Report & Analytics

Get a complete, data-driven view of your workforce with TankhaPay’s **Report Analytics Module**.

This module provides a **360° overview of payroll, compliance, and employee data**, helping businesses make informed decisions with ease. From payroll summaries to statutory reports, everything is available in one centralized dashboard.

With TankhaPay, you can access **Payroll Reports, Statutory Reports**, **Declarations & Investments, Leave & Attendance Reports, Live Tracking & Asset Reports** , **Miscellaneous Reports.**

All reports can be easily **downloaded in Excel or PDF formats**, making it simple to analyze, share, and maintain records.

TankhaPay’s Report Analytics ensures complete visibility, accuracy, and compliance—empowering businesses with actionable insights across payroll and workforce operations.

- Overview Video

Overview Video

https://www.youtube.com/embed/kxWhrhUI_rw

Step-by-Step Tutorial Guide

Overview

This tutorial explains how to use the Reports module in TankhaPay. The walkthrough covers:

- Accessing the Reports module
- Viewing available report categories
- Generating payroll and attendance reports
- Applying filters and date ranges
- Exporting reports
- Managing report records
- Downloading compliance and employee data reports

Step 1: Open the Reports Module

1. Log in to the TankhaPay dashboard.
2. From the left-side navigation panel, locate **Reports**.
3. Click on **Reports** to open the module.
4. The reports dashboard displays multiple report categories and options.

This section provides centralized access to payroll, attendance, employee, and compliance-related reports.

Step 2: View Available Report Categories

Inside the Reports module, multiple report categories are available.

Common categories may include:

- Payroll Reports
- Attendance Reports
- Leave Reports
- Employee Reports
- Compliance Reports
- Salary Reports
- Reimbursement Reports
- Statutory Reports
- Bank Transfer Reports
- Custom Reports

Each category helps HR and finance teams access specific operational data.

Step 3: Select a Report Type

1. Click on the required report category.
2. Select the report you want to generate.
3. The report configuration page opens.

Examples of report types may include:

- Salary Register
- Attendance Summary
- Leave Balance Report
- Employee Master Data
- PF/ESIC Reports
- Bank Advice Report
- Payslip Report

This allows teams to access detailed workforce and payroll insights.

Step 4: Apply Filters and Parameters

1. Select the required filters.
2. Configure details such as:
   - Month
   - Year
   - Employee Group
   - Department
   - Branch
   - Designation
   - Employee Name
   - Payroll Cycle
3. Apply date range filters where required.

Filters help generate highly specific and accurate reports.

Step 5: Generate the Report

1. After selecting all required filters, click on **Generate Report**.
2. The system processes the request.
3. The report preview appears on the screen.

The generated report may include:

- Employee details
- Payroll data
- Attendance records
- Leave balances
- Compliance deductions
- Net payable amounts

This helps HR and finance teams review important operational data instantly.

Step 6: Review Report Data

1. Carefully review the generated report.
2. Validate:
   - Employee information
   - Salary calculations
   - Attendance details
   - Leave deductions
   - Compliance values
3. Use on-screen search or filters for faster navigation.

This step ensures the report data is accurate before export or sharing.

Step 7: Export the Report

1. Click on the **Export** or **Download** option.
2. Select the required file format.

Available formats may include:

- Excel
- CSV
- PDF

3. Download the report to your system.

Exported reports can be used for:

- Payroll processing
- Audits
- Finance reconciliation
- Management reporting
- Compliance filing

Step 8: Download Statutory & Compliance Reports

1. Open the compliance or statutory reports section.
2. Select the required report.
3. Generate statutory files such as:
   - PF Reports

- ESIC Reports
   - Professional Tax Reports
   - TDS Reports
4. Download the generated files.

These reports support accurate statutory compliance and filings.

Step 9: Access Historical Reports

1. Navigate to previously generated reports.
2. Use filters to search by:
   - Month
   - Payroll cycle
   - Report type
   - Department
3. Open or download historical records when required.

Historical reports help maintain proper audit trails and documentation.

Step 10: Generate Employee-Specific Reports

1. Select an employee-specific report category.
2. Choose the employee name or employee ID.
3. Generate reports such as:
   - Payslips
   - Leave summaries
   - Attendance logs
   - Salary history
4. Export or share the report when needed.

This enables quick access to individual employee records.

Key Benefits of the Reports Module

- Centralized reporting system
- Quick payroll and attendance insights
- Easy compliance reporting
- Accurate workforce analytics
- Flexible report filtering
- Fast report exports
- Improved audit and reconciliation processes

End of Tutorial

You have now completed the walkthrough of the TankhaPay Reports module.

The Reports module helps organizations efficiently generate, review, export, and manage payroll, attendance, employee, and compliance reports from a centralized platform.