COMPUTERISED ACCOUNTING SYSTEM
and
E-FILLING OF TAX RETURN
6TH SEMESTER
UNIT-2
DESIGNING COMPUTERISED ACCOUNTING SYSTEM (DBMS PACKAGE)

Prepared by RAJA APUL

Here are the steps that you'll need to take in order to create Data Base:
(1) The first obvious step that you'll need to do is to open MS Access
(2) Choose the option of a Blank database
(3) Type your desired File Name for your new database (ex: THK Jain College) and click on 'Create'.

Here are the steps to Create Table:
•Click on 'View'
•Select 'Design View'
•Type your desired table name (ex: Students Information) then click on 'Ok'
•Fill the desired fields accordingly and Save it

Field Name	Data Type
Student ID	Number
Student Name	Text
Address	Text
Phone Number	Number
Email ID	Hyperlink
Department	Text
Semester	Number
Section	Text
Roll No	Number
Photo	Attachment

•Now filled the table accordingly and save it

students information

Student ID	Student Nar	Address	Phone Num	Email ID	Department	Semester	Section	Roll No	
1	Raja Paul	Baguiati	9804069818	paulraja986@gmail.com	Commerce	6	D	12	(1)
2	Anita Das	Shyambazar	6745378763	anita@gmail.com	Arts	4	E	13	(0)
3	Rajib Nandi	Dumdum	4364746387	rajib@gmail.com	Science	2	D	14	(0)
4	Ranit Bose	Howrah	5345373626	ranit@gmail.com	Journalism	6	A	15	(0)
5	Rahul Adhikan	Girish Park	5473663737	rahul@gmail.com	Commerce	4	D	16	(0)

Here are the steps to create and design Form:
•After completion of the 'Table' click on 'Create'
•Click on 'Form Design'
•Click on 'Add Existing Fields'
•Design your form accordingly by double clicking all the fields and you can drag the fields and choose position

•Save it
•Click on 'View' and select 'Form View' and then you can check all the forms

Here are the steps to Add Buttons on the Form:
•Go to Form Design
•Click on 'Button'
•Drag the Button to the desired position and click once
•Click on 'Record Navigation'
•Click on 'Go to First Record'; 'Go to Previous Record'; 'Go to Next Record'; ' Go to Last Record'
•Click on 'Next'
•Select Picture or Text
•Click on 'Next'
•Click on 'Finish'
(Create four buttons one by one through the above mentioned steps)
Add another button by the following steps:
•Go to Form Design
•Click on 'Button'
•Drag the Button to the desired position and click once
•Click on 'Record Operation'
•Click on 'Add New Record'
•Click on 'Next'
•Select Picture or Text
•Click on 'Next'
•Click on 'Finish'

•**After Completion the Form would be like this:**

THK Jain College

6, Ram Gopal Ghosh Road, Cossipore, Kolkata-700002

		Photo:
Student ID:	1	

Student Name: Raja Paul   Roll No: 12

Address: Baguiati

Phone Number: 9804069818   Email ID: paulraja986@gmail.com

Department: Commerce   Semester: 6
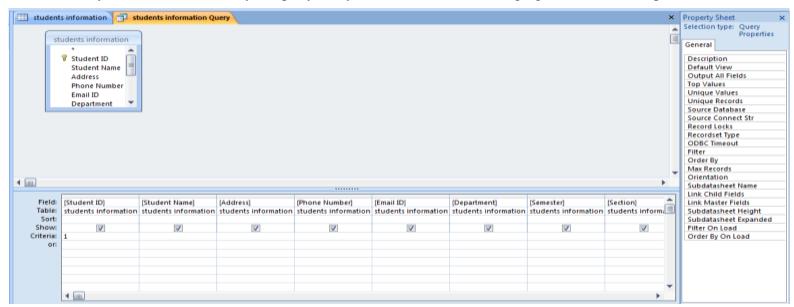
Section: D

[|◄] [◄] [►] [►|]   Add Record

Here are the steps for Creating Report:
- Click on 'Create'
- Click on 'Report Wizard'
- Select the Table
- Select Desired Fields
- Click on 'Next'
- Choose the Priority Column by double click (which will be shown at the top)
- Click on 'Next'
- Choose the Ascending Field
- Click on 'Next'
- Choose 'Layout as Stepped' and 'Orientation as Landscape'
- Click on 'Next'
- Click on 'Foundry'
- Click on 'Next'
- Select 'Modify the Report's Design'
- Click on 'Finish'
- Adjust your Report
- Click on 'View' and then Click on 'Report View'

students information

Anita Das

| | 2 Shyambazar | 6745378763 anita@gmail.com | Arts | 4 E | 13 |

Rahul Adhikary

| | 5 Girish Park | 5473663737 rahul@gmail.com | Commerce | 4 D | 16 |

Raja Paul

| | 1 Baguiati | 9804069818 paulraja986@gmail.com Commerce | 6 D | 12 |

Rajib Nandi

| | 3 Dumdum | 4364746387 rajib@gmail.com | Science | 2 D | 14 |

Ranit Bose

| | 4 Howrah | 5345373626 ranit@gmail.com | Journalism | 6 A | 15 |

Here the steps to create Query and Run Query:

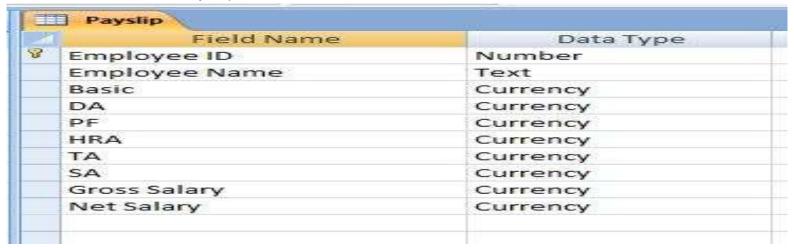•Click on 'Create'

•Click on 'Query Wizard'

•Select 'Simple Query Wizard'

•Click on 'Ok'

•Select the Desired Table

•Choose Desired Fields

•Click on 'Next'

•Choose 'Detail (shows every field of every record)'

•Click on 'Next'

•Click on 'Modify the Query Design'

•Click on 'Finish'

•The selected table will appear as a small window in the Object Relationship pane. In the table window, double-click the field names you want to include in your query. They will be added to the design grid in the bottom part of the screen

•Set the search criteria by clicking the cell in the Criteria: row of each field you want to filter. Typing criteria into more than one field in the Criteria: row will set your query to include only results that meet all criteria. If you want to set multiple criteria but don't need the records shown in your results to meet all of them, type the first criteria in the Criteria: row and additional criteria in the **or:** row and the rows beneath it

•After you have set your criteria, run the query by clicking the Run command

•The query results will be displayed in the query's Datasheet view, which looks like a table. If you want, save your query by clicking the Save command in the Quick Access Toolbar. When prompted to name it, type the desired name, then click OK

Steps to Create Pay-slip in MS Access:

•The first obvious step that you'll need to do is to open MS Access

•Choose the option of a Blank database

•Type your desired File Name for your new database (ex: Payroll) and click on 'Create'

•Create a table named as Pay-slip

Field Name	Data Type
Employee ID	Number
Employee Name	Text
Basic	Currency
DA	Currency
PF	Currency
HRA	Currency
TA	Currency
SA	Currency
Gross Salary	Currency
Net Salary	Currency

(DA=Dearness Allowance; PF=Provident Fund; HRA=House Rent Allowance; TA=Travelling Allowance; SA=Special Allowance)

•Fill the First Three Columns

Employee ID	Employee Name	Basic	Dearn
1111	Raja	Rs. 100,000.00	
1112	Rajib	Rs. 115,000.00	
1113	Ram	Rs. 135,000.00	
1114	Rishi	Rs. 175,000.00	
1115	Amit	Rs. 210,000.00	
1116	Amir	Rs. 235,000.00	
1117	Koushik	Rs. 275,000.00	
1118	Rohit	Rs. 315,000.00	
1119	Mohit	Rs. 450,000.00	
1120	Indra	Rs. 515,000.00	

•Click on 'Create'
•Click on 'Query Design'
•Add the Appropriate Table
•Click on 'Update' under 'Design' head
•Fill the 'Field' row and 'Update to' row each Boxes Accordingly

	Payslip	Payslip Query

Payslip
*
🔑 Employee ID
Employee Name
Basic
DA
PF
HRA
TA
SA
Gross Salary

Field:	DA	PF	HRA	TA	SA	Gross Salary	Net Salary
Table:	Payslip	Payslip	Payslip	Payslip	Payslip	Payslip	Payslip
Update To:	[Basic]*50/100	[Basic]*10/100	[Basic]*30/100	[Basic]*25/100	[Basic]*15/100	[Basic]+[DA]+[HRA]+[	[Gross Salary]-[PF]
Criteria:							
or:							

•Click on 'Update' once and on the 'Run!' Button Twice
•Then go to the Table and check all the Columns are filled accordingly or not. If not, the go to the Query and click on the 'Run!' button again

Payslip | **Payslip Query**

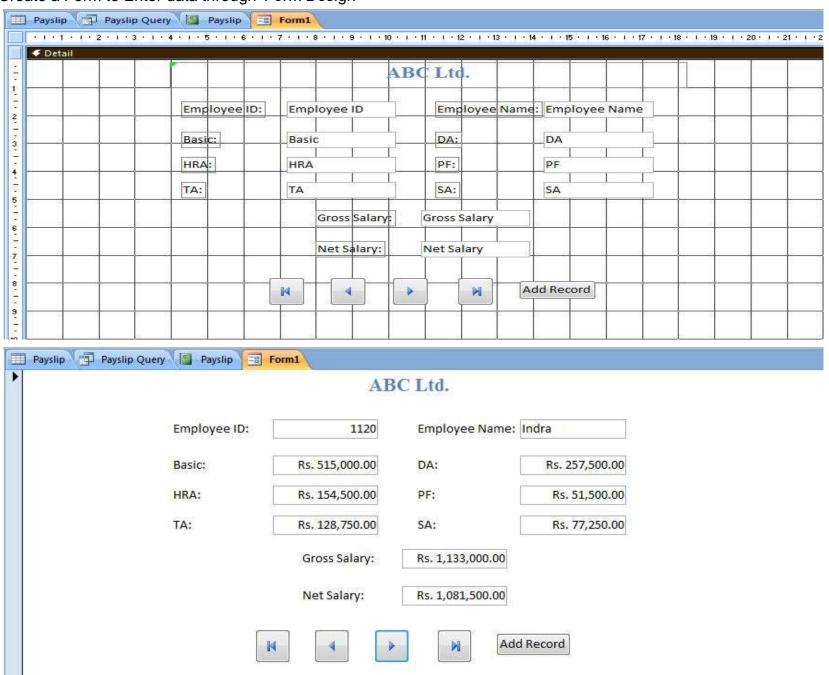| Employee ID	Employee Name	Basic	DA	PF	HRA	TA	SA	Gross Salary	Net Salary
1111	Raja	Rs. 100,000.00	Rs. 50,000.00	Rs. 10,000.00	Rs. 30,000.00	Rs. 25,000.00	Rs. 15,000.00	Rs. 220,000.00	Rs. 210,000.00
1112	Rajib	Rs. 115,000.00	Rs. 57,500.00	Rs. 11,500.00	Rs. 34,500.00	Rs. 28,750.00	Rs. 17,250.00	Rs. 253,000.00	Rs. 241,500.00
1113	Ram	Rs. 135,000.00	Rs. 67,500.00	Rs. 13,500.00	Rs. 40,500.00	Rs. 33,750.00	Rs. 20,250.00	Rs. 297,000.00	Rs. 283,500.00
1114	Rishi	Rs. 175,000.00	Rs. 87,500.00	Rs. 17,500.00	Rs. 52,500.00	Rs. 43,750.00	Rs. 26,250.00	Rs. 385,000.00	Rs. 367,500.00
1115	Amit	Rs. 210,000.00	Rs. 105,000.00	Rs. 21,000.00	Rs. 63,000.00	Rs. 52,500.00	Rs. 31,500.00	Rs. 462,000.00	Rs. 441,000.00
1116	Amir	Rs. 235,000.00	Rs. 117,500.00	Rs. 23,500.00	Rs. 70,500.00	Rs. 58,750.00	Rs. 35,250.00	Rs. 517,000.00	Rs. 493,500.00
1117	Koushik	Rs. 275,000.00	Rs. 137,500.00	Rs. 27,500.00	Rs. 82,500.00	Rs. 68,750.00	Rs. 41,250.00	Rs. 605,000.00	Rs. 577,500.00
1118	Rohit	Rs. 315,000.00	Rs. 157,500.00	Rs. 31,500.00	Rs. 94,500.00	Rs. 78,750.00	Rs. 47,250.00	Rs. 693,000.00	Rs. 661,500.00
1119	Mohit	Rs. 450,000.00	Rs. 225,000.00	Rs. 45,000.00	Rs. 135,000.00	Rs. 112,500.00	Rs. 67,500.00	Rs. 990,000.00	Rs. 945,000.00
1120	Indra	Rs. 515,000.00	Rs. 257,500.00	Rs. 51,500.00	Rs. 154,500.00	Rs. 128,750.00	Rs. 77,250.00	Rs. 1,133,000.00	Rs. 1,081,500.00

• Create Pay Sheet Details through 'Report Wizard'

Report Design View

Report Header

Payslip

Page Header

| Employee ID | Employee Na | Basic | DA | PF | HRA | TA | SA | Gross Salary | Net Salary |

Employee ID Header

Employee I

Employee Name Header

Employee N

Detail

| | | Basic | DA | PF | HRA | TA | SA | Gross Salary | Net Salary | |

Page Footer

=Now() ... ="Page " & [Page] & " of

Tabs: Payslip | Payslip Query | **Payslip**

Payslip

Employee ID	Employee Na	Basic	DA	PF	HRA	TA	SA	Gross Salary	Net Salary
1111									
	Raja								
		Rs. 100,000.00	Rs. 50,000.00	Rs. 10,000.00	Rs. 30,000.00	Rs. 25,000.00	Rs. 15,000.00	Rs. 220,000.00	Rs. 210,000.00
1112									
	Rajib								
		Rs. 115,000.00	Rs. 57,500.00	Rs. 11,500.00	Rs. 34,500.00	Rs. 28,750.00	Rs. 17,250.00	Rs. 253,000.00	Rs. 241,500.00
1113									
	Ram								
		Rs. 135,000.00	Rs. 67,500.00	Rs. 13,500.00	Rs. 40,500.00	Rs. 33,750.00	Rs. 20,250.00	Rs. 297,000.00	Rs. 283,500.00
1114									
	Rishi								
		Rs. 175,000.00	Rs. 87,500.00	Rs. 17,500.00	Rs. 52,500.00	Rs. 43,750.00	Rs. 26,250.00	Rs. 385,000.00	Rs. 367,500.00
1115									
	Amit								
		Rs. 210,000.00	Rs. 105,000.00	Rs. 21,000.00	Rs. 63,000.00	Rs. 52,500.00	Rs. 31,500.00	Rs. 462,000.00	Rs. 441,000.00
1116									
	Amir								
		Rs. 235,000.00	Rs. 117,500.00	Rs. 23,500.00	Rs. 70,500.00	Rs. 58,750.00	Rs. 35,250.00	Rs. 517,000.00	Rs. 493,500.00
1117									
	Koushik								
		Rs. 275,000.00	Rs. 137,500.00	Rs. 27,500.00	Rs. 82,500.00	Rs. 68,750.00	Rs. 41,250.00	Rs. 605,000.00	Rs. 577,500.00

• Create a Form to Enter data through 'Form Design'

ABC Ltd.

Employee ID: [Employee ID]   Employee Name: [Employee Name]

Basic: [Basic]   DA: [DA]

HRA: [HRA]   PF: [PF]

TA: [TA]   SA: [SA]

Gross Salary: [Gross Salary]

Net Salary: [Net Salary]

ABC Ltd.

Employee ID: 1120   Employee Name: Indra

Basic: Rs. 515,000.00   DA: Rs. 257,500.00

HRA: Rs. 154,500.00   PF: Rs. 51,500.00

TA: Rs. 128,750.00   SA: Rs. 77,250.00

Gross Salary: Rs. 1,133,000.00

Net Salary: Rs. 1,081,500.00

Add Record

THANK YOU FOR WATCHING MY PRESENTATION