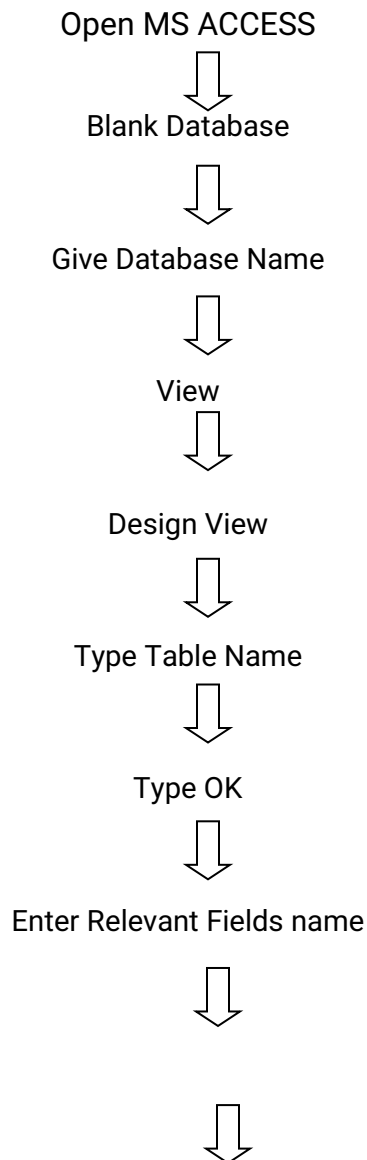


SEM VI
SUBJECT: COMPUTERISED ACCOUNTING
TOPIC: MS ACCESS (PAYROLL DATABASE IN MS
ACCESS)
TEACHER: SANDIP BHATTCHARYYA

STEPS:



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 Employees'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

Go to Create



Query Design



Select the Table Under Show Table



Add



Close The Table



Double Click All The Items of Showing Table



These Items Will come Under Field Row



Then **Click Update** Under **Design** show in Menu Bar



Then Click **Update to** (downside View)



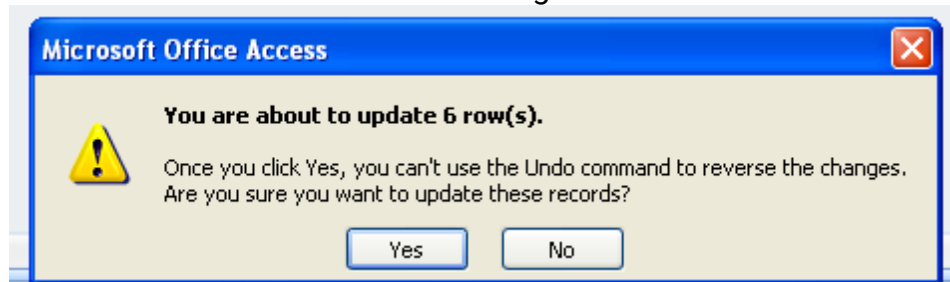
Then Entering These Steps(Below Mentioned)

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



Then Click **Run**

Then The Message Comes



Click Yes

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

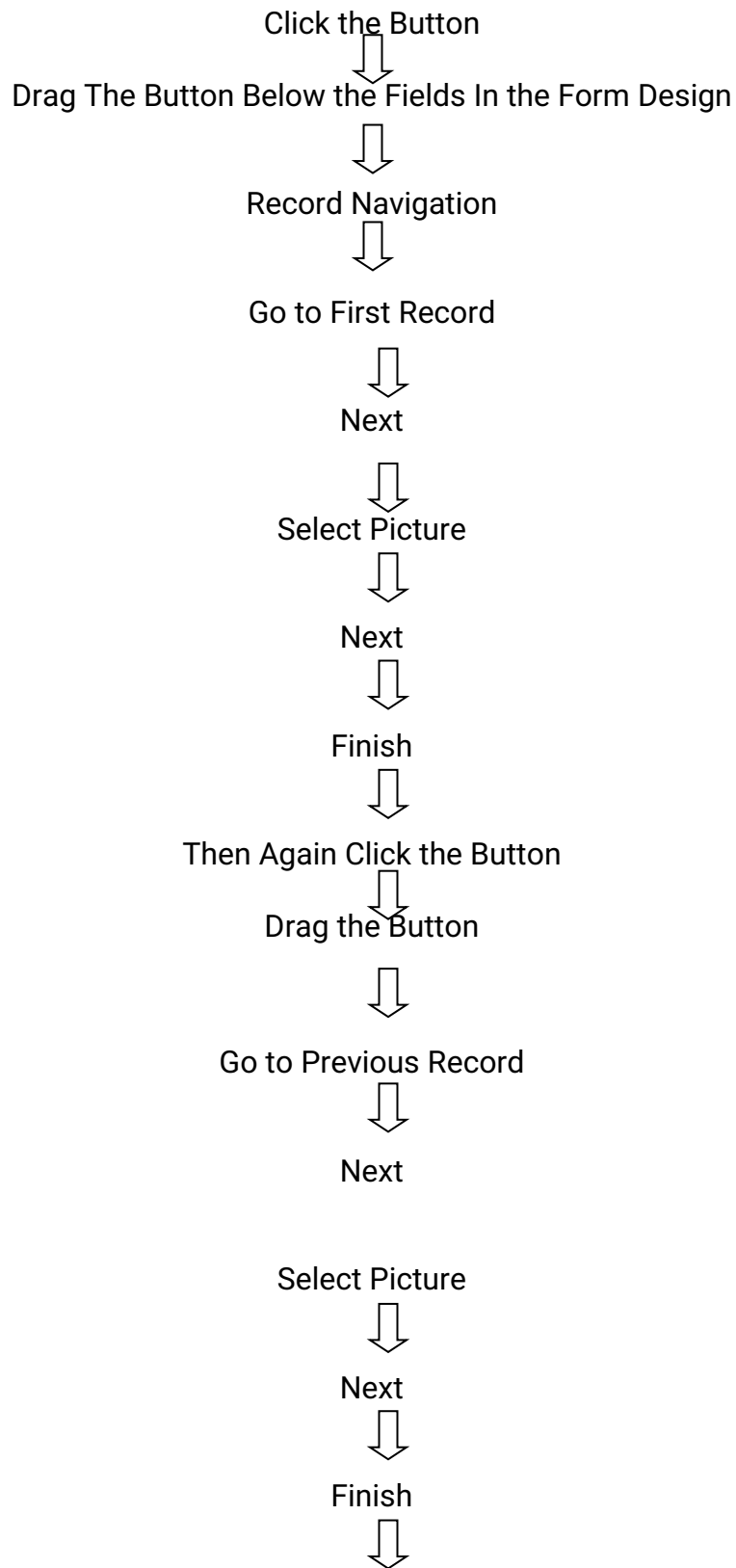
Click on Show the Tables

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



Then Again Click the Button

↓
Drag the Button

↓
Go to Next Record

Next

↓
Finish

Then Again Click the Button

↓
Drag the Button

↓
Go to LastRecord

Next

↓
Select Picture

Next

↓
Finish

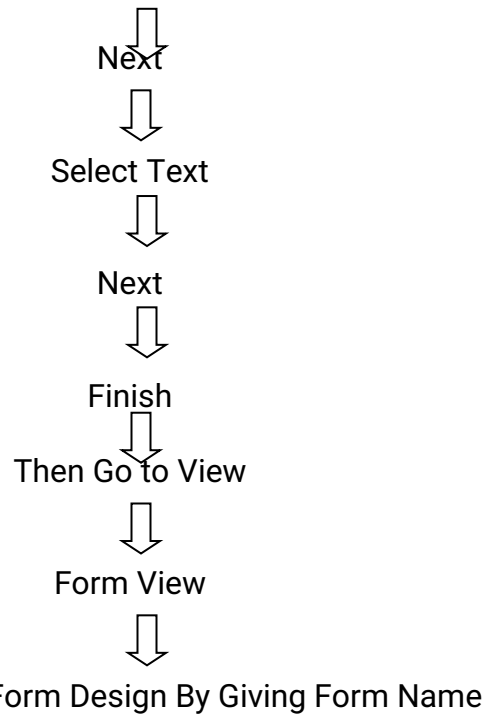
(For Add New Record)

Then Again Click the Button

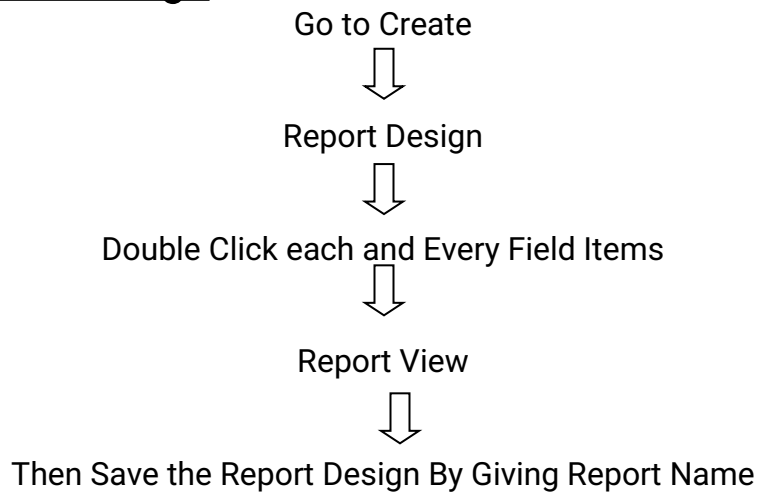
↓
Drag the Button

↓
Go to Record Operations

↓
Add New Record

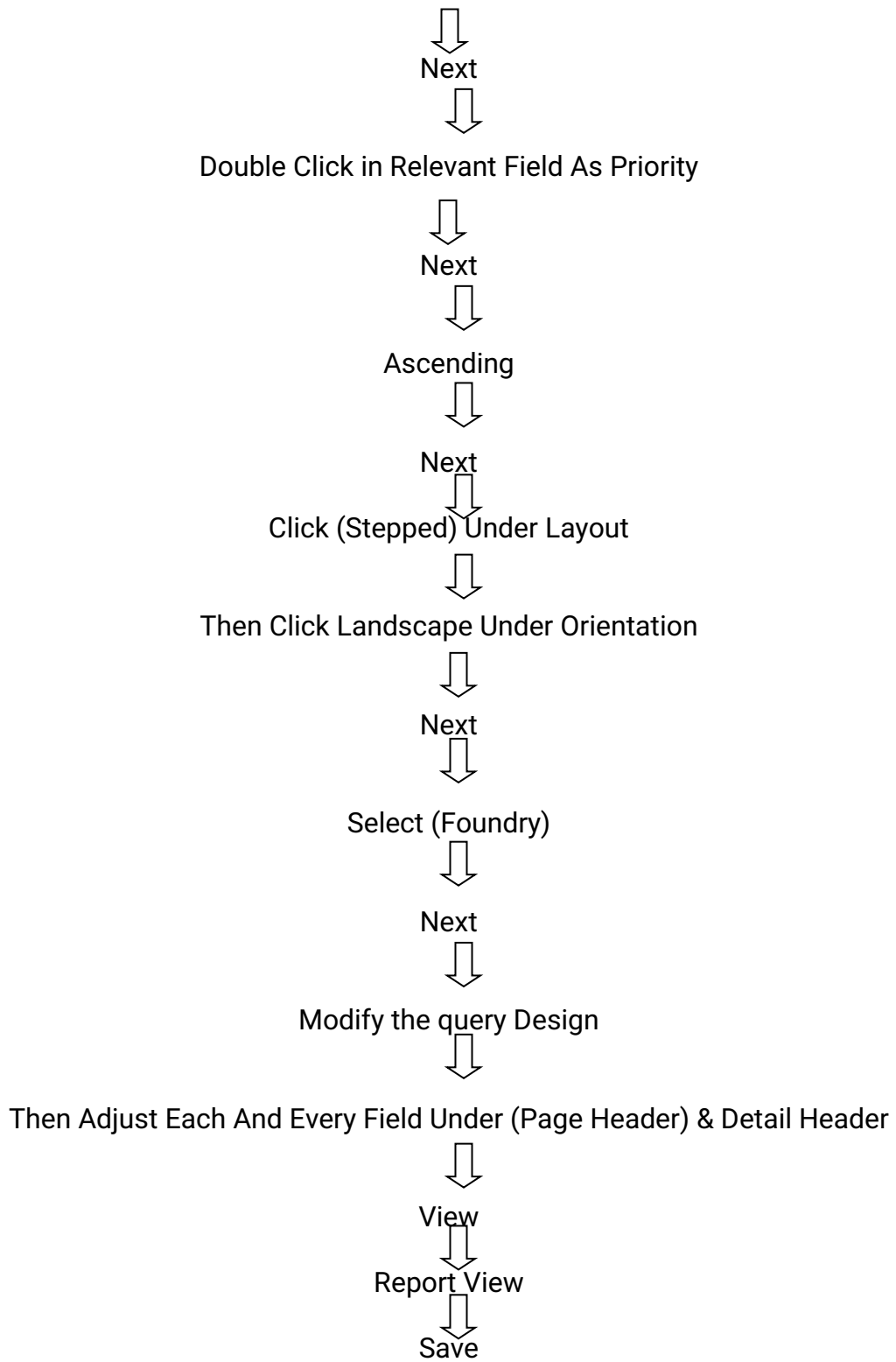


To Make Report Design

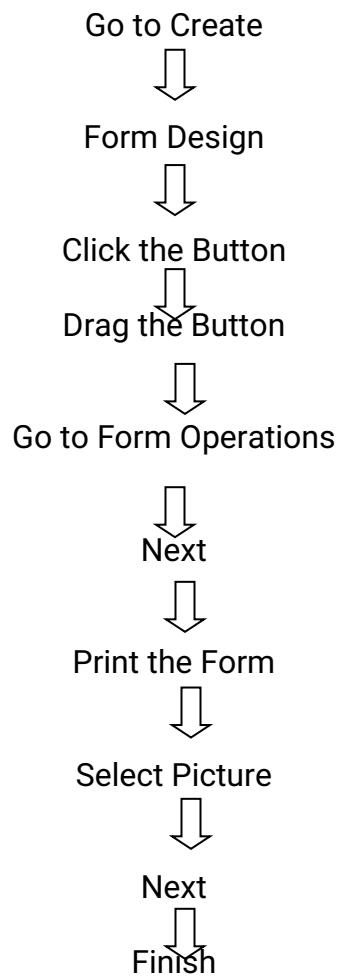


To Make Report Wizard





To Print The Form



To Make Query Wizard

