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

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**Final Project Milestone Two: Executive Summary**

**Enterprise-level Report**

**Executive Summary**

As a junior data specialist, we would take advantage of business intelligence tool 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 liquor sales information.

**Import 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 same format. During the process of analysis, I have found these databases including 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 than other data. After successfully analyzing the data, I should compile the database to 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.