



## Employee History



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**List of Ready Add-Ons:** <https://www.tallysoftwares.com/addons>

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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, 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: Patel Software / Employee History / TPRM 1 / Jan'2025

Employee History / TPRM 1 / Jan2025

# Employee History

## Introduction

With this Add-on, can maintain record of employee's performance and activities.

This add-on enables you to record and view the complete employment history of an employee directly within Tally Prime. The history includes job roles, performance records, and more, displayed in the employee's profile.

## Benefits:

### 1. Comprehensive Employee Insights:

- Access all relevant details about an employee in one place, saving time and effort.

### 2. Improved Decision-Making:

- Use historical data to make informed decisions about promotions, appraisals, or role changes.

### 3. Streamlined HR Management:

- Maintain an organized system for managing employee records, ensuring compliance with labor laws.

### 4. Enhanced Transparency:

- Provides a clear picture of the employee's contributions and growth within the organization.

## Description

This add-on is perfect for businesses looking to centralize employee records and enhance workforce management efficiency while maintaining a detailed history for each employee.

## What's New?

Compatible with Latest Release Tally Prime 5.1.

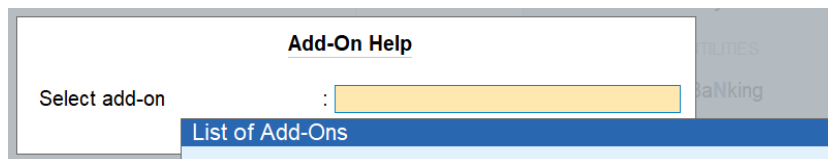
## Important!

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.

## Setup Guide

1. Update your license by going to **Gateway of Tally → F1: Help → Settings → License → Manage License → F5: Update**  
(In case you are using a multi-site account, you will need to configure Tally Prime to activate the Add-on for a particular site. Click [here](#) for the steps.)
2. Shut down and Restart Tally Prime and open your company.
3. Press **Ctrl + Alt + H** at any menu screen to open the user manual. In case of multiple Add-on, **Add-On Help** screen will pop-up to select Add-on Manual.



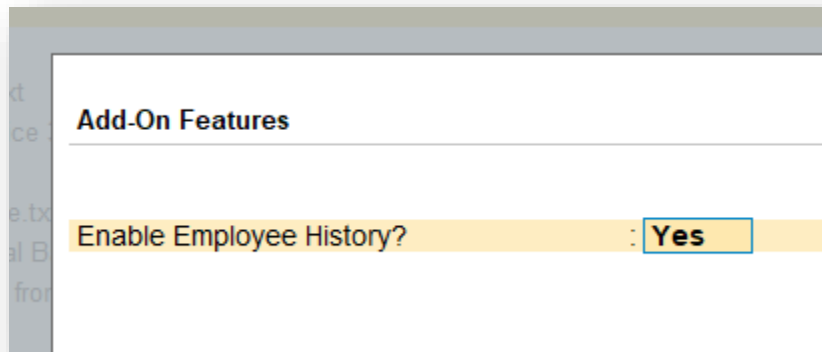
4. Activate the Add-on.

### For Tally Prime Release 1.0 onward

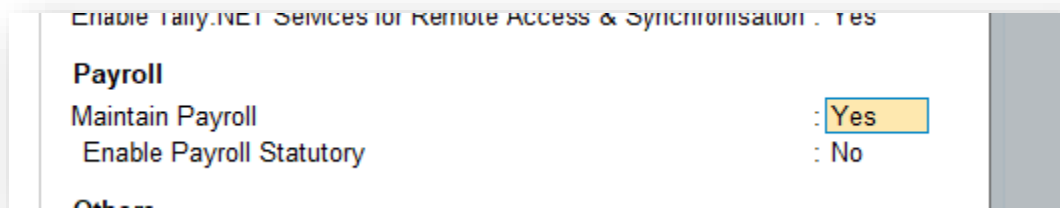
Go to **Gateway of Tally → F1: Help → TDL & Add-On → F6: Add-On Features**. Alternatively, you may press **CTRL + ALT + T** from any menu to open TDL Management report and then press **F6: Add-On Features**

5. Add-on details with images

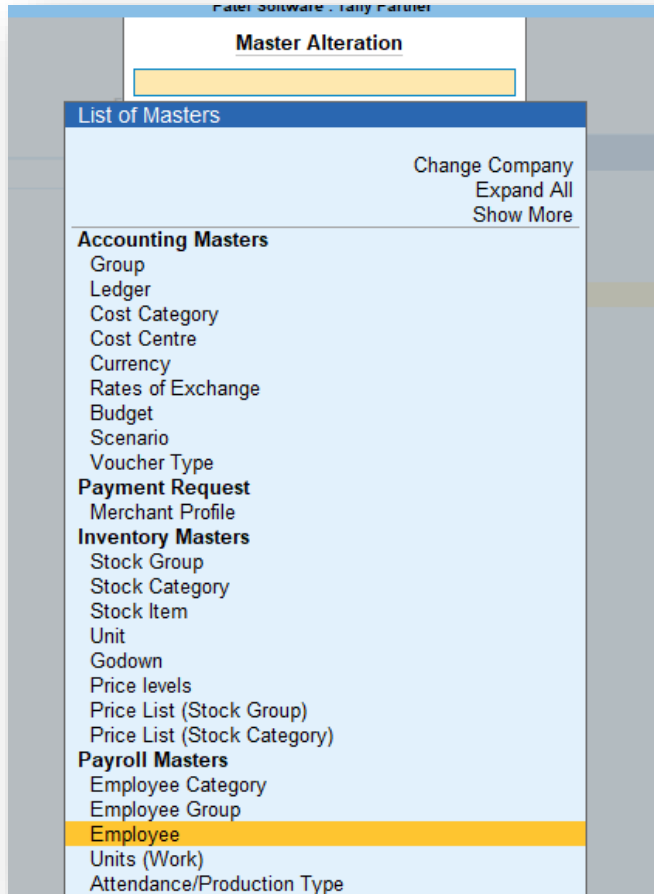
Set "Yes" to the option "Enable Employee History?"



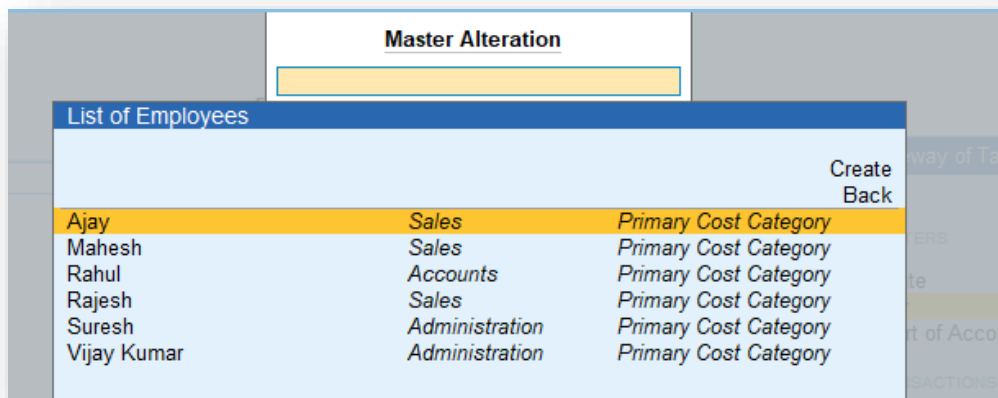
It is necessary enabled Payroll system in your company



Now in alter > master > Employee



Select an Employee Name from List (created)



In Employee Alter profile screen, we can get new option

Category	: Primary Cost Category
Name (alias)	: <b>Ajay</b>
Under	: Sales (♦ Primary)
Date of joining	: 1-Apr-2007
Define salary details	: No
Date of resignation/retirement	:

General Information	
Employee Number	: 001
Designation	: Area Sales Manager
Function	: Sales
Location	: Bangalore
Gender	: Male
Date of birth	:
Blood group	: A Positive
Father's/mother's name:	:
Spouse's name	:
Address	:

Provide bank details	: No
Statutory Details	
Income Tax Number (PAN)	: AKOPP0310Q
Aadhaar number	:
Universal Account Number (UAN)	:
PF account number	: KN/BN/1818/564
PR account number (PRAN)	:
ESI number	:

Employee History	
After Joining, First Month Get Best Employee Award	
On Date 15/10/24, Argued with Other Dept. Staff	
18/12/24 Won Chess Competition Held in Company	

Phone no.	: +91 -
E-Mail	: hvg17@yahoo.co.in

Employee History to keep records line by line for employee performance, issues if any  
And save it

Now go to Display > Payroll Report > Employee profile

Gateway of Tally  
Display More Reports

Payroll Reports

SUMMARY

- Pay Slip
- Pay Sheet
- Attendance Sheet
- PayMent Advice
- Employees Without E-mail IDs

PaYroll Statement

- Employee Pay Head Breakup
- Pay Head Empl.oyee Breakup

Gratuity

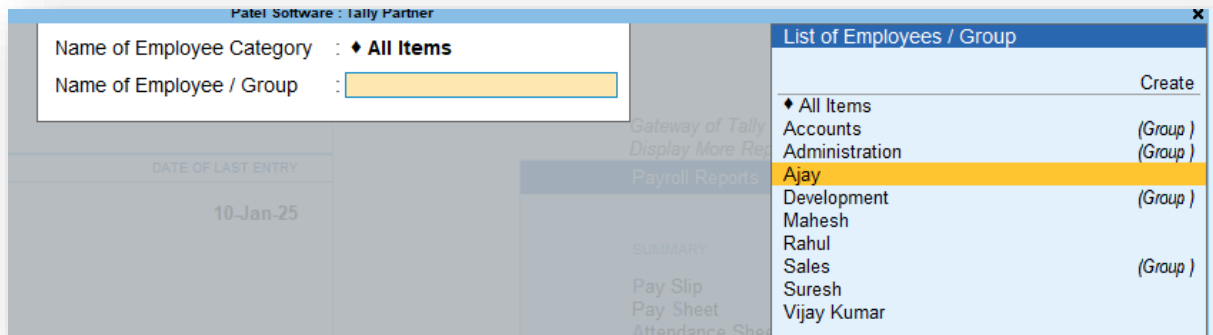
REGISTERS

- PayRoll Register
- ATtendance Register

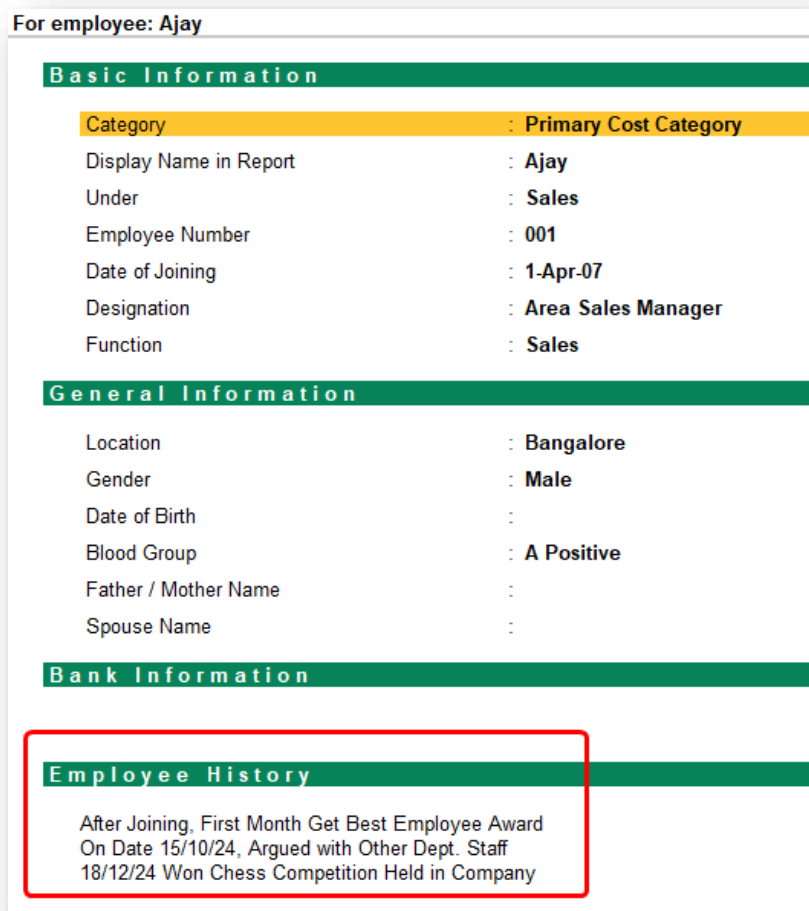
EMPLOYEES

- Employee ProFile**
- Employee Head Count
- EXpat Reports

Select Employee Category (if any) and Select Employee Name from list and open it.



Employee profile will open



Here we will get Employee History / records

## FAQ

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

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

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

For any functional support requirements please do write to us on [tallyplus@gmail.com](mailto:tallyplus@gmail.com) or call us at + 919879992357. Alternatively, you can send a support query to [support@tallysolutions.com](mailto:support@tallysolutions.com).

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

Please to write to us on [tallyplus@gmail.com](mailto:tallyplus@gmail.com) with your additional requirements and we will revert to you in 24 business 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?**

A subscription for a year has to be renewed for the Add-On. The cost would be 20% of the MRP prevailing at that time, of the Add-On.

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

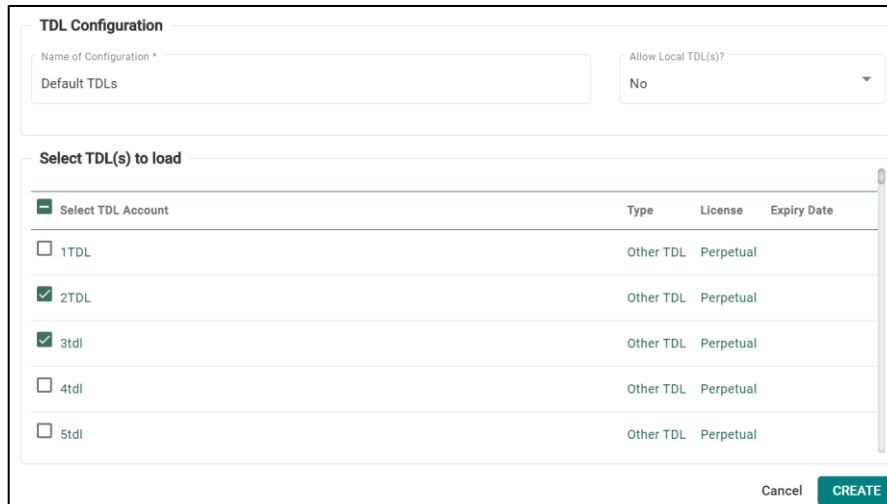
No, one Add-on will work only for one site. You need to purchase again if you want to use the same Add-on for more sites.

### **How do I configure the add-ons for multi-site?**

If you are a Tally Prime Multi site user, add the Add-on to the required site as follows:

- a. **Gateway of Tally → F1: Help → Settings → License → Manage Account.** This shall open control Centre on Tally Portal / Website
- b. Go to **TDL Management → TDL Configuration → Select the site's default TDL**
- c. Under '**Select TDL Account**', select the Add-on Name and Click on Create / Accept button.





Select TDL Account	Type	License	Expiry Date
<input type="checkbox"/> 1TDL	Other TDL	Perpetual	
<input checked="" type="checkbox"/> 2TDL	Other TDL	Perpetual	
<input checked="" type="checkbox"/> 3tdl	Other TDL	Perpetual	
<input type="checkbox"/> 4tdl	Other TDL	Perpetual	
<input type="checkbox"/> 5tdl	Other TDL	Perpetual	

- d. Update your license by going to **Gateway of Tally → F1: Help → Settings → License → Manage License → F5: Update**

**Note:** To know or change the site's default TDL configuration, go to **Gateway of Tally → F1: Help → Settings → License → Manage Account**. In the webpage go to **Account Management → License Management** and look at the Deployment section in the right side of the pane.)

### **I have upgraded to a new Tally Prime Release. What will happen?**

Normally, the add-on will work fine without any glitches. If you face problems with the Add-on, you can contact us for support.

### **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 to **Gateway of Tally → F1: Help → Settings → License → Manage Account**. In the webpage go to **Account Management → License Management** and look at the Deployment section. Select **Not Applicable** for TDL Configuration and the Add-On is removed for the license. Now **Update the license** from the product.

### **How do I cross upgrade the Add-on from Silver to Gold Edition?**

Go to **F1: Help → TallyShop**. A web page for TallyShop shall open. Choose the add-on for which Employee History / TPRM 1.0 / Jan2025

the edition needs to be changed. Update the license and restart Tally after download.

**My Subscription for the Add-on has expired. How do I renew my subscription?**

Go to **F1: Help → TallyShop**. A web page for TallyShop shall open. Choose the add-on for which the subscription is required to be renewed.

**Will this add-on work in remote session?**

Yes, this add-on will work remotely.