

Practicals 2022-2023



LibreOffice Base



PRACTICAL – 19

Preparation of Payroll through LibreOffice Base

Prepare a payroll of employees on the basis of the following details

EMPID	EMPNAME	BP	DA(7% of BP)	TOTALPAY
5001	NITYA	72000		
5002	SNEHA	68500		
5003	SUSANTH	72000		
5004	SHREYA	64800		

AIM

To prepare a Payroll of employees, using LibreOffice Base.

PROCEDURE**Step 1 : Open LibreOffice Base**

Applications → Office → LibreOffice Base

Step 2 : Create New Database.

- ◆ Database Wizard → Create a new database → Next → Finish
- ◆ Save the new database with file name 'PAYROLL' and by selecting Desktop as location.

Step 3 : Create Table

From the Database Panel, select the object **Tables** and from the Tasks window, select

Create Table in Design view.

Create the following Field Name with appropriate field Type

	Field Name	Field Type
	EMPID	Number [NUMERIC]
	EMPNAME	Text [VARCHAR]
	BP	Number [NUMERIC]

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Select and set **EMP_ID** field as **Primary Key**

Save the Table Design with a name '**Table_Payroll**'

Step 4 : Create Form

From the Database Panel, select the object **Forms** and from the Tasks window, select **Use Wizard to create Form**

Through the Form Wizard, Add Available Fields to Fields in the Form, Select appropriate arrangement for the Main Form, Select style of the Form and Set name of the Form as **Form_Payroll** and Finish.

The form is now ready for data entry. Enter the given details of all employees such as **EMPID**, **EMPNAME**, **BP** through the Form.

Step 5 : Create Query to find DA and Total Pay

From the Database Panel, select the object **Queries** and from the Tasks window, select **Create Query in Design View**.

A small window appears namely, **Add Table or Query**. Select the object **Table** and **Table_Payroll**. Then click on **Add button** at the bottom and Close the window.

From the **Table_Payroll window**, double click on the fields such as **EMPID**, **EMPNAME**, **BP** to add these fields to **Query design grid**. Then in the next field of Query design grid, enter the following expression to calculate DA.

"BP" * 7/100

Enter Alias name as **DA** to represent name of this field in the Table.

In the next **field**, to calculate the **Total Pay** of employees, enter the following expression .

"BP" + "BP" * 7/100

Enter Alias name as **TOTALPAY** to represent name of this field in the Table.

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<div> Table_Payroll <div> * <div> EMPID EMPNAME BP </div> </div> </div>					
Field	EMPID	EMPNAME	BP	"BP" * 7 / 100	"BP" + "BP" * 7 / 100
Alias				DA	TOTALPAY
Table	Table_Payroll	Table_Payroll	Table_Payroll		
Sort					
Visible	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Function					

Press **F5** key or **Run Query** button to display the result.

Save the Query with a file name **Query_Payroll**.

OUTPUT

	EMPID	EMPNAME	BP	DA	TOTALPAY
▷	5001	NITYA	72000	5040	77040
	5002	SNEHA	68500	4795	73295
	5003	SUSANTH	72000	5040	77040
	5004	SHREYA	64800	4536	69336
+					

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