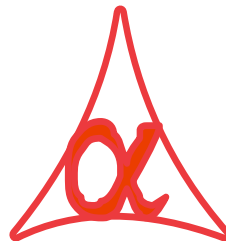




**POWER OF SIMPLICITY**

**Import Employee Master Details**  
**From Excel to Tally – 1.0**



**Alpha Automation Pvt. Ltd.**

**Head Office**

104-The Grand Apurva, Nr. Hotel Fortune Palace,  
Nr. Digjam Circle, Airport Road - JAMNAGAR –Gujarat (India)  
Phone No. : +91-288-2713956/57/58, 9023726215/16/17, 9099908115, 9825036442  
Email : mail@aaplautomation.com

**Branch Office**

**Rajkot** : 807-Dhanrajni Complex, Nr. Hotel Imperial Palace, Dr. Yagnik  
Road, RAJKOT (Gujarat).  
**Gandhidham** : 92-GMA Building, 2nd Floor, Plot No. -297, Sector-12B.  
GANDHIDHAM (Gujarat)

© 2020 Alpha Automation Pvt. Ltd. All rights reserved.

Tally, Tally 9, Tally9, Tally.ERP, Tally.ERP 9, Shoper, Shoper 9, Shoper POS, Shoper HO, Shoper 9 POS, Shoper 9 HO, TallyDeveloper, Tally.Server 9, Tally Developer, Tally. Developer 9, Tally.NET, Tally Development Environment, TallyPrime, TallyPrimeDeveloper, TallyPrime Server, Tally Extender, Tally Integrator, Tally Integrated Network, Tally Service Partner, TallyAcademy & 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. / Import Employee Master Details from Excel to Tally/1.0/Aug-2023

# Import Employee Master Details

## From Excel to Tally- 1.0

### Introduction

This add-on allows user to import Employee Master Details from excel to tally. Standard Excel File template is given in which user has to fill the Employee data details. User has to enter required details of Employee in Excel File.

### Benefits

- It saves the time of manual Entry individually.
- Very useful if Data is available in excel Format from any other software and the same to be entered in Tally.

### What's New?

- Compatible with Tally Prime as well with Tally ERP

#### 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.

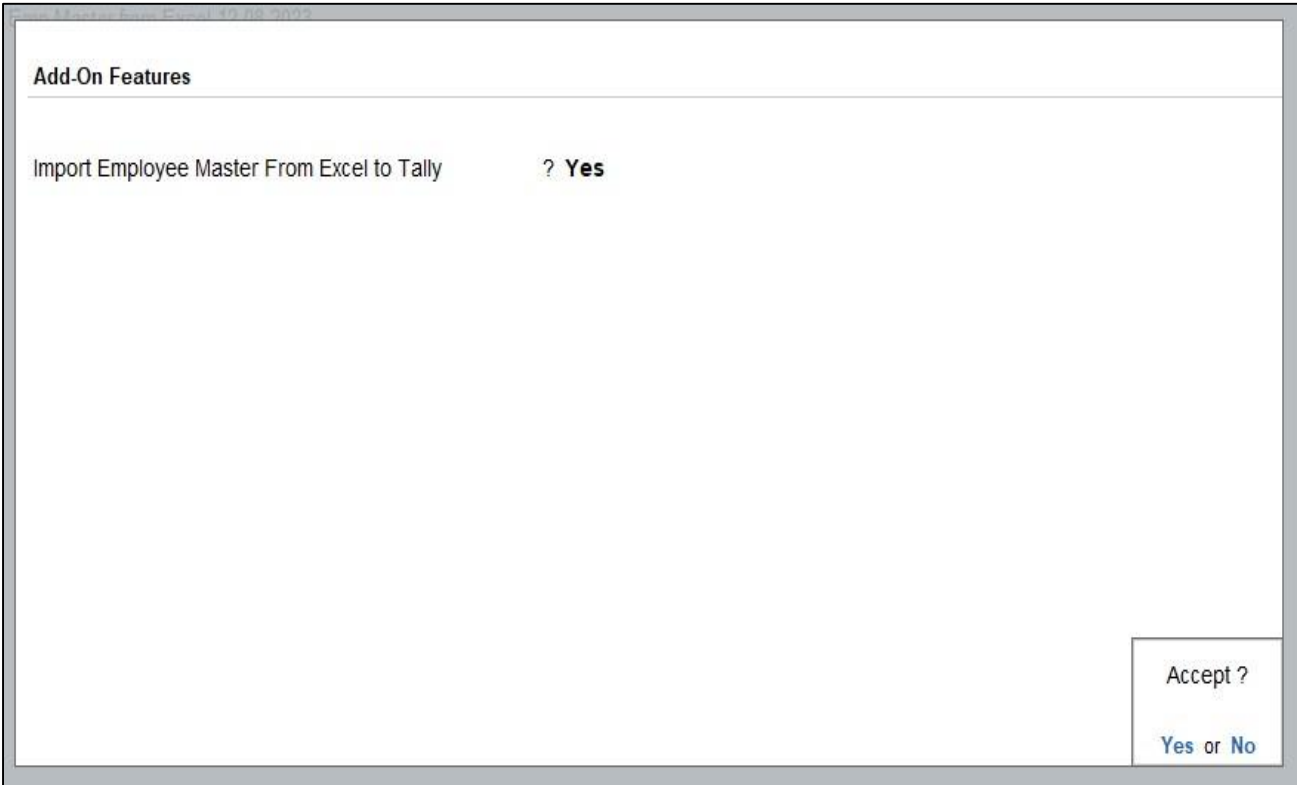
**System requirements:** No additional hardware / software infrastructure is required for executing and operation this applications module

## 1. Activate the Add-on.

### For Tally Prime 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 “**Import Employee Master Details from Excel to Tally?**”



Import Employee Master From Excel to Tally

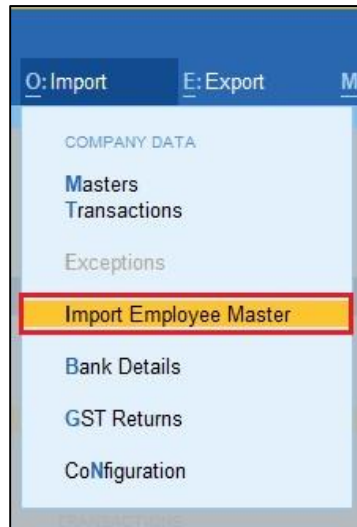
? Yes

Accept ?

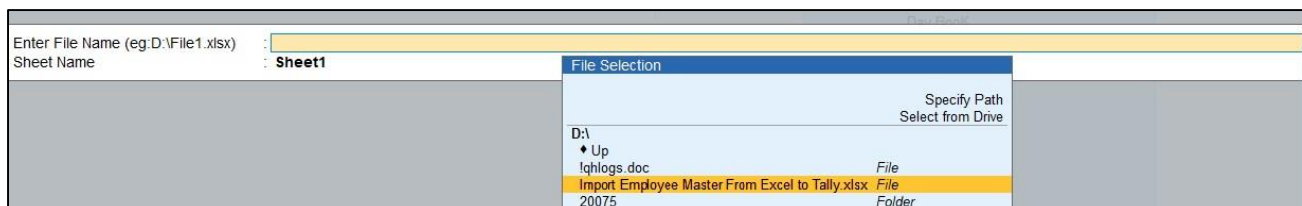
[Yes or No](#)

## Detailed User Guide:

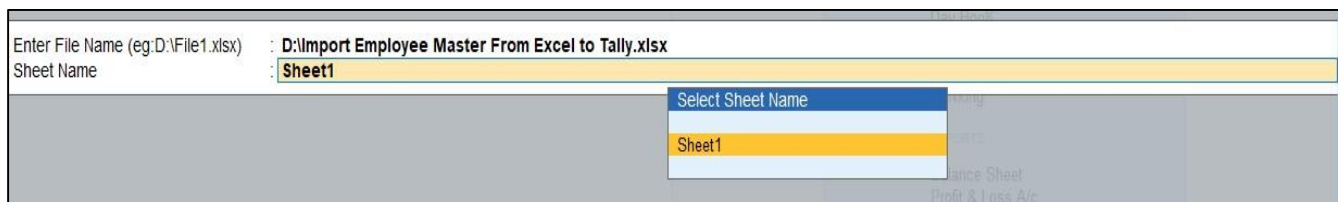
### 1. Navigate through Gateway of Tally → Import



### 2. It will allow user to select excel file from the system. As shown below:



### 3. After selecting the file user can enter sheet name also as shown below:



4. After selection, It will display all the Employee Master Details list as shown below:

TallyPrimeMANAGE

GOLD

K: CompanyY: DataZ: ExchangeG: Go ToO: ImportE: ExportM: E-mailP: PrintF1: Help

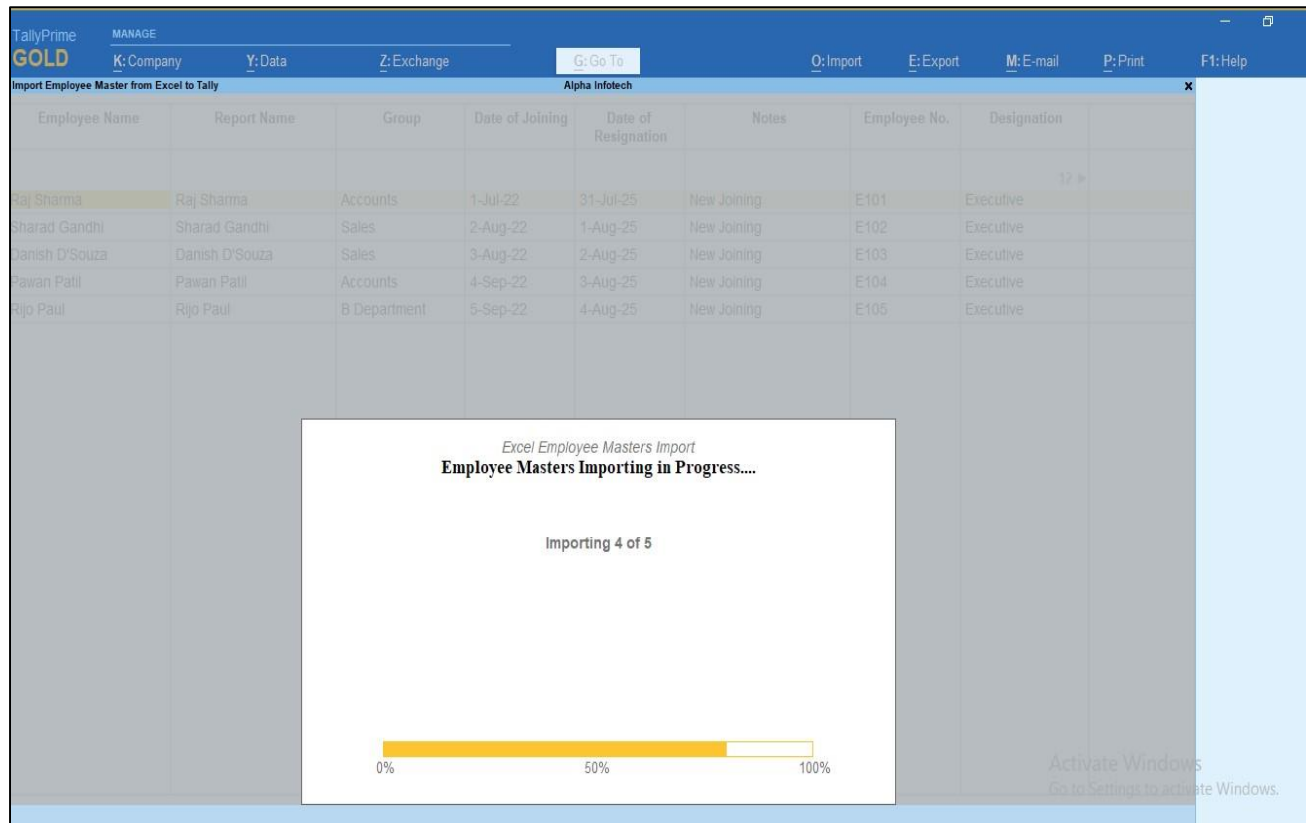
Import Employee Master from Excel to TallyAlpha Infotech

Employee Name	Report Name	Group	Date of Joining	Date of Resignation	Notes	Employee No.	Designation	
								12 ▶
Raj Sharma	Raj Sharma	Accounts	1-Jul-22		New Joining	E101	Executive	
Sharad Gandhi	Sharad Gandhi	Sales	2-Aug-22		New Joining	E102	Executive	
Danish D'Souza	Danish D'Souza	Sales	3-Aug-22		New Joining	E103	Executive	
Pawan Patil	Pawan Patil	Accounts	4-Sep-22		New Joining	E104	Executive	
Rijo Paul	Rijo Paul	B Department	5-Sep-22		New Joining	E105	Executive	
				</				

5. By Pressing button Import Employee Master details (F3) it will ask user to import Employee Master ?



**6. If user set “Yes” to option ?” it will start importing Employee Master as shown below :**



**Excel Employee Masters Import**  
**Employee Masters Importing in Progress....**

Importing 4 of 5

0% 50% 100%

Employee Name	Report Name	Group	Date of Joining	Date of Resignation	Notes	Employee No.	Designation
Raj Sharma	Raj Sharma	Accounts	1-Jul-22	31-Jul-25	New Joining	E101	Executive
Sharad Gandhi	Sharad Gandhi	Sales	2-Aug-22	1-Aug-25	New Joining	E102	Executive
Danish D'Souza	Danish D'Souza	Sales	3-Aug-22	2-Aug-25	New Joining	E103	Executive
Pawan Patil	Pawan Patil	Accounts	4-Sep-22	3-Aug-25	New Joining	E104	Executive
Rijo Paul	Rijo Paul	B Department	5-Sep-22	4-Aug-25	New Joining	E105	Executive





## 8. Displaying one imported Employee Master as show 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 Alteration Alpha Infotech

English Name : **Raj Sharma**

Under : Accounts

Date of joining : 1-Jul-2022

Define salary details : No

Date of resignation/retirement :

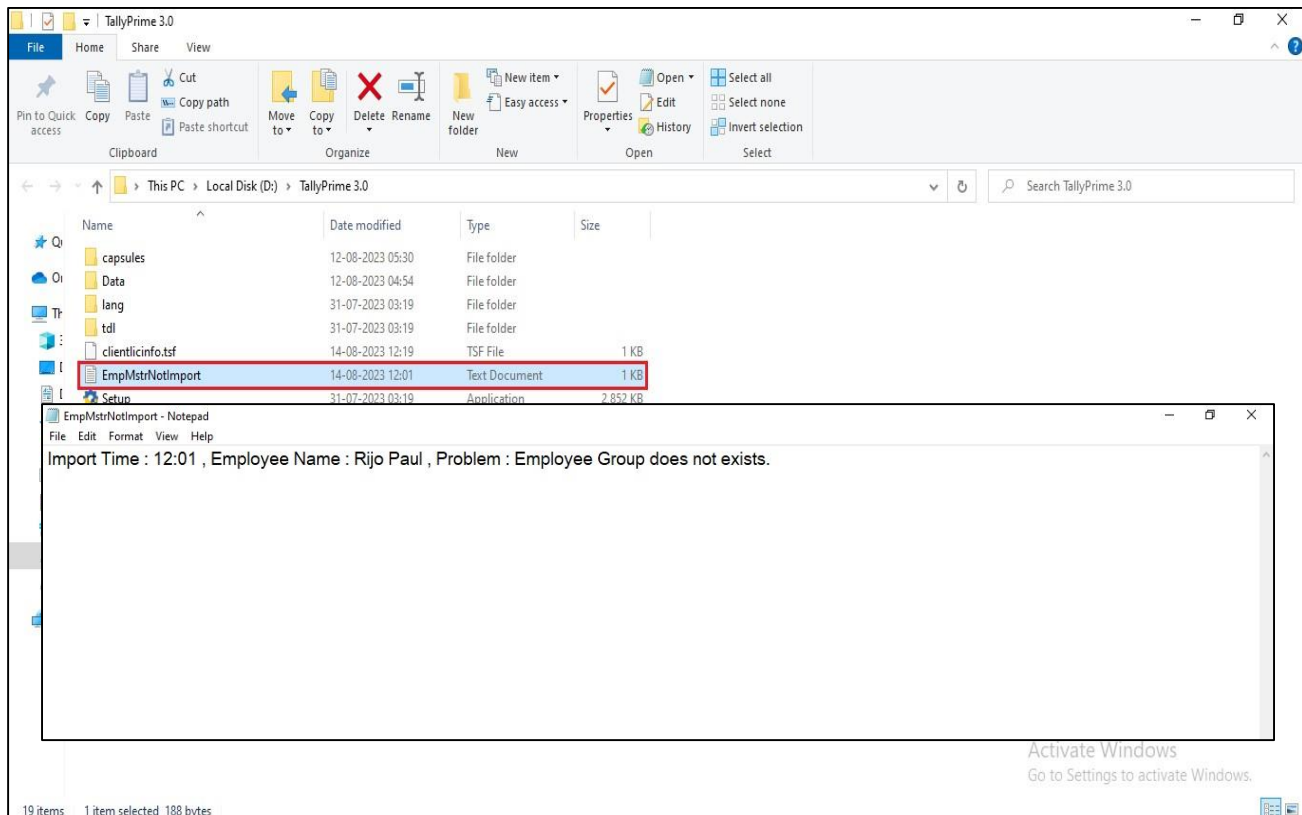
Notes : New Joining

General Information		Statutory Details		Passport and Visa Details	
Employee Number	: E101	Provide bank details	: No	Passport number	: J12393496
Designation	: Executive			Country of issue	: India
Function	: Ex-Functio	Applicable Tax Regime	: Regular Tax Regime	Passport expiry date	: 21-May-35
Location	: surat	(From 1-Apr-20)		Visa number	: 422222222222
Gender	: Male	Income Tax Number (PAN)	: ABCTY1234D	Visa expiry date	: 28-Apr-33
Date of birth	: 13-May-1988	Aadhaar number	: 4991 1866 5246		
Blood group	: B Negative	Universal Account Number (UAN)	: 100904319456	<b>Contract Details</b>	
Father's/mother's name	: Rajiv	PF account number	: MAMUN0064140000001258	Work permit number	: W993830598
Spouse's name	: yasvi	EPS account number	:	Contract start date	: 1-Jul-22
Address	: A-202 - Orbit Square Nr. Kalindi Plot Surat	Date of joining for PF	: 1-Jul-22	Contract expiry date	: 30-Jun-23
		Date of relieving for PF	:		
Phone no.	: 0261 -2687649	PR account number (PRAN)	: PRACNUMBER1		
E-Mail	: raj@gmail.com	ESI number	: 121000388110001000		
		ESI dispensary name	:		

Q: Quit A: Accept D: Delete F12: Configure

Activate Windows  
Go to Settings to activate Windows.

- 9. Log File will generates in tally export location as **EmpMstrNotImport** it contains Master details like Import Date, Import Time, Employee Name: Problem for not importing master as shown below:**



## FAQ

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

This add-on will work with Tally Prime Release 1.0 onwards and Tally ERP Release 6.0 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.