

# Plus One Accountancy Notes Chapter 13

## Accounting System Using Database Management System

### Summary:

#### Accounting Reports:

A report displays information that is acquired from data processing and transformation in an organised manner. Reports tend to reduce the level of uncertainty associated with decision-makers and also influence their positive actions.

The output of the computerised accounting system are accounting reports. Financial accounting reports such as Cash book, Bank book, Ledger and Trial Balance may be generated in Access by adhering to report generation process.

#### Using Access for Producing Reports:

In Access, the reports are created by designing a report, identifying its information requirement, creating the queries in SQL to generate such information so that the final SQL statement provides the record set of information to the report design. Different Models of database design require different sets of SQL statements to produce different types of reports.

#### Queries Access:

There are several types of queries in Access that may be used to generate information. Such queries are called select queries because they are used to select records from the given set of records. There are three ways in which these queries may be created in Access: Wizard, Design View and SQL view method.

#### Designing Reports in Access:

A report in Access may be designed in three ways: Auto Report, Wizard and Design View method. An SQL statement (or query) is capable of displaying records containing fields from across a number of data tables.

A typical report in Access has a structure that consists of Report header, Page header, Group header, Details, Group footer, Page footer and Report footer