

FREQUENTLY ASKED QUESTIONS

COSEC

What
When
Which
Where
How
Who
Why



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How to Export Attendance data from COSEC to Tally?

It's been a month that we are using COSEC effectively!!! Its really saving lot of time of our HR person.

Oh, By the way... it's the end of month. We need to generate Payroll data for all the employees.



You need to export all the required attendance data from COSEC and get it imported to Tally for Payroll calculation.

Wait...Just a thought, Can we do this automatically from COSEC?



I am sure, COSEC must have some facility to export the data which can be recognized and imported in Tally software.

Let me check...



Wow... COSEC has the
simple solution...

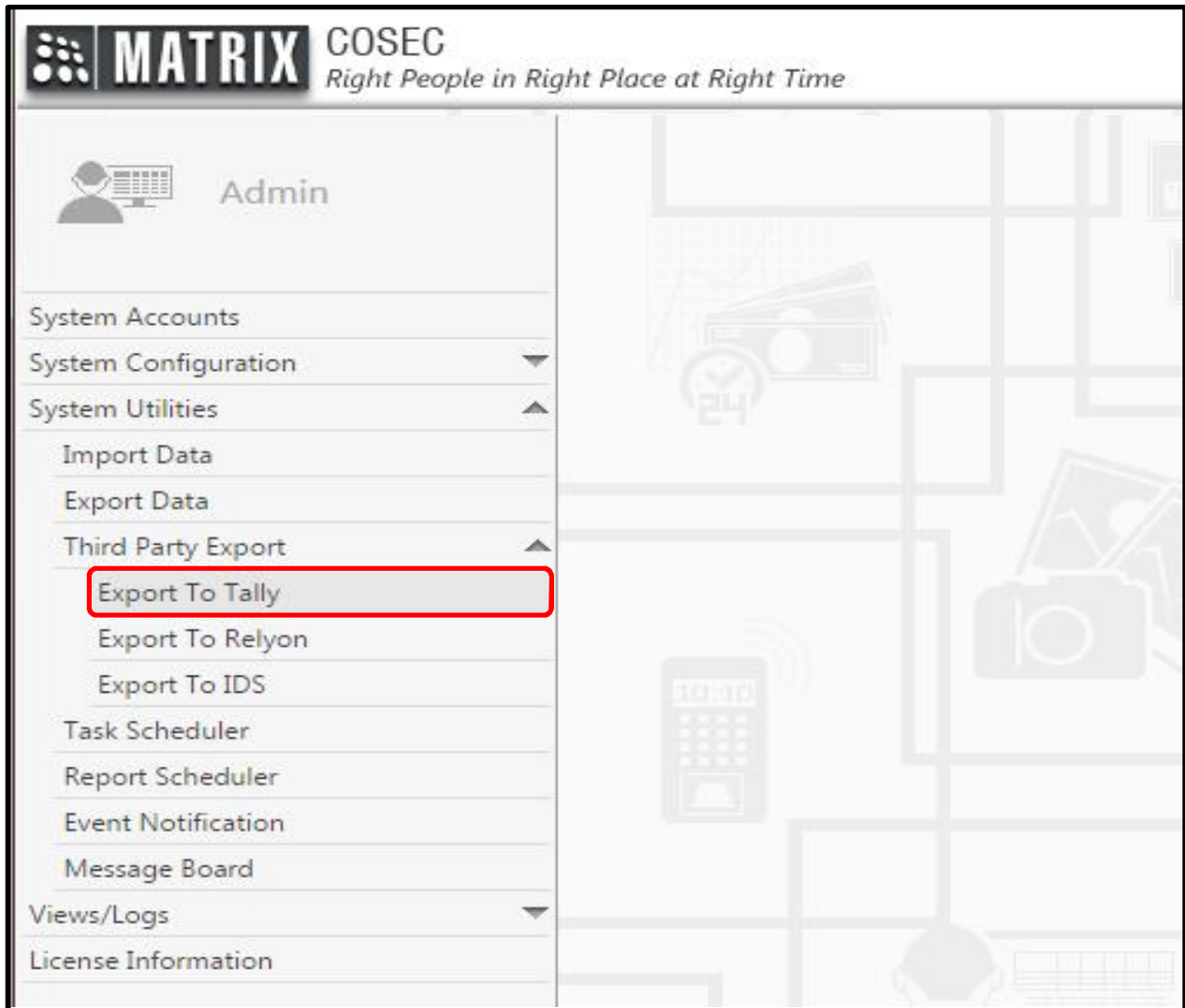
I can use "Export to Tally"
utility and generate XML
file with all required
attendance data from
COSEC in Tally Supported
format.



To generate this XML file,
I have to follow...

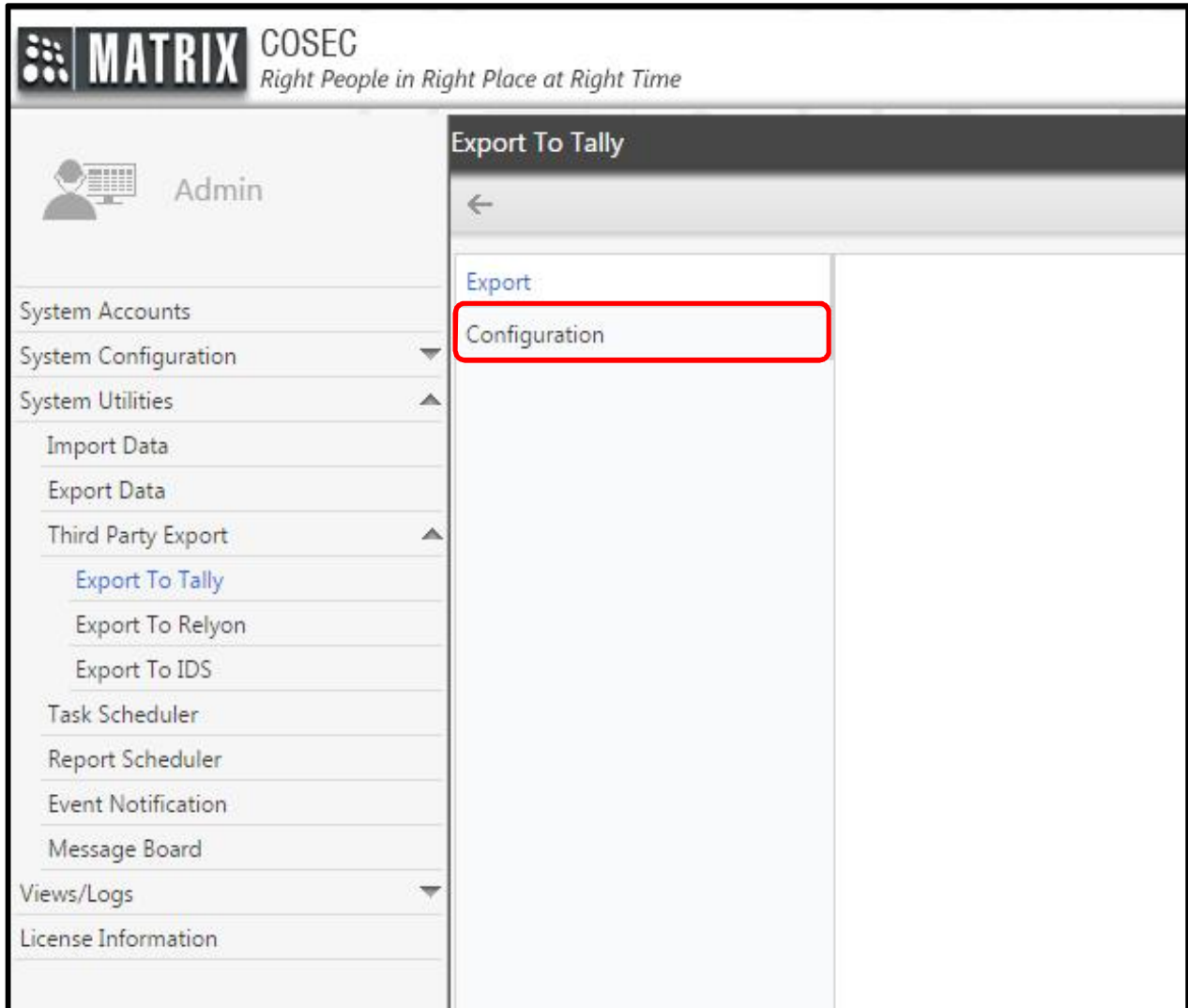


Step1: Go to *Admin* | *System Utility* | *Third Party Export* | *Export to Tally*



Step2: To enable export of attendance data, required configuration needs to be done.

For this, Click on the *Configuration* tab.



Step3: Click on '+' to add a new configuration.

The screenshot shows the 'Export To Tally' application window. On the left, there is a sidebar with 'Export' and 'Configuration' options. The main area contains a form for creating a new configuration. A blue box highlights the '+' icon in the top toolbar, with a tooltip that says 'New (Alt+N)'. The form fields are: ID (empty), Tally Voucher Name (empty), Tag Type (dropdown menu set to 'With Pay'), Tally Tag (empty), and COSEC Fields (empty). A 'Select' button is located to the right of the COSEC Fields field. Below the form is a table with columns: ID, Voucher Name, Tally Tags, COSEC Fields, and Tag Type. The table currently contains a single row with the text 'No Data' in red.

Step4: Insert the desired Tally Voucher Name that should be used at time of import in Tally.

The screenshot shows the 'Export To Tally' application window. The 'Tally Voucher Name' field is now filled with the text 'VCH01' and is highlighted with a red rectangular border. All other fields and the table below remain the same as in the previous screenshot.

Step5: Enter the Tag Type followed by Tally Tag for the Database field which will be selected for export.

The screenshot shows the 'Export To Tally' configuration interface. The main configuration area includes the following fields:

- ID:
- Tally Voucher Name:
- Tag Type: - Tally Tag:
- COSEC Fields:

Below the configuration fields is a table with the following structure:

ID	Voucher Name	Tally Tags	COSEC Fields
No Data			

Step6: Click on *Select* to choose an appropriate database field, according to Tally Tag, as shown below.

The screenshot shows the 'Export To Tally' configuration window. The 'COSEC Fields' field is empty, and a 'Select' button is highlighted with a red box. A large black arrow points from the 'Select' button down to the 'Select COSEC Fields' dialog box.

The screenshot shows the 'Select COSEC Fields' dialog box. A table lists COSEC Fields with columns for Select, ID, COSEC Fields, and Value Type. The first row (ID 1, PRDays) is highlighted with a red box. 'OK' and 'Close' buttons are at the bottom.

Select	ID	COSEC Fields	Value Type
<input checked="" type="checkbox"/>	1	PRDays	Days
<input type="checkbox"/>	2	ABDays	Days
<input type="checkbox"/>	3	PLDays	Days
<input type="checkbox"/>	4	ULDays	Days
<input type="checkbox"/>	5	WODays	Days
<input type="checkbox"/>	6	PHDays	Days
<input type="checkbox"/>	8	PREVDays	Days

Step7: Complete the mapping for all the required fields provided in the pick list as per requirement.

Below fields are available for selection:

- Present Days
- Absent Days
- Paid Leave
- Unpaid Leave
- Week Off
- Holiday
- Overtime



••• Monthly Attendance data should be processed before exporting the data.

Export To Tally

Export Configuration

ID

Tally Voucher Name

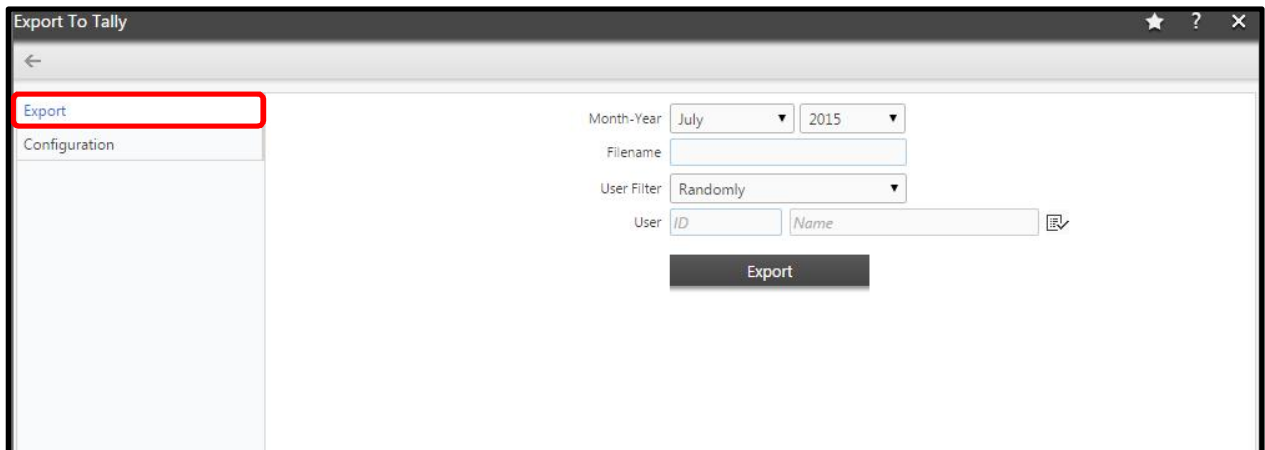
Tag Type

Tally Tag

COSEC Fields

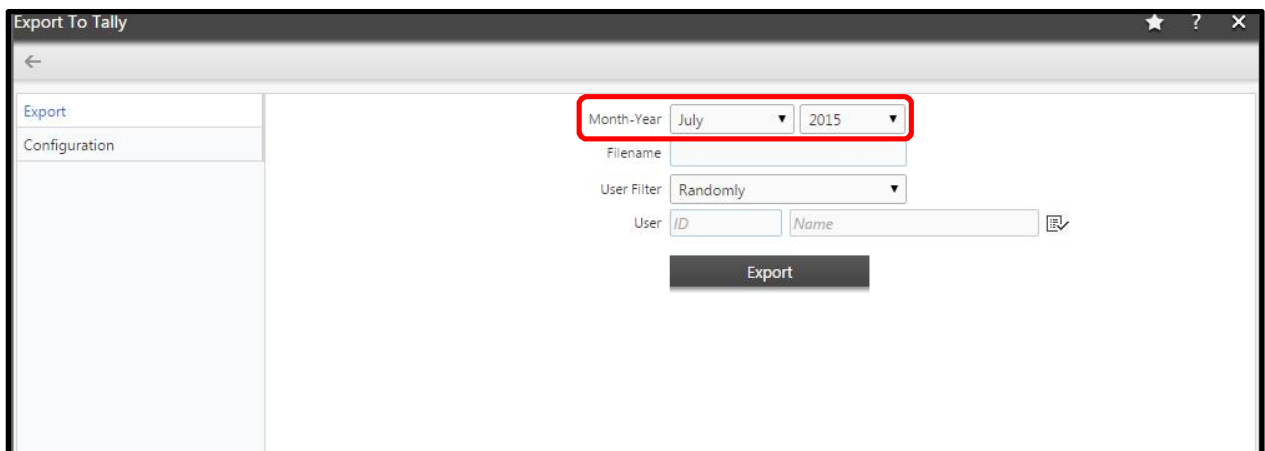
ID	Voucher Name	Tally Tags	COSEC Fields	Tag Type
1	VCH01	Present	PRDays	With Pay
2	VCH01	Absent	ABDays	Without Pay
3	VCH01	Leave	PLDays	With Pay
4	VCH01	Un Paid Leave	ULDays	Without Pay
5	VCH01	Weekly Off	WODays	With Pay
6	VCH01	Paid Holiday	PHDays	With Pay
7	VCH01	Overtime	Overtime	Production

Step8: Click on *Export* to generate the data



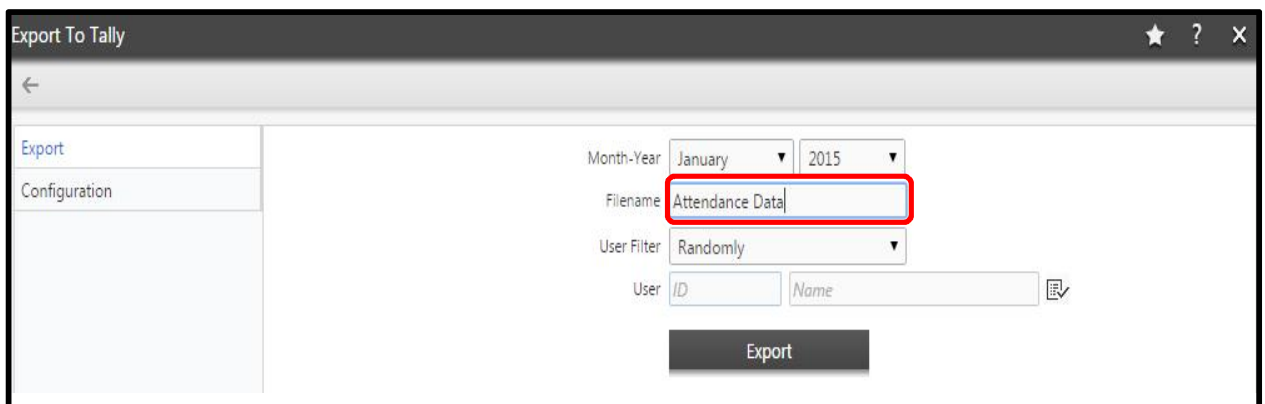
The screenshot shows the 'Export To Tally' application window. On the left, there is a sidebar with two options: 'Export' and 'Configuration'. The 'Export' option is highlighted with a red rectangular box. On the right side of the window, there are several input fields: 'Month-Year' with dropdown menus set to 'July' and '2015', a 'Filename' text input field, a 'User Filter' dropdown menu set to 'Randomly', and a 'User' section with 'ID' and 'Name' text input fields. At the bottom center, there is a dark grey button labeled 'Export'.

Step9: Select Month and Year for which data needs to be exported.



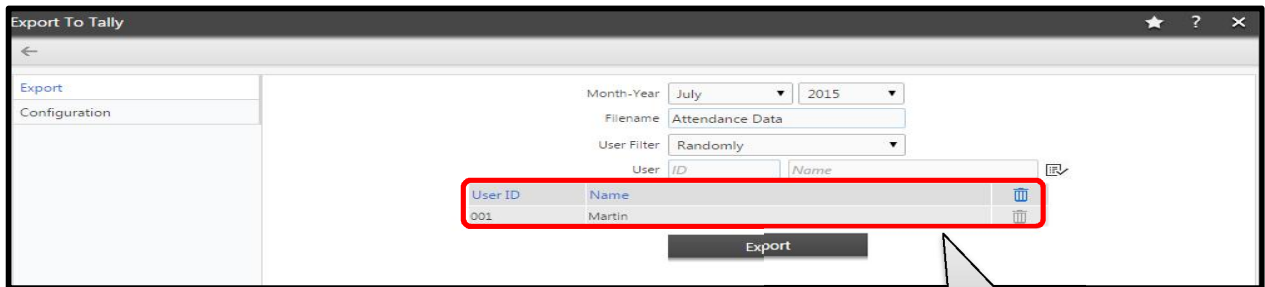
The screenshot shows the 'Export To Tally' application window. The 'Export' option in the sidebar is now selected. The 'Month-Year' dropdown menus are highlighted with a red rectangular box, showing 'July' and '2015' selected. The 'Filename' field is empty. The 'User Filter' is set to 'Randomly'. The 'User' section has 'ID' and 'Name' fields. The 'Export' button is visible at the bottom.

Step10: Specify a file name in which data needs to be exported.

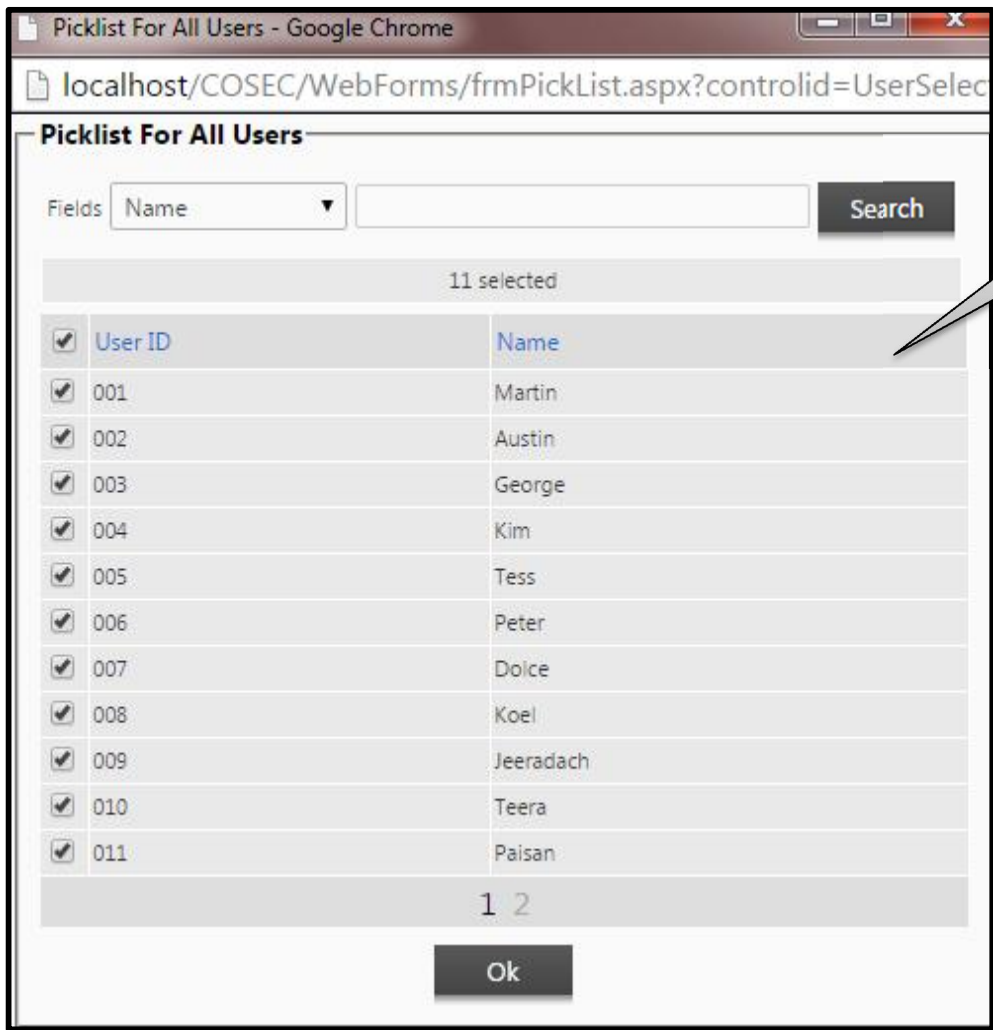


The screenshot shows the 'Export To Tally' application window. The 'Month-Year' dropdowns are now set to 'January' and '2015'. The 'Filename' text input field is highlighted with a red rectangular box and contains the text 'Attendance Data'. The 'User Filter' is still 'Randomly'. The 'User' section has 'ID' and 'Name' fields. The 'Export' button is visible at the bottom.

Step 11: Select Single or Multiple users whose data need(s) to be exported.

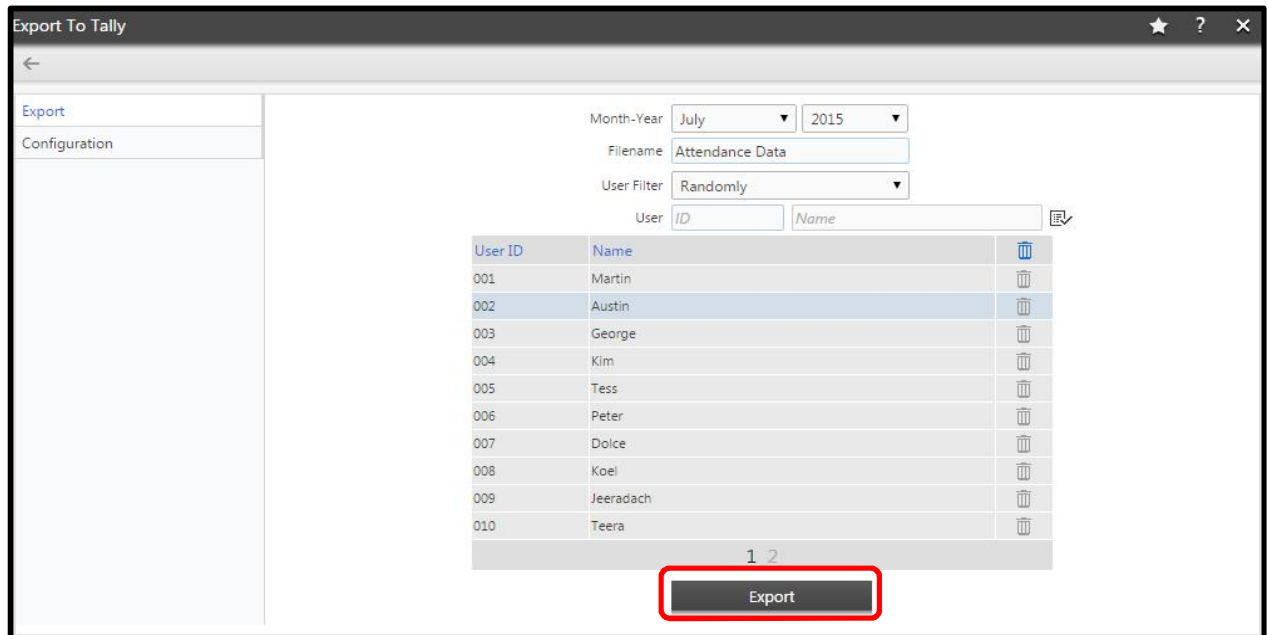


Singe User Selection



Multiple Users Selection

Step12: Click on *Export* to generate Tally compatible XML File.



That's great!! I have exported complete data in XML file from COSEC which will now easily be exported to Tally.



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