

Computerised Accounting Practical

Model # N002

Project No:

Title : **Creation of Query (Pay Roll-1)**

Question

- A) Prepare a payroll of employees with the gross pay on the basis of the following database table

EMP_ID	EMP_NAME	EMP_BASICPAY	DA	HRA
201	SUBHASH	40000		250
202	GEETHA	41500		250
203	SAJNA	48000		250
204	AKHIL	54000		250

(DA - 20% of BASIC PAY)

- B) Display the salary details of the employees whose names starting with 'A'.

Procedure

- Step-1 : Open LibreOffice Base (**Application**→ **Office**→ **LibreOffice Base**)
- Step-2 : Create a Table in Design view by entering necessary field names and selecting appropriate field types
- Step-3 : Save the Table in the name 'Tbl_Payroll' and close the window.
- Step-4 : Open the table 'Tbl_Payroll ' in Data View mode and enter the details of the employees as given in the question.
- Step-5 : In the left pane of the database window, click on the Queries button and in right side, under, Tasks section click on '**Create Query in Design View**'. This will open a Add Table or Query window.
- Step-6 : In this window, select the table **Tbl_Payroll** and click Add button. Then close the window.
- Step-7 : In Query Design window, double click on the fields EMP_ID, EMP_NAME and EMP_BASICPAY to add these fields to query design grid.

Step-8 : In the next column, against the field, enter the following formula to calculate 20% of Basic Pay as DA

"EMP_BASICPAY" * 20 / 100

Step-9 : Against 'Alias' in this column enter the term 'DA', to define the name of this field.

Step-10: Then double click on the field HRA in the table window to add this to the Query design grid.

Step-11: In the next column, against the field, enter the following formula to calculate Gross Salary of the employees

="EMP_BASICPAY"+("EMP_BASICPAY"*20/100)+"HRA"

Step-12: Against 'Alias' in this column enter the term 'Gross Salary', to define the name of this field.

Step-13: Press F5 or click on Run Query button to display the result.

Step-14: In the criteria field of the EMP_Name enter the following criteria to display only employee names, which starts with 'A'

Like 'A*'

Step-15: Press F5 or click on Run Query button to display the result

Output

Output (a)

	EMP_ID	EMP_NAME	EMP_BASICPAY	DA	HRA	GROSS PAY
▶	201	SUBASH	40000	8000	250	48250
	202	GEETHA	41500	8300	250	50050
	203	SAJNA	48000	9600	250	57850
	204	AKHIL	54000	10800	250	65050
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Output (b)

	EMP_ID	EMP_NAME	EMP_BASICPAY	DA	HRA	GROSS PAY
▶	204	AKHIL	54000	10800	250	65050
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