

PROJECT REPORT

Submitted for the Degree of B.com Honours. In Accounting &
Finance under University of Calcutta

TITLE OF THE PROJECT:

**DATABASE MANAGEMENT SYSTEM
(EMPLOYEE SALARY SHEET)**

Submitted by

Name: Arnob Das

CU Registration Number: 144-1111-0743-20

CU Roll no: 201144-21-0185

College Roll No: BH0301

Supervised by

NAME OF THE SUPERVISOR: Debasis Biswas, Dipika Das

Name of the college: Bangabasi Morning College

**Year of submission:
May 2023**

Introduction

MS Access is an important application used for Data-entry by organizations. The first version of Access was released by Microsoft Corporation on 13th November 1992. Several file extensions are there depending on the file formats, the most common being the .adn extension.

- **Microsoft Access offers the functionality of a database and the programming capabilities to build easy-to-navigate forms. It helps users to interpret large amounts of information, and manage data that combines the relational Microsoft Jet Database Engine with a graphical user interface and software development tools.**
- **Like relational databases, Microsoft Access also permits you to link relevant information efficiently.**
- **Multiple modifications were executed in the program and gradually Microsoft began releasing different versions of MS Access. Each new version arrived with a modified RAM and storage provision. It collects data in its format based on the Access Jet Database Engine.**
- **Access can operate directly with data from other sources, including traditional PC database programs, with many SQL (Structured Query Language) databases on the desktop/minicomputers/servers/mainframes, and with data collected on the Internet or intranet web servers.**

Features

- 1. Ideal for individual users and smaller teams**
- 2. Easier than a client-server database to understand and use**
- 3. Import and export to other Microsoft Office and other applications**
- 4. Ready templates for regular users to create and publish data**
- 5. Allows building and publishing Web databases effortlessly**
- 6. A user-friendly feature, 'Tell Me' for assistance**
- 7. Allows developers to create custom solutions using VBA code**
- 8. Hide/Show option for Ribbon**
- 9. Allows users to Report View Eliminates Extra Reports**
- 10. Allows output Reports in PDF format**

Advantage Of Ms Access

Discussed following are the advantages of MS Access:

- **Access offers to build a fully functional database within a lesser time duration.**
- **It uses a very extensive programming language which makes it simple to introduce data from multiple sources into Access.**
- **Users can quickly customize MS Access according to personal and company needs.**
- **Microsoft Access online is compatible with development languages that run on Windows OS.**
- **MS-Access allows users with the facility to link data in its present location and use it for querying, observing, renewing, and reporting.**
- **With the help of Macros, users can create and connect tables, forms, queries, and reports.**

Disadvantage Of MS Access

Discussed following are the limitations of MS Access:

- Too many people cannot use the identical database at a particular time.
- Microsoft Access database is beneficial for small-to-medium companies, but it is not that useful for large-sized companies.
- When a lot of information from the user's database is saved into one file, then this can slow down reports, queries, and forms.
- The same database was difficult to practice with the distinct OS.
- Efficiently working in Microsoft Access; demands a lot more knowledge and training compared with other Microsoft programs.

Create Ms Access Database Software to Prepare Salary in Your Company

I'll give you the brief instruction to create a Payroll system using MS access for generate monthly salaries and print salary slips easily with this. You can print pay sheets for individual employers and salary details also. No need to install special software, no need special Skill but you need Ms Access in your computer. This way you can keep each month salary details records under database and can edit or review later.

Instructions

Step 1: Create Main Basic Table

- **Open Ms Access.**
- **Go to main menu & create table as mention with picture.**
- **Add following details or your details what you pay to your staff monthly. (Image in Fig.1&2)**

Create Ms Access Database Software to Prepare Salary in Your Company:

Fig.1

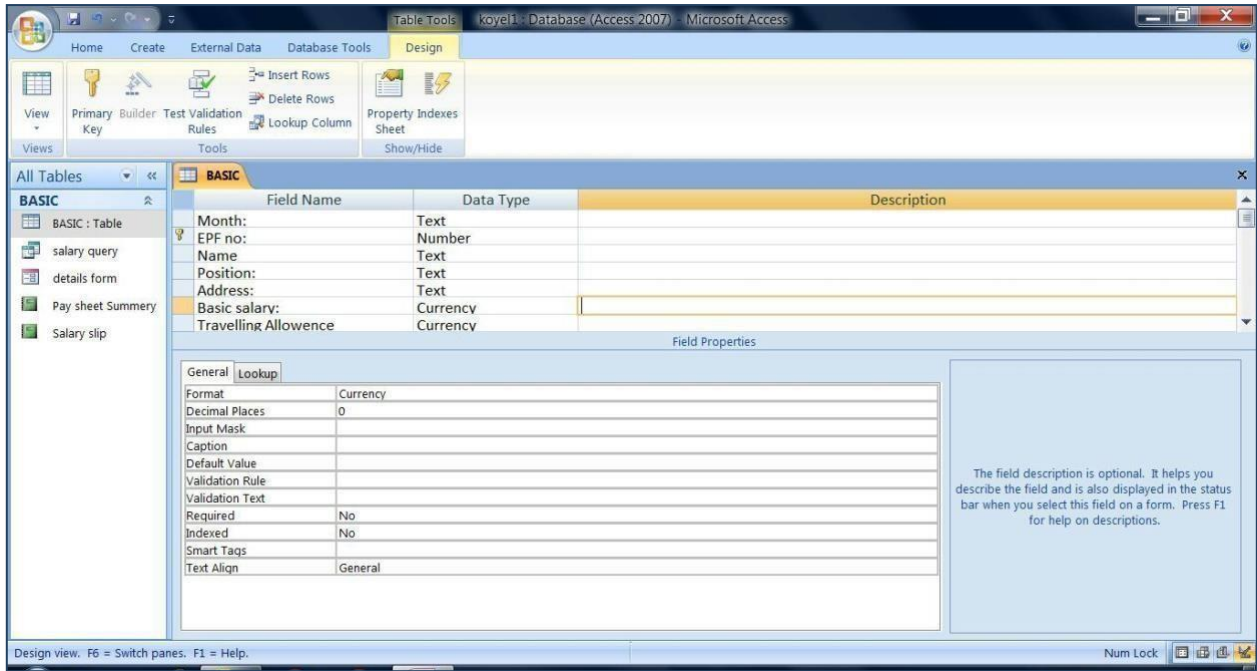
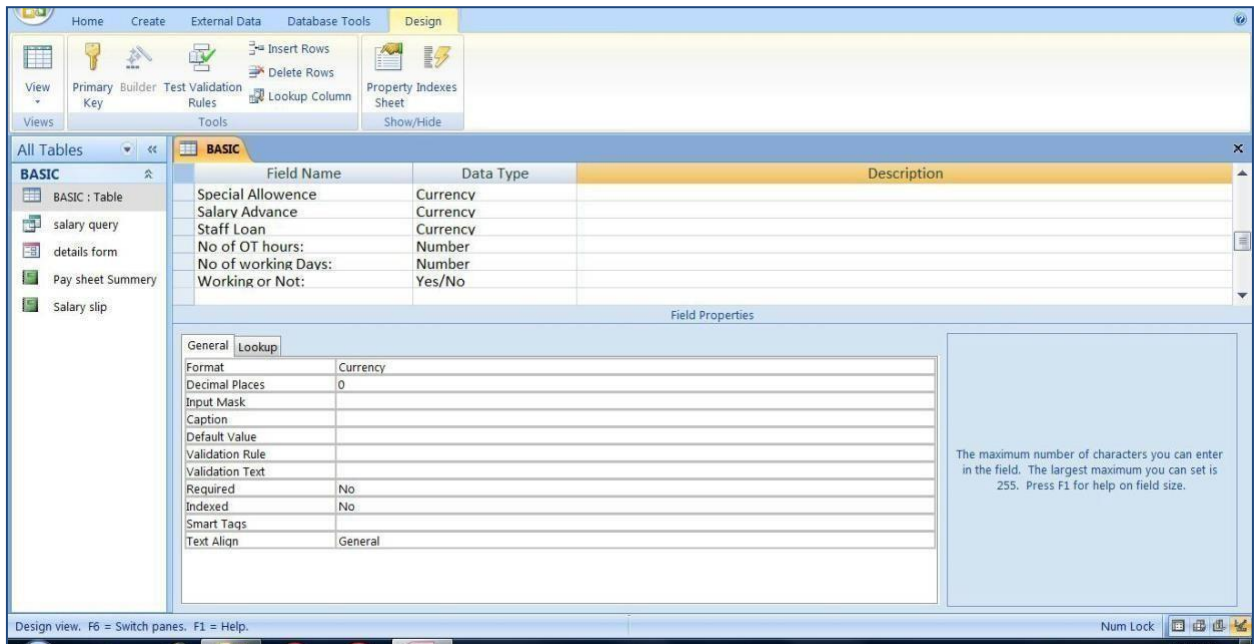


Fig.2



Step 2: Create Query for Basic Main Table

- Create a Query for basic main data table. (Image in Fig.3)

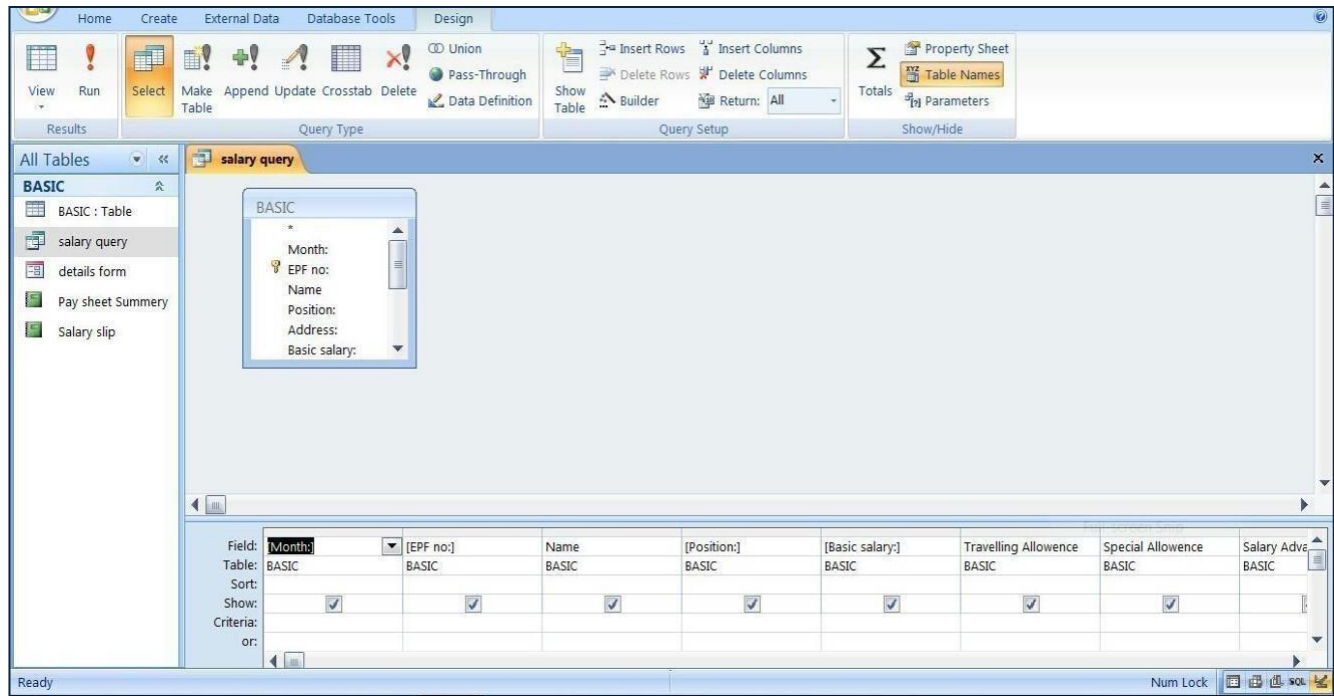
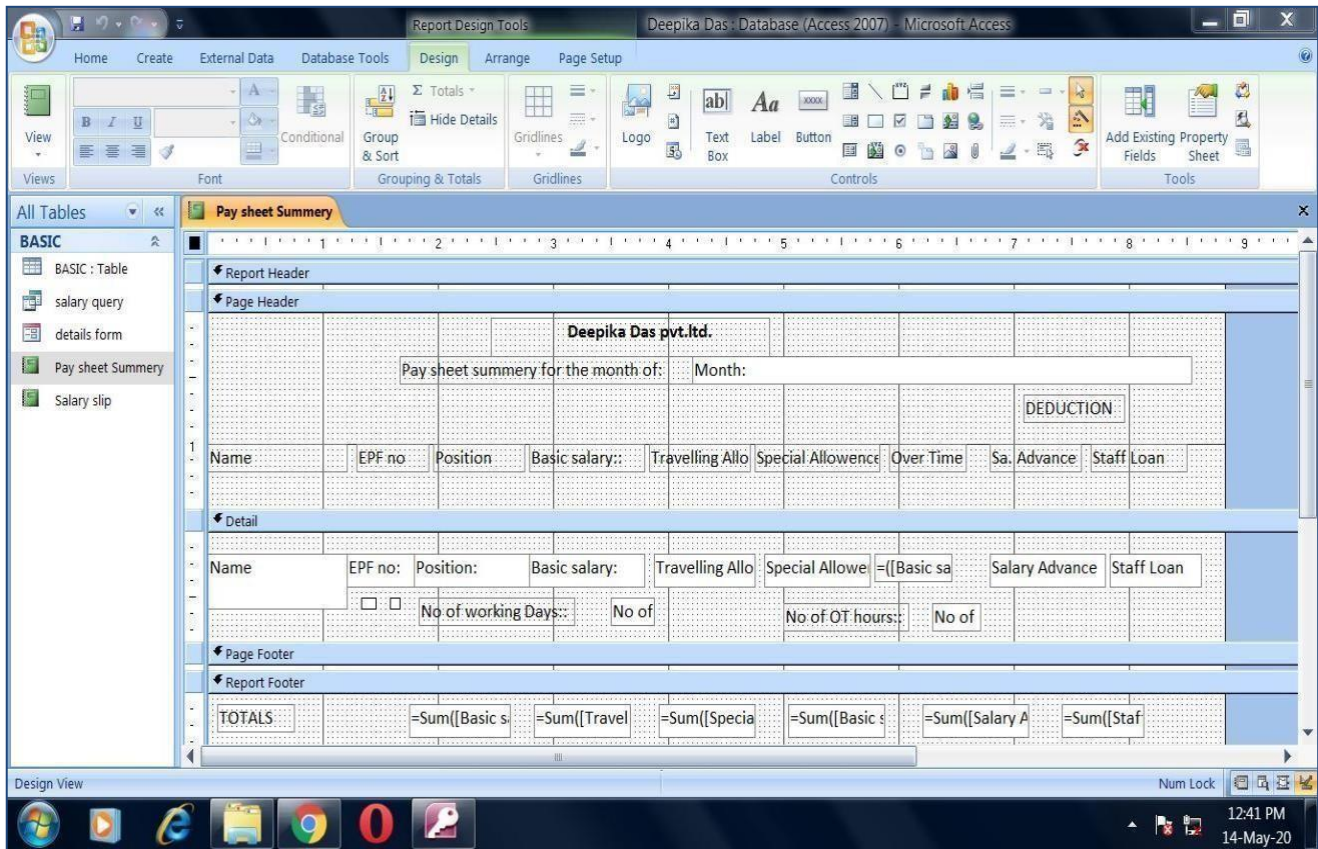


Fig.3

Step 3: Create Pay Sheet Details

- Create a report base on monthly transaction for pay sheet.
- insert formula for auto calculate OT / No pay/ and net salary
- follow the image below
(Image in Fig.4)



Step 4: Create a Salary Slip

- Create a salary Slip how you want to give to your staff as below.
- Each and every details what you want to show in your staff salary slip. (Image in Fig.5&6)

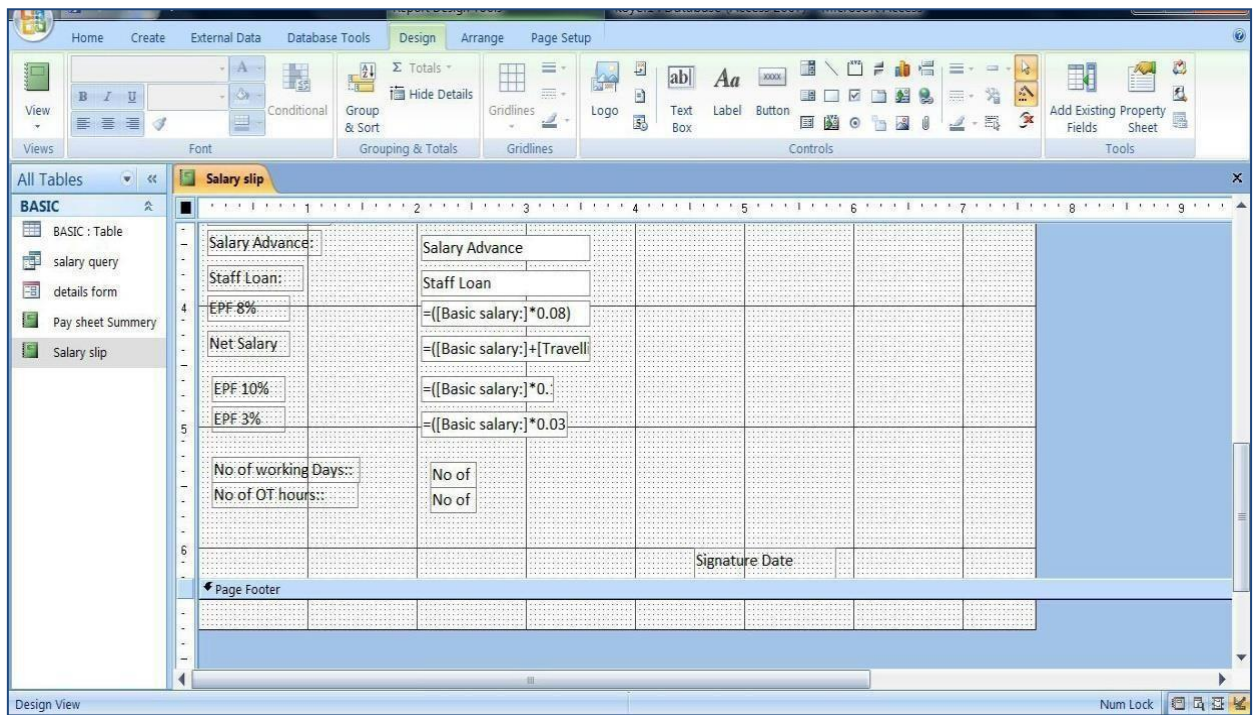


Fig.5

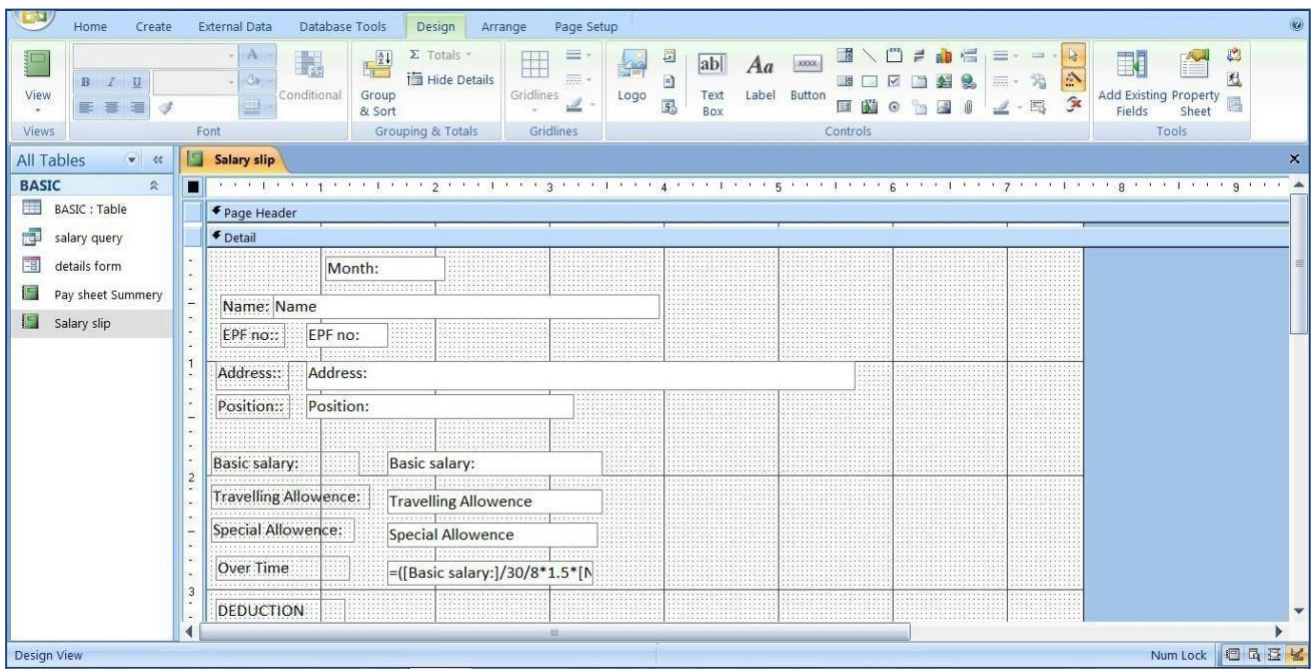


Fig.6

Step 5: Create a Form to Enter Data

- Now create a form to enter data to your program.
- Base on your table crate a form to enter data very easily.

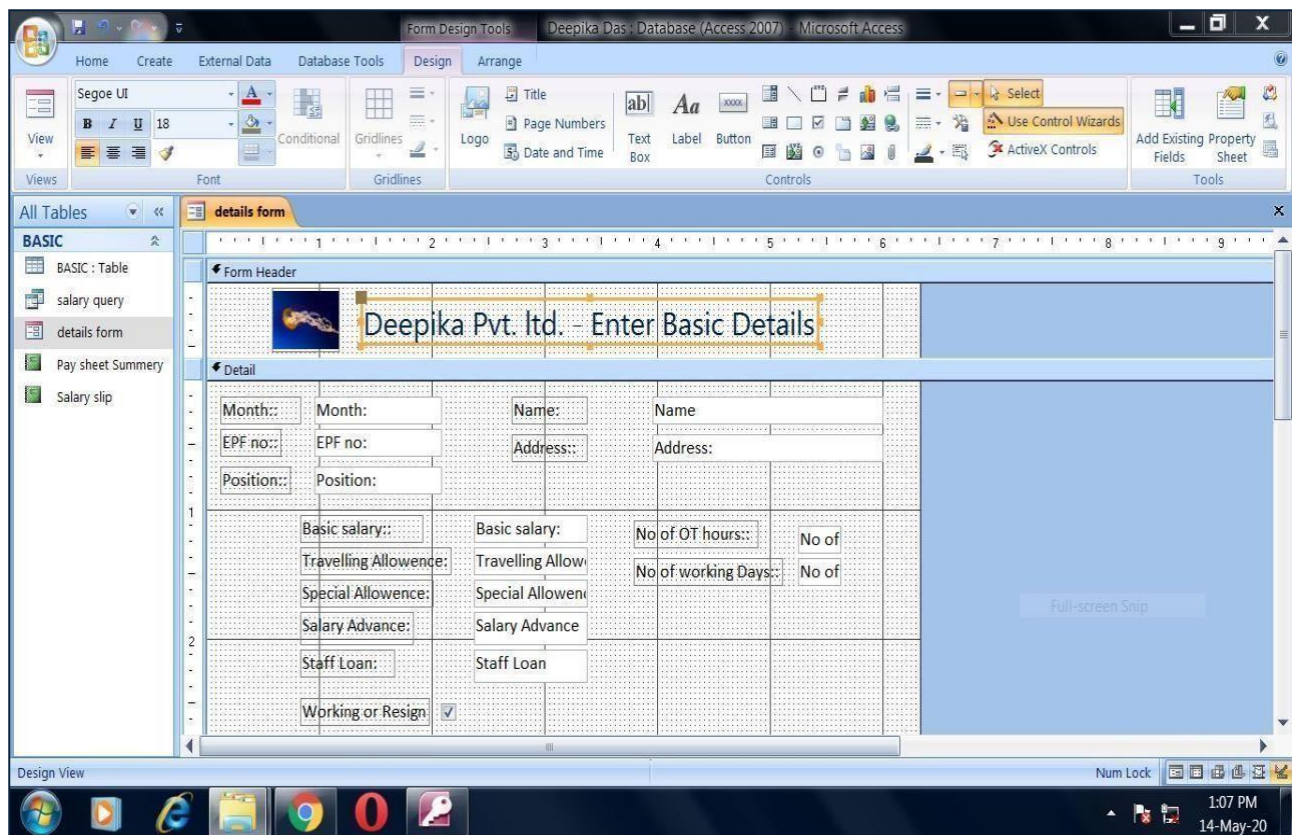

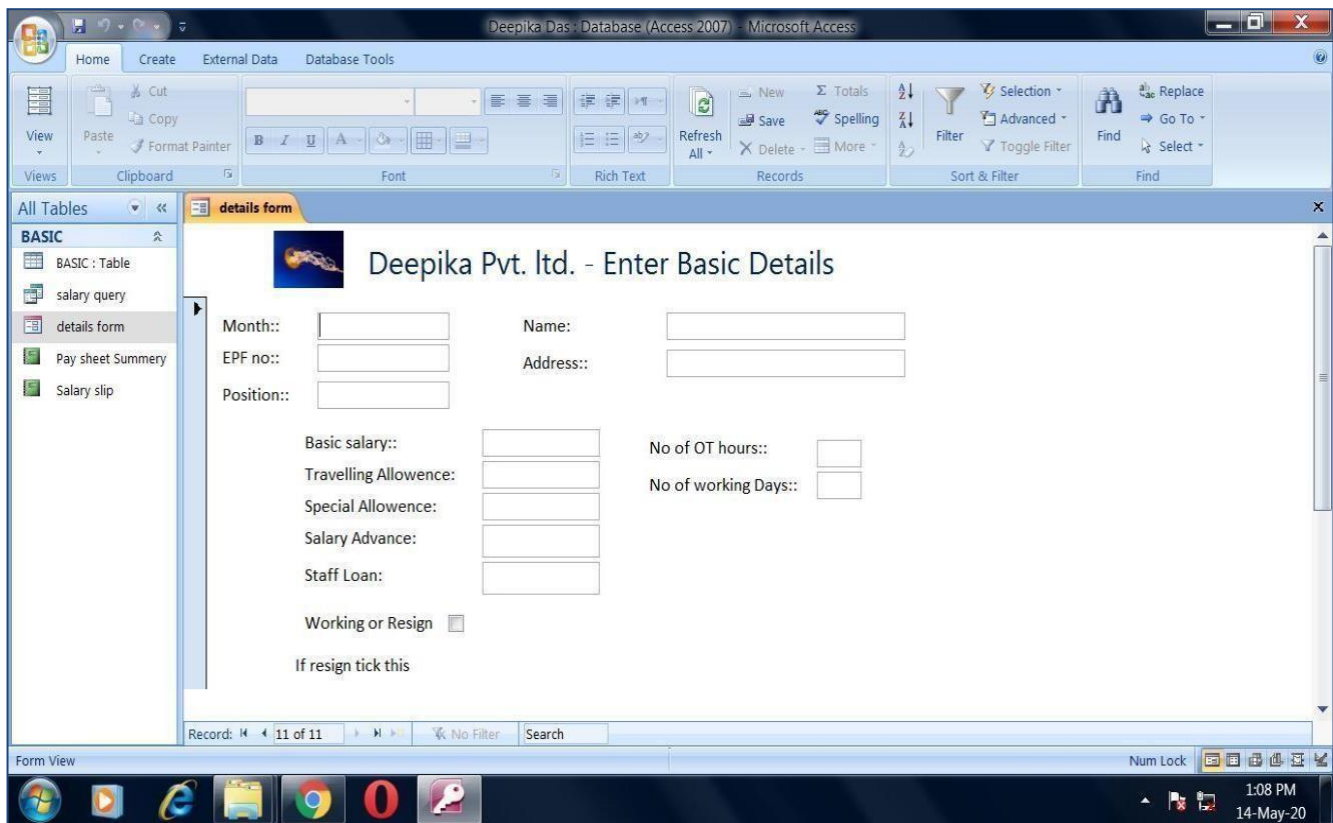


Fig.7

Step 6: Enter Staff Details

-  Now you are already finish your program.
- Enter staff details.



The screenshot displays the Microsoft Access 2007 interface. The title bar reads 'Deepika Das : Database (Access 2007) - Microsoft Access'. The ribbon includes 'Home', 'Create', 'External Data', and 'Database Tools'. The 'Database Tools' ribbon is active, showing options like 'New', 'Save', 'Spelling', 'Delete', 'Refresh All', 'Records', 'Filter', 'Advanced', 'Find', and 'Replace'. The left-hand pane shows 'All Tables' with a list including 'BASIC : Table', 'salary query', 'details form', 'Pay sheet Summary', and 'Salary slip'. The main window displays a form titled 'Deepika Pvt. Ltd. - Enter Basic Details'. The form contains the following fields and controls:

- Month::
- Name:
- EPF no::
- Address::
- Position::
- Basic salary::
- No of OT hours::
- Travelling Allowance:
- No of working Days::
- Special Allowance:
- Salary Advance:
- Staff Loan:
- Working or Resign
- If resign tick this

At the bottom of the form, it shows 'Record: 11 of 11' and a search bar. The Windows taskbar at the bottom indicates the time is 1:08 PM on 14-May-20.

Fig.8

Using MS Access to Create a Database

❖ In this assignment, you are required to create a database – dbStudentCourse. In this database, you should do the following work:

- + Create three tables: tblStudent, tblCourse, and tblStudentCourse,
- + Build the relationship between tblStudent and tblCourse,
- + Create a query, and
- + Generate a report based on the query results.

❖ You can follow the following procedures to accomplish your Project work. You will have to submit your work in email will not accept Access databases due to security risk.

➤ Database Design

- + This database contains three tables: tblStudent, tblCourse, and tblStudentCourse.
tblStudent(StudentID, Sname, GPA)
- + tblCourse(CourseID, CourseTitle, CreditHour, Description)
- + tblStudentCourse(StudentID, CourseID, DateTaken, Status)

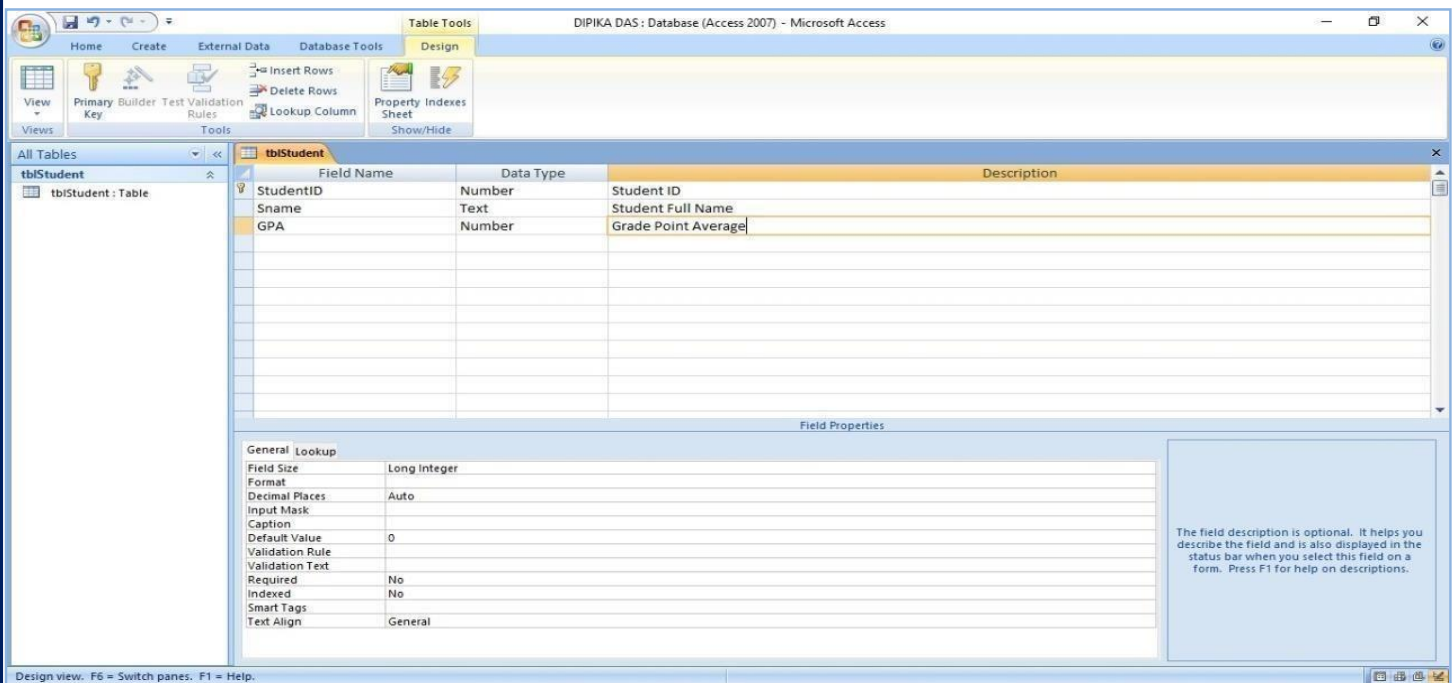


Figure 1. The frame of tblStudent

Using MS Access to Create a Database

- ✦ Open Microsoft Access 2013, and click “Blank Database”. You need to name your database as “dbStudent.accdb” and save it into a location that you will remember. Click “Create”.
- ✦ In the database, you will see “Table1”, which is the default name created by Access. The datasheet view of “Table1” is on the right hand side of the database. Right click “Table1” on the top of the datasheet view and choose “Design View”. In the pop up window, rename the table as “tblStudent”.
- ✦ Input the field name and choose the data type as shown in Figure 1 above.
- ✦ Set the first field “StudentID” as the “primary key” by right clicking the very beginning of the first row. Now, the design of the table “tblStudent” is completed.
- ✦ To create other two tables “tblCourse” and “tblStudentCourse”, go to the top menu and click
- ✦ “Create” and then “Table”, you will see a new table named “Table1”. Repeat the procedures of b) and input the field names and data types as indicated in Figure 2 and 3.
- ✦ Save your work by close all Table item windows
- ✦ Input the data as indicated in Figure 4a, 4b, and 4c.

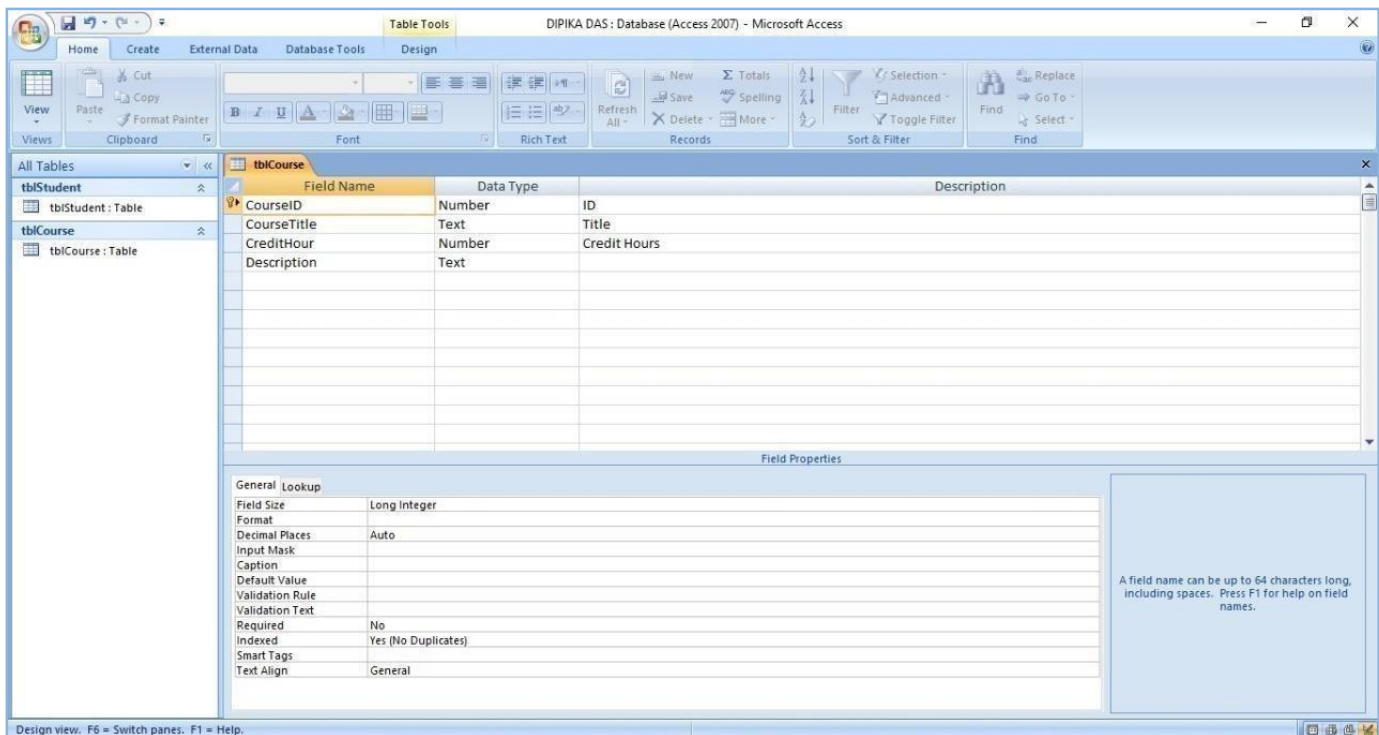
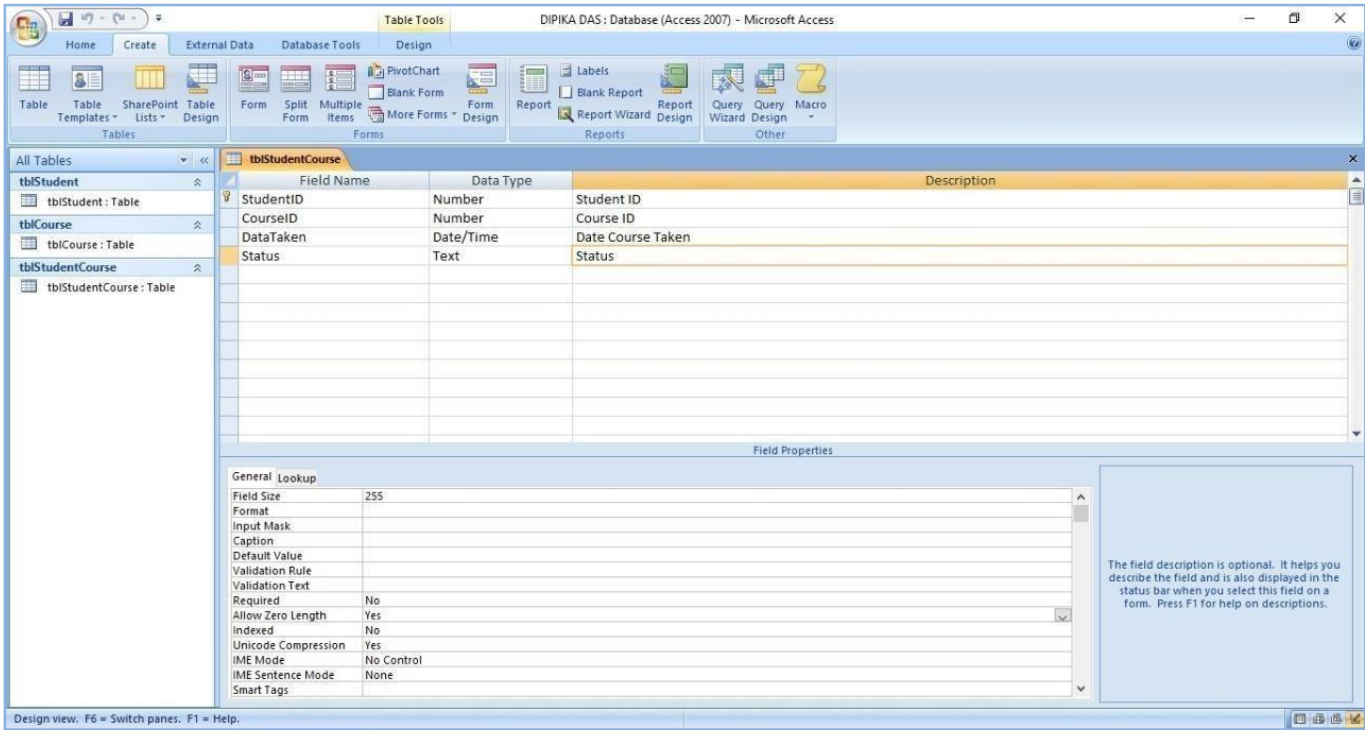


Figure 2. The frame of tblCourse

Using MS Access to Create a Database



The frame of tblStudentCourse

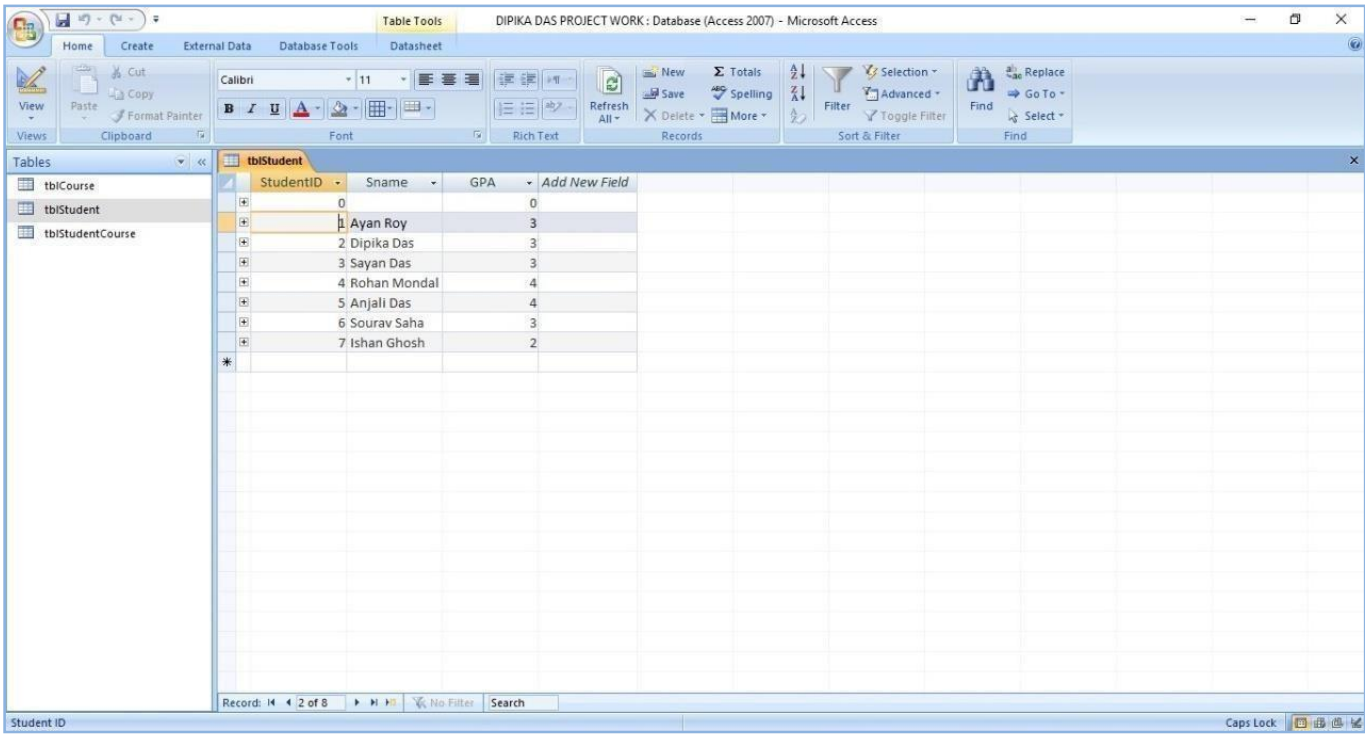
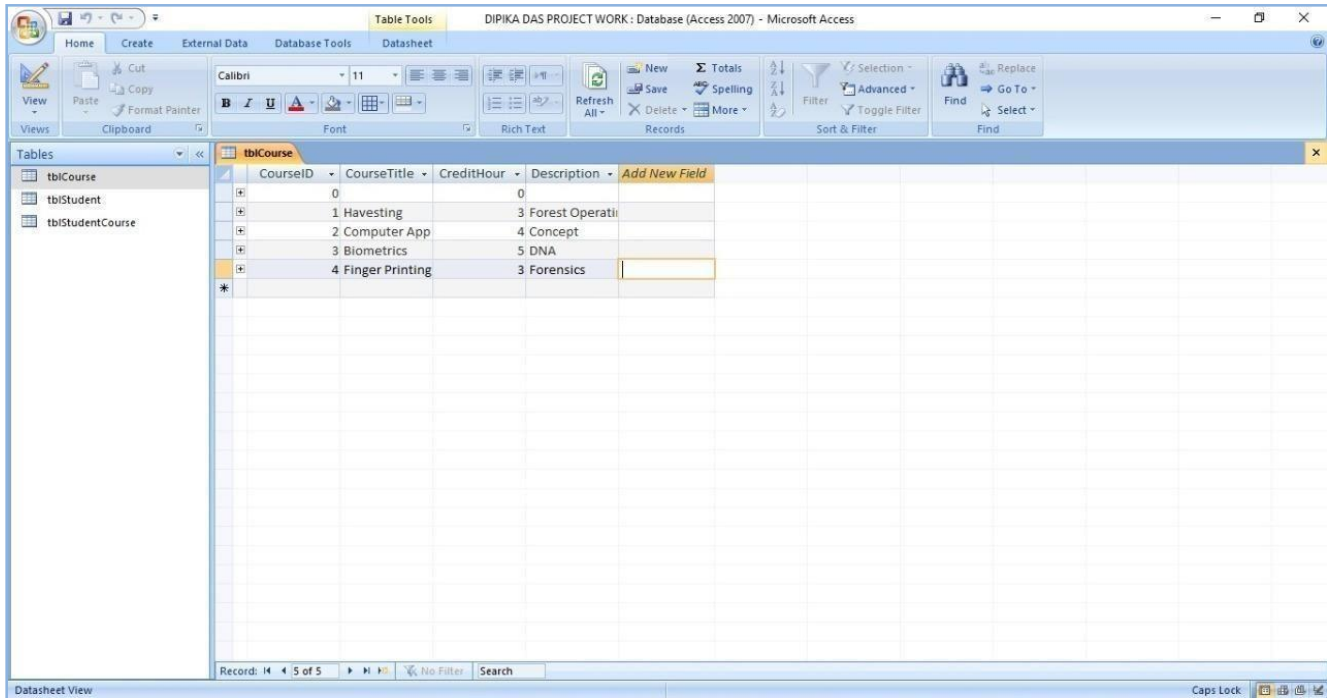


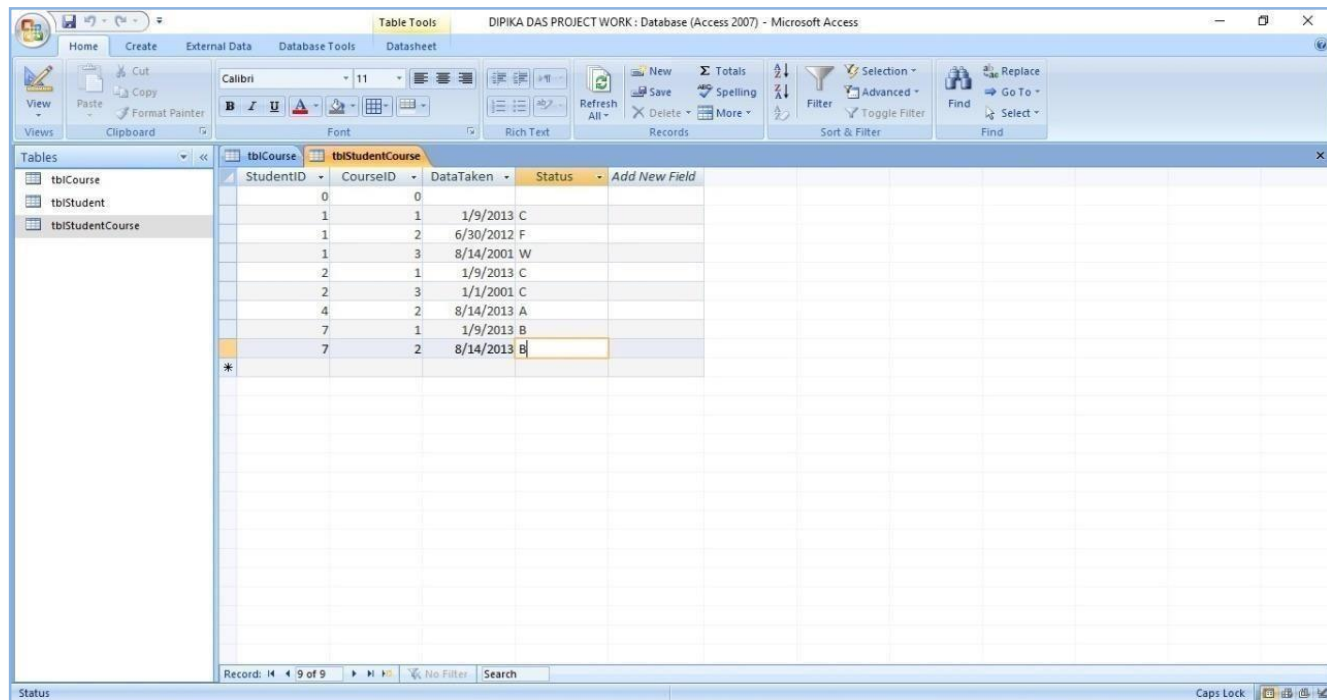
Figure 3.

Using MS Access to Create a Database



4b

Figure



4c

Figure

❖ Build relationship for Student and course database

- Click Database Tools-> Relationships... from the Tool menu, you will see a dialogue box.
- Select all the tables and hit the button "Add". Simply drag CourseID from

Using MS Access to Create a Database

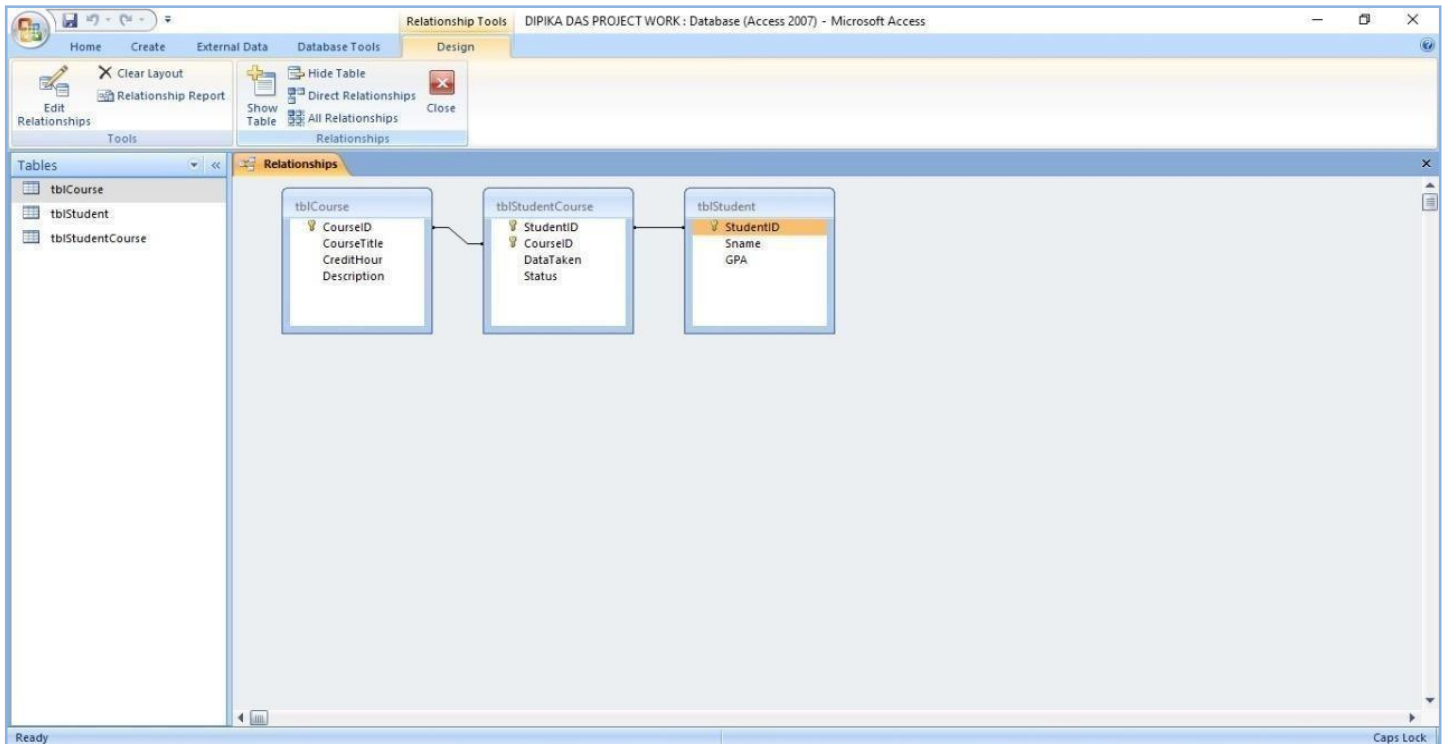


Figure 5

- + **tblCourse** to **tblStudentCourse** and **StudentID** from **tblStudent** to **tblStudentCourse**.
- + The relationships among the tables are built (Figure 5).

Using MS Access to Create a Database

❖ Query Tables

➤ Query Manually

- ✚ Click “Create” menu, you will see several options to create a query. We will use “Query design”. When the “Show Table” box is popped up, add all the tables.
- ✚ Drag the data fields you need from tables to the query layout area where the tables are shown. Click “Run”, you will get a query table. In your assignment, you list StudentID, SName, GPA, and CourseTitle; and name your query as qryStudentCourse.

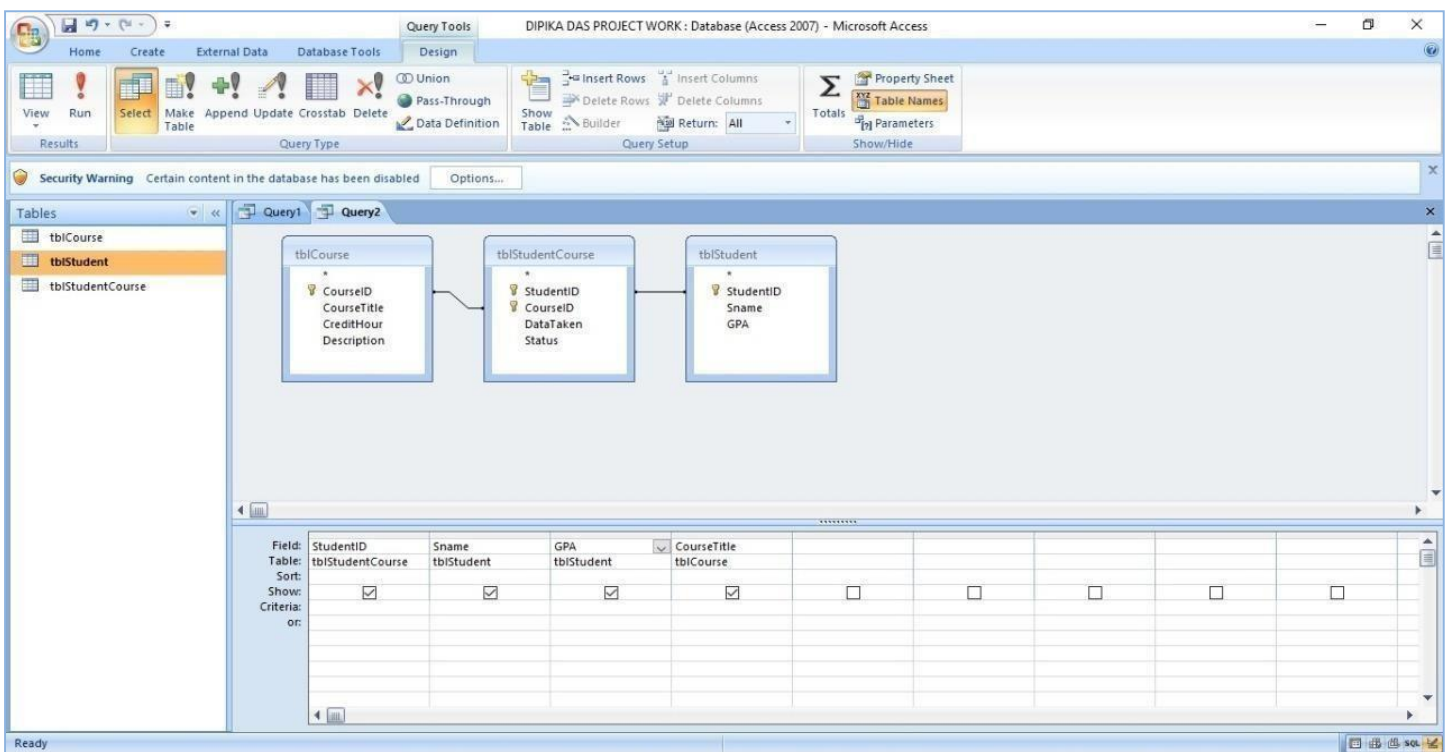


Figure 6.

❖ Create reports

- ✚ Click “Create” on the menu and then “Report Wizards”.
- ✚ Select the query you just generated and select all the fields.
- ✚ Follow the instructions to create your own report based on the query you just created: rptStudentCourse.

BIBLIOGRAPHY

The study material to complete this project it takes from the books provided by the University of Calcutta.

Sources:

Learn MS Access

- www.ebiztehnix.com
- www.aspringyouths.com
- www.javatpoint.com
- www.simplilearn.com