SEM VI

SUBJECT: COMPUTERISED ACCOUNTING TOPIC: MS ACCESS (PAYROLL DATABASE IN MS ACCESS)

TEACHER: SANDIP BHATTCHARYYA

STEPS:

Open MS ACCESS



Blank Database



Give Database Name



View



Design View



Type Table Name



Type OK



Enter Relevant Fields name





ID	AUTO NUMBER			
EMPLOYEE NAME	TEXT			
EMPLOYEE ID	NUMBER			
BASIC SALARY	SELECT CURRENCY FROM DROP SOWN ARROW THEN SELECT GENERAL (UNDER DOWNSIDE VIEW) AND THEN SELECT FORMAT AND THEN SELECT GENERAL NUMBER AND THEN TYPE ZERO IN NUMBER UNDER DEFAULT VALUE ROW			
DEARNESS ALLOWANCESS (TYPE DA)	-do-			
HOUSE RENT ALLOWANCESS (TYPE HRA)	-do-			
GROSS SALARY	-do-			
PROVIDENT FUNF (TYPE PF)	-do-			
NET SALARY	-do-			



Save the Table (Saved Table Will Be showing Left Side Under All Tables)



Open the Selected Table by Double Click



Create At Least Six Employes's Database (By Entering Employee Name, Employee ID, And Amount in Only Basic Salary Column)

[Note: Out of Six Employees, Three Employee's Name's First Alphabet Starting with Same Alphabet]

After Entering Data (Given Abovementioned) only Close the Table.

For Making QUERY DESIGN

			₹				
		Q	uery Design				
			\prod				
		Select the Ta	able Under Shov	v Table			
			\bigcap				
			Add ∏				
Close The Table							
			\prod				
	Doub	le Click All T	he Items of Sh	nowing Table	2		
These Items Will come Under Field Row							
			\prod				
Then Click Update Under Design show in Menu Bar							
——————————————————————————————————————							
Then Click Update to (downside View)							
Then Entering These Steps(Below Mentioned)							
	ı nen	Entering The	se Steps(Beio	w Mentioned	1) 		
Field:	DA	HRA	Gross Salary	PF	Net Salary		
Table:	Payroll	Payroll	Payroll	Payroll	Payroll		
Update To: Criteria:	[Basic]*50/100	[Basic]*30/100	[Basic]+[DA]+[HRA]	[Basic]*10/100	[Gross Salary]-[PF]		
or:							

Go to Create









Save the Query By Name Given Query 1



Then Run The Table by Double Click, The Remaining Fields Are Automatically Filled up by the Parameter Value

To Make Form Design

Go to Create



Form Design



Click On Add Existing Field



Click on Show the Tables



Select Payroll Table



Double Click each and Every Field Items



Change the Colour Each And Every Field (By Right Click on Each And Every Field)



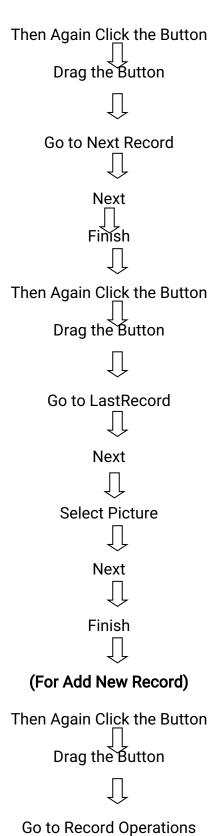
Create **Button** In the Form Design By Clicking Button



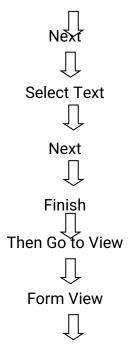
Click the Button Drag The Button Below the Fields In the Form Design Record Navigation Go to First Record Next Select Picture Next Finish Then Again Click the Button Drag the Button Go to Previous Record Next Select Picture

Next

Finish



Add New Record



Then Save the Form Design By Giving Form Name

To Make Report Design

Go to Create

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Report Design



Double Click each and Every Field Items



Report View



Then Save the Report Design By Giving Report Name

To Make Report Wizard

Go to Create



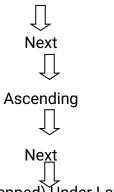
Report Wizard



Double Click each and Every Field Items or Select the Field Which is Required to Crate Report (Double Click each And Every available Field)



Double Click in Relevant Field As Priority



Click (Stepped) Under Layout



Then Click Landscape Under Orientation



Select (Foundry)

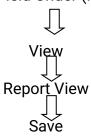


Next

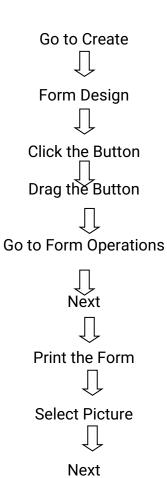


Modify the query Design

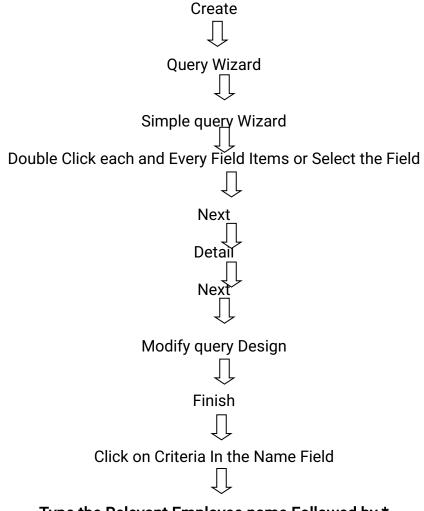




To Print The Form



To Make Query Wizard



Type the Relevant Employee name Followed by *

