**MIS-300 Enterprise Information Systems/Database**

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**Final Project Milestone Three**

**Executive Summary**

**VI. Executive Summary**

**Introduction:**

As a junior data specialist, we would take advantage of ERP tools to compile and analyze data to answer management’s business questions. The business question I have chosen is “What were the total 2015 sales by month?” I have provided an Enterprise-level report regarding the Iowa State Cedar County’s liquor sales information. During this project, I have imported the data from spreadsheets. I also need to analyze, compile and clean the data. Finally, I have created the report to answer the management’s question.

**Importing the data:**

To create the enterprise-level report, we have to import all the excel spreadsheets data that are provided by the company into the Microsoft Access database. This database was about the liquor sales by zip code in Cedar County Iowa.

**Analysis, Compiling and Cleaning the Data:**

After completed the data importing, we have to review and analyze the data to determine if data is accurate and in correct format. During the process of analysis, I have found these databases included the following information: invoice/items number, store number, store name, address, category number, category name, vendor number, vendor name, item number, item name, item description, quantity amount of each pack, cost, retail price, amount sold in bottle, and total sales price. After analysis, I have found there were several errors: “Iowa\_liquor\_sales\_52337” data has a redundancy data, which County number is not necessary information for the database. “Iowa\_liquor\_sales\_52358” data has no sales amount of each sale. Sale amount from “Iowa\_liquor\_sales\_52216” is calculated incorrectly. Correct formula is that State Bottle Retail multiplies Bottles Sold, but they used the formula with State Bottle Cost multiplying Bottles Sold. “Iowa\_liquor\_sales\_52747” contains incorrect information, in which the Blend Whiskies’ category code should be 1011100 instead of 1011200. “Iowa\_liquor\_sales\_52772” has different date format from other dataset. After successfully analyzing the data, I should compile the database that has correct format and information. I have deleted all the unnecessary or the empty records after importing the data. I have added sales column in “Iowa\_liquor\_sales\_52358”, and calculated sale column with State Bottle Retail multiplying Bottles Sold. I have corrected the category code to 1011100 with Blend Whiskies. I have changed “Iowa\_liquor\_sales\_52772” date format from “d-mmm-yyyy” to “m/d/yyyy” in Microsoft Access’s design view area. I have replaced incorrect sale amount with correct sale amount in “Iowa\_liquor\_sales\_52216.”

**Creating Enterprise-level Report:**

Since these databases did not relate to each other, I combined all six tables to one new table that contained all 2015 sale information. I named the new table as “Summary Table” in Microsoft Access, and I created the report with date, invoice/item number, store number, store name and sales amount. I sorted the data with date in the report. After I created the report, I used the grouping and summaries that grouped the total sales amount by month in 2015. I compiled the total amount by month in design view section and summed them by month and highlighted them in yellow. After I compiled the total amount by month, I also summed the grand total amount in blue highlight color at footer of the report. I have answered the management’s question “What were the total 2015 sales by month?” based on all the information I provided in the enterprise-level report.

**Potential questions and take-home messages:**

**“**Which month has the highest sales in 2015?” “What’s the grand total of sales in 2015?” “Which month has the lowest sales in 2015?” They are the potential questions that management would ask. To make it easier for the management to read my report, I have grouped the sales by the month. I have highlighted them with yellow color and labeled them with monthly total sales, and I highlighted the grand total sales with blue color on the final page.