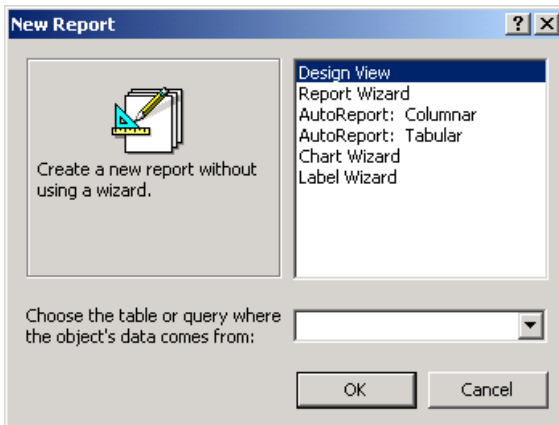


PREPARING THE REPORT

Microsoft Access provides a reporting Wizard that simplifies creating beautiful reports, as well as simplifying reports that provide an aggregate summary of numerical data (sum, average, count)

Paymaster.mdb The following definitions can be followed by using the Paymaster.mdb database available from the server. Copy the database into your folder before following the definitions.



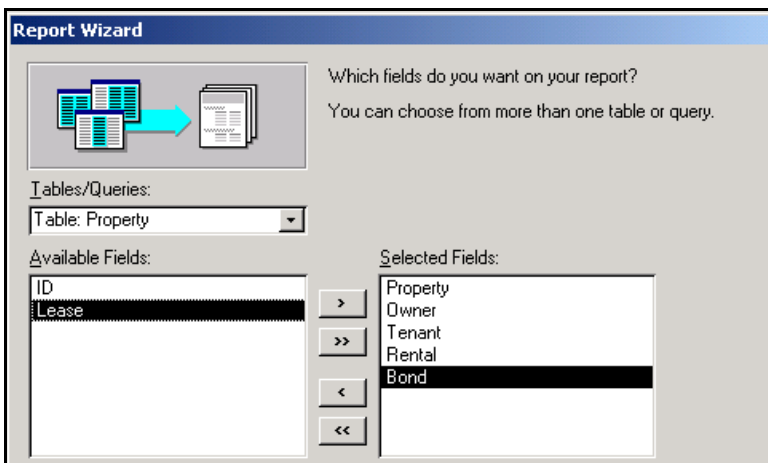
A standard report can be created by completing the following wizard dialog boxes.

- Select the Report Object from inside the Database Object.
- Select New – for Creating a New Report

New Report. Dialog Box 1

- Select the Report Wizard
- Select OK

Report Wizard – Field Selection

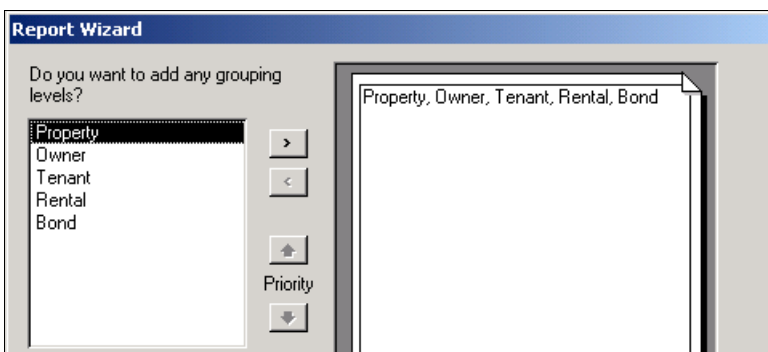


The 1st Question is for you to select the fields you wish to show on the Report.

- *Table/Queries*: Select the Table or Query from where data will be reported.
⇒ Select the *Table: Employee*
- *Selected Fields*. Select the fields you wish to have in the report (the selection chooses the sequence these fields will be listed in the report.)
⇒ Select the *fields: Surname, Name, Birthdate, Gender, Weekly Hours, Pay Rate*
- Select Next

Grouping Options

The Grouping dialog box lets you choose whether you want to organise your data



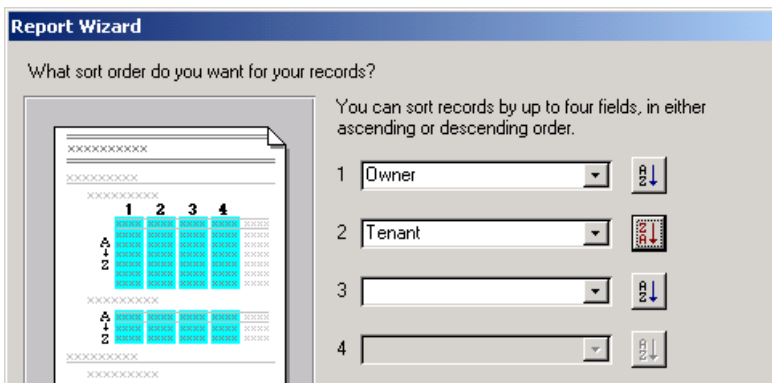
by any grouping. Grouping the data (when you also have numeric data) allows us to also ask for aggregate information on the number data (sum, average, min, max.)

⇒ We do not want to group data, so we just click on next

- Select Next

Sorting Options

The next dialog asks for what sorting arrangement you wish to use.



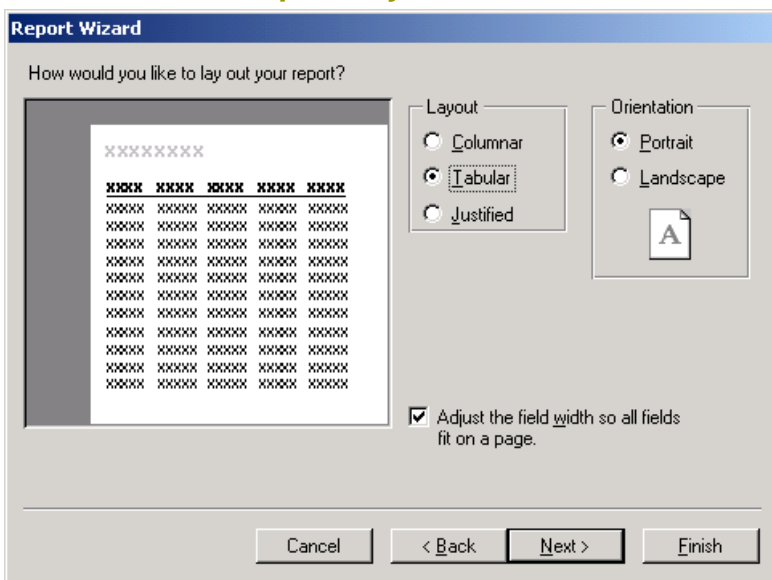
The drop down list box lets you select a field you wish to have sorted, and the buttons on the right specify how that field is to be sorted (ascending or descending.)

⇒ Set the 1st Sort Box to *surname* and sort it in descending order

⇒ Set the 2nd Sort Box to *name* and sort it in ascending order

- Click Next

Report Layout



How do we want the report to be layed out (organised on the printed sheet.)

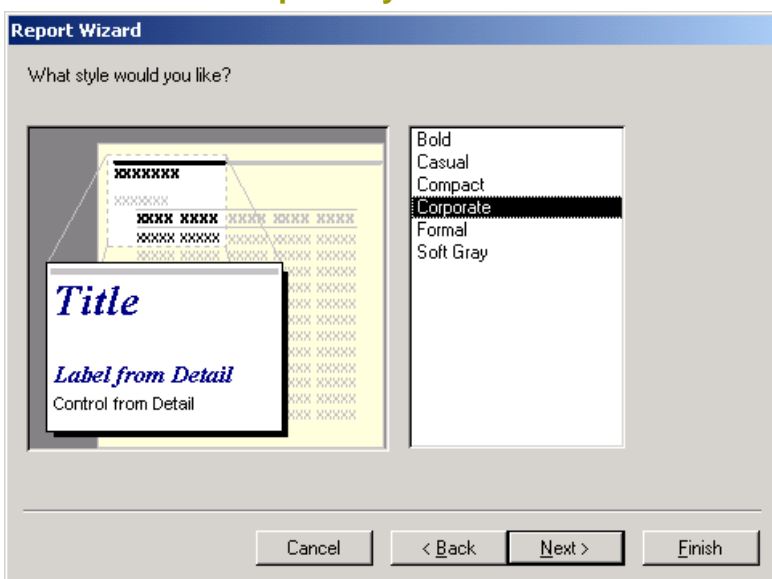
Selecting the different layout options will display a view in the Preview screen to the left of the dialog box.

⇒ Set the Layout to Tabular

⇒ Set the Orientation to Portrait

- Click Next

Report Style



Access provides some 'standard' formats for the report to make them prettier and this dialog lets us select which "look" we want to have for our report.

Selecting the different report style options will display a view in the Preview screen to the left of the dialog box.

⇒ Set the style of the report to *Corporate*

- Click Next

The last dialog asks you to name the Report and you can Finish.

Reports with a Total

Using the Unit 7 exercise you saved.

Q 21. Create a report that lists Properties where the rate has been paid and show the total collected.

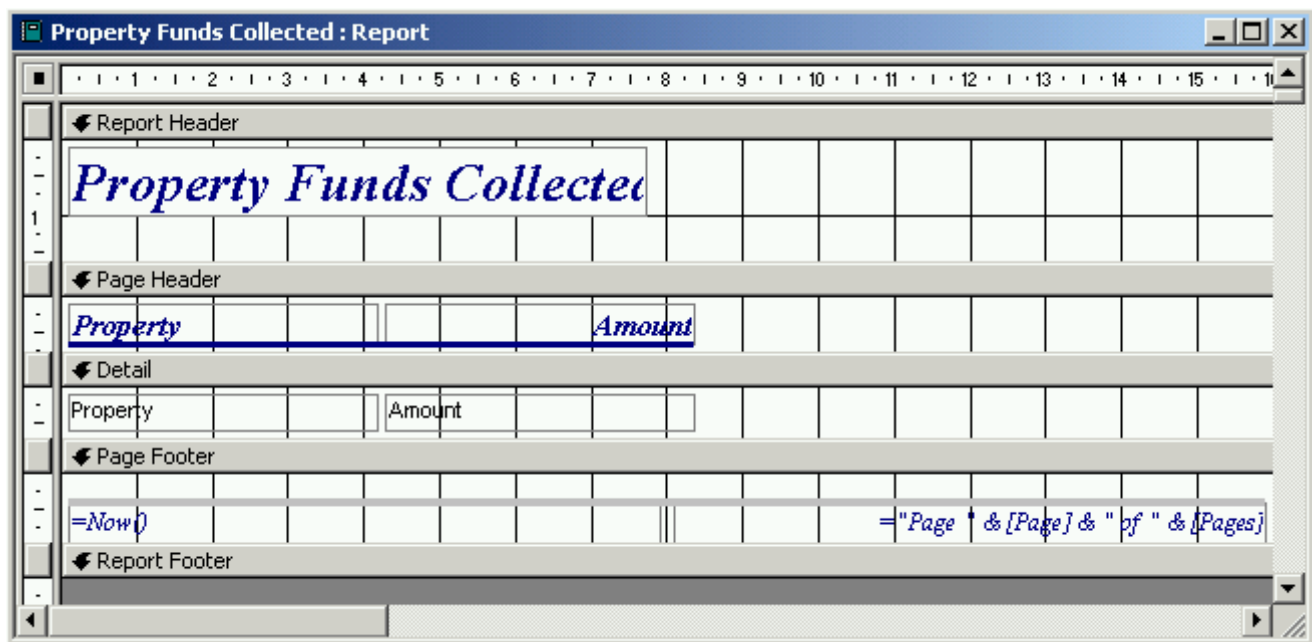
Step 1. Create a query that lists only those properties which have had rates paid, and include the amount collected for each property. We will use this query as the foundation for our report. (The query has most of the things we need.)

Name the query: qryPaid

Step 2. Create a standard report based on this query.

Name the report: Property Funds Collected

Step 3. Once the report has been created, go to Design view and the report should look something similar to the below.



5 Sections have been created for reporting data from the query.

- Report Header – is what will be shown at the top of the report
- Page Header – is what will be shown on the top of every page
- Detail – is the data that will be extracted (taken) from the Table, Query we selected
- Page Footer – is what will be shown on the bottom of every page
- Report Footer – is what will be shown at the bottom of the report.

Report Header

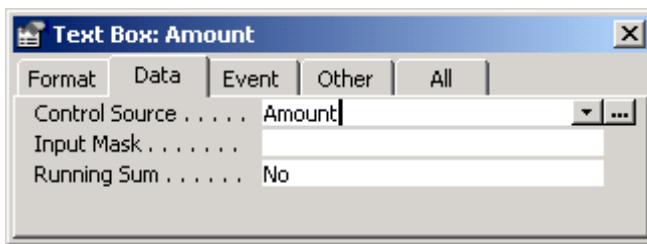
The report header is a title, and we can put fancy logos here (pictures) and big heading text. Access will use the name you gave the report as the title, and you can change the name by clicking on the “text box” as you would inside Publisher.

Page Header

The Page Header usually contains the column information (which we want printed on each page) about the data we will be looking at from the table/query.

Detail

The details is what data we will check from each record in the table/query. The “text-box” property will display from which field it is getting it’s data.



For example: the text-box (called here in access as a control) labelled Amount. Right-click on this box and select the properties menu.

The properties dialog box | Data | control source says that this text-box data comes from the “Control Source” Amount, which we know is a field in the query.

Page Footer

The Report Wizard will usually place in the page footer the current date (by using the function =NOW()) and the Page # of Y pages

Report Footer

Most Wizards leave this Report Footer blank, and in our diagram there is no where to put a report footer.

We will be using our report footer to finish, make our totals.

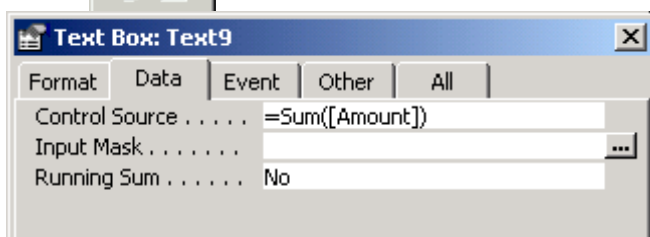
Finishing the Report

To finish the report we need to make space in the Report Footer (because we need to do add up all the records listed in the details section.)

- ⇒ Place the mouse cursor just underneath the Report Footer until it turns into a two way cursor (one arrow pointing up, the other arrow pointing down)
- ⇒ Drag down until you have some space to do calculations in the Report Footer.



- ⇒ Using the Toolbox, select the Text-box tool, and draw a square below the amount box that is approximately the same size.
- ⇒ The result should be something like the above diagram (a label that will show on the report, currently called Text9, and an *Unbound* box).
- ⇒ Double-click the *Unbound* box and it will display the Properties dialog for this box.



- ⇒ Select the *Data* tag
- ⇒ Enter for the Control Source the formula:
= Sum ([Amount])
- ⇒ Close the dialog box
- ⇒ Preview your Report