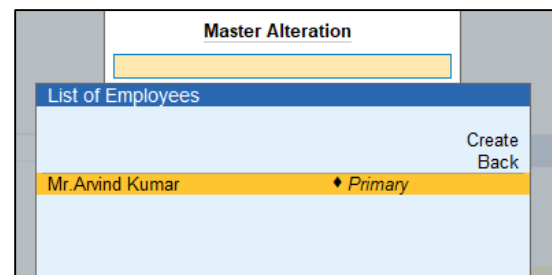
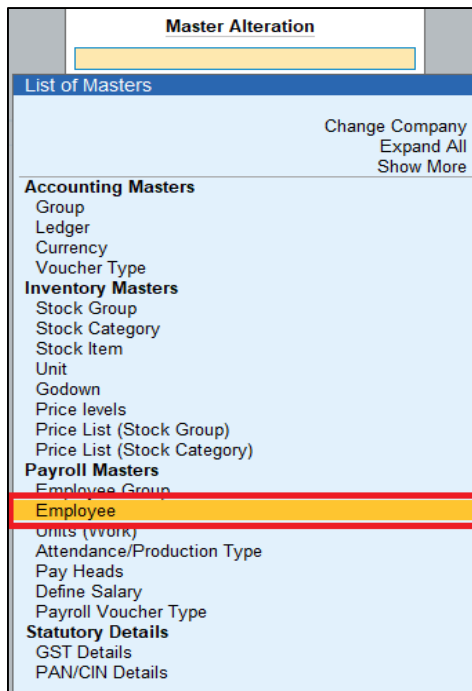
Go to **Gateway of Tally → F1: Help → TDL & Add-On → F6: Add-On Features**. Alternatively, you may press **CTRL + ALT + T** from any menu to open TDL Management report and then press **F6: Add-On Features**

Set “**Yes**” to the option “**Enable Employee Image?**”



## Detailed User Guide:

1. Go to Gateway of Tally → Alter → Payroll masters → Employee → Select any employee



## 2. Employee alteration screen is display and select the employee image path and image of employee is display as shown below.

TallyPrime **GOLD** MANAGE K: Company Y: Data Z: Exchange G: Go To O: Import E: E


Employee Alteration E System Solution

English Name : Mr.Arvind Kumar

Display name in reports as : Mr.Arvind Kumar  
Under : ♦ Primary

Date of joining : 1-Apr-2019  
Define salary details : No  
Date of resignation/retirement :

Emp. Image Path : D:\Heena\add on\prime\327-Display Employee Image in Payroll\employee image .jpg



General Information		Provide bank details : No	Contract Details
Employee Number : O063			Work permit number : SEO234567
Designation : Manager		<b>Statutory Details</b>	Contract start date : 1-Apr-19
Function : Administration		Income Tax Number (PAN) : AAAPA4532A	Contract expiry date : 1-Apr-23
Location : Mumbai		Aadhaar number : 4991 1866 5246	
Gender : Male		Universal Account Number (UAN): 100904319456	
Date of birth : 1-Jan-1990		PF account number : MH/VBAN/0000064/000/0000123	
Blood group : A1B Positive		PR account number (PRAN) : MH/VBAN/0000064/000/0000123	
Father's/mother's name: Pravin Kumar		ESI number : 31-00-123456-000-0001	
Spouse's name : Shreya Kumar			
Address : 9th Floor, Nimal Building Nariman Point, Mumbai 400021			
Phone no. : 9987345234			
E-Mail : arvindkumar12@gmail.com			

## 3. Go to Gateway of Tally → Alter → Payroll masters → Employee group → Select any employee → select image path → employee image is display as shown below.

TallyPrime **GOLD** MANAGE K: Company Y: Data Z: Exchange G: Go To O: Import E: Export M: E-mail P: Print F1: Help


Employee Group Alteration E System Solution

English Name : Administration

Under : ♦ Primary

Define salary details : No

Emp. Image Path : D:\Heena\add on\prime\327-Display Employee Image in Payroll\employee image .jpg



F2: Period  
F3: Company  
F4:  
F5:  
F6:  
F7:  
F8:

#### 4. Gateway of Tally → Display More Reports → Payroll Reports → Pay Slip → Employee image is display in pay slip as shown below.


**TallyPrime GOLD** **MANAGE**  
K: Company Y: Data Z: Exchange G: Go To O: Import E: Export M: E-mail P: Print F1: Help

**Pay Slip** **E System Solution**

**Pay Slip for April-2022**  
**Mr.Arvind Kumar**

Employee Number : 0063  
Function : Administration  
Designation : Manager  
Location : Mumbai  
Bank Details : 0112345678, State Bank of India (India), Mumbai  
Date of joining : 1-Apr-19

Tax Regime : Regular Tax Regime  
Income Tax Number (PAN) : AAAPA4532A  
Universal Account Number (UAN) : 100904319456  
PF account number : MH/BAN/  
ESI Number : 31-00-123456-000-0001  
PR Account Number (PRAN) : MH/BAN/0000064/000/0000123



Earnings	Amount	Gross Salary	Deductions	Amount	Gross Salary
Basic Pay	10,000.00		Employee Esi Contribution	270.00	
Conveyance	800.00		Employee Pf Contribution	2,500.00	
Overtime Pay	3,000.00	3,000.00			
<b>Total Earnings</b>	<b>13,800.00</b>	<b>3,000.00</b>	<b>Total Deductions</b>	<b>2,770.00</b>	
			<b>Net Amount</b>	<b>₹ 11,030.00</b>	<b>₹ 3,000.00</b>

Q: Quit Space: Select R: Remove Line U: Restore Line F12: Configure


#### 5. You can print pay slip with employee image also as shown below.

**TallyPrime GOLD** **MANAGE**  
K: Company Y: Data Z: Exchange G: Go To

**Pay Slip**  
**for April-2022**  
**Mr.Arvind Kumar**

Employee Number : 0063  
Function : Administration  
Designation : Manager  
Location : Mumbai  
Bank Details : 0112345678, State Bank of India (India), Mumbai  
Date of joining : 1-Apr-19

Tax Regime : Regular Tax Regime  
Income Tax Number (PAN) : AAAPA4532A  
Universal Account Number (UAN) : 100904319456  
PF account number : MH/BAN/  
ESI Number : 31-00-123456-000-0001  
PR Account Number (PRAN) : MH/BAN/0000064/000/0000123

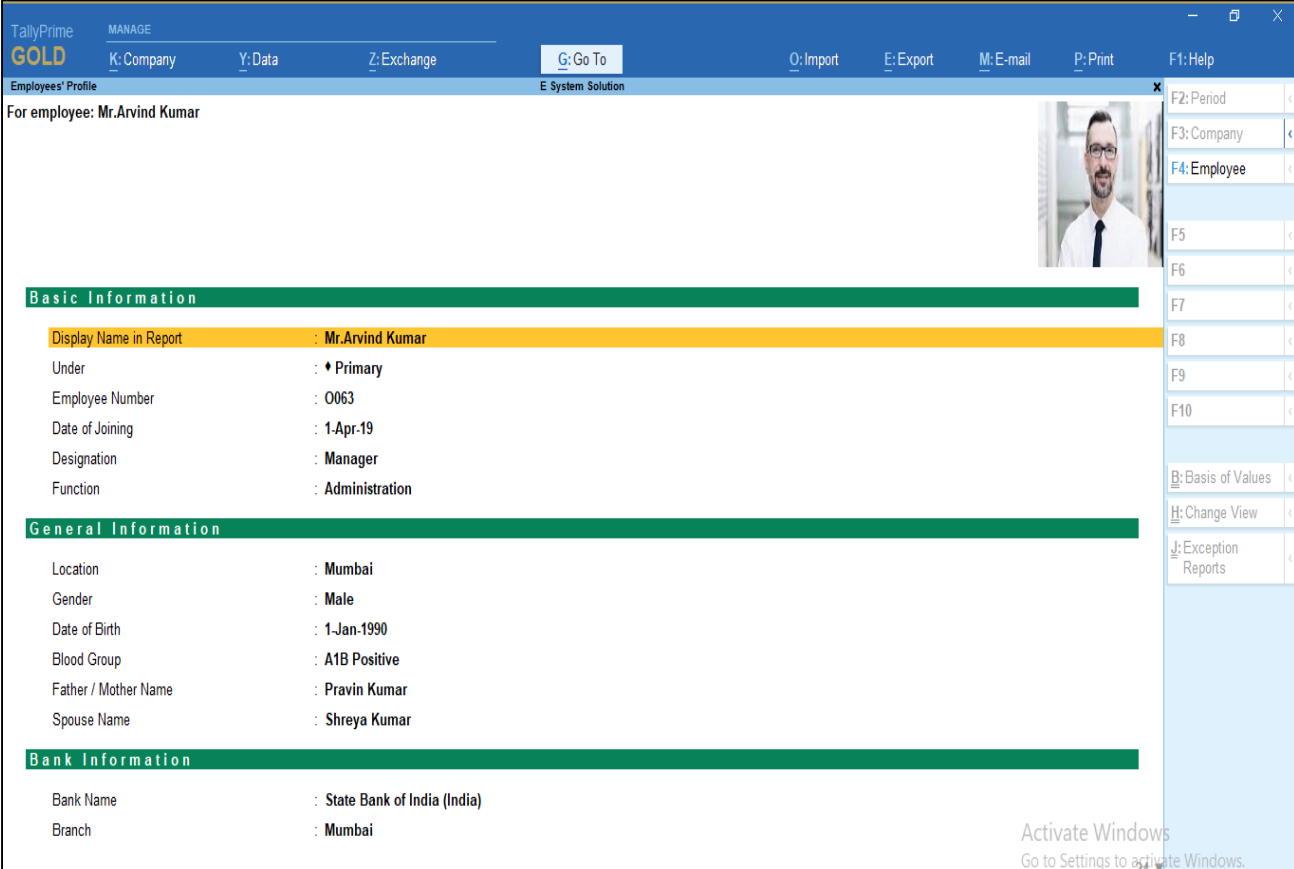


Earnings	Amount	Gross Salary	Deductions	Amount	Gross Salary
Basic Pay	10,000.00		Employee Esi Contribution	270.00	
Conveyance	800.00		Employee Pf Contribution	2,500.00	
Overtime Pay	3,000.00	3,000.00			
<b>Total Earnings</b>	<b>13,800.00</b>	<b>3,000.00</b>	<b>Total Deductions</b>	<b>2,770.00</b>	
			<b>Net Amount</b>	<b>₹ 11,030.00</b>	<b>₹ 3,000.00</b>

Amount (in words):  
INR Eleven Thousand Thirty Only

**for E System Solution**  
Authorised Signatory

**6. Gateway of Tally → Display More Reports → Payroll Reports → Employee profile → Employee image is display as shown below.**



**Employees' Profile**  
For employee: **Mr.Arvind Kumar**

**Basic Information**

Display Name in Report	: Mr.Arvind Kumar
Under	: ♦ Primary
Employee Number	: 0063
Date of Joining	: 1-Apr-19
Designation	: Manager
Function	: Administration

**General Information**

Location	: Mumbai
Gender	: Male
Date of Birth	: 1-Jan-1990
Blood Group	: A1B Positive
Father / Mother Name	: Pravin Kumar
Spouse Name	: Shreya Kumar

**Bank Information**

Bank Name	: State Bank of India (India)
Branch	: Mumbai

Activate Windows  
Go to Settings to activate Windows.



## FAQ

### **Which version/release of TallyPrime does the add-on support?**

This add-on will work only from TallyPrime 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, +91-9023726215/16/17, 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.