Reporting From Invoice Systems

A major advantage in setting a LINE ITEMS table in the invoice system such as the one you have set up in the past two chapters is that reports can be created from it. The company will be interested in two things. Firstly, the total number of each product that have been sold so the company can see which are the best sellers. Secondly, how much has been made each month. We will create two reports to satisfy these needs. The company will also want mailing labels based on the Customer Details to easily contact their customers.

Loading the Sample File

You will be using the invoice system from the previous chapter.

1   If your invoice system from the previous chapter worked well, load Microsoft Access and open the file from your ACCESS STORAGE folder.

2   If you would prefer to use a fresh fully operational file:

    (A)   Load Microsoft Access and select the OPEN icon from the OFFICE BUTTON.

    (B)   Access the ACCESS 2007 SUPPORT FILES, open the CHAPTER 14 folder and open the CHAPTER 14 file as an OPEN READ-ONLY file.

    (C)   Click on the OFFICE BUTTON again, highlight SAVE AS and select ACCESS 2007 DATABASE.

   (D)   Save the file in your ACCESS STORAGE folder as CHAPTER 141.

Creating a Total Items Sold Report

A report can be created that shows how many of each product has been sold. By doing this the company can see which products are selling well and which are not by the click of a mouse button.
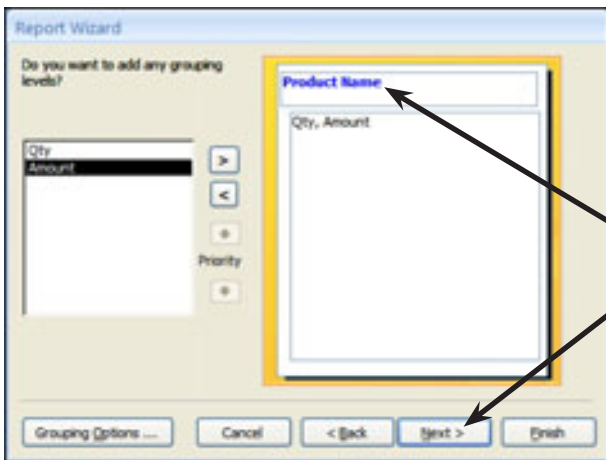
A   Starting the Report Wizard
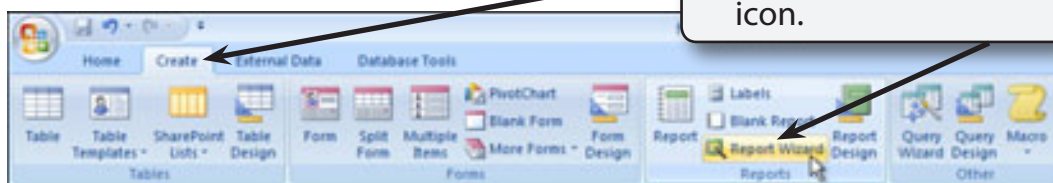
1 Open the CREATE tab of the RIBBON and click on the REPORT WIZARD icon.
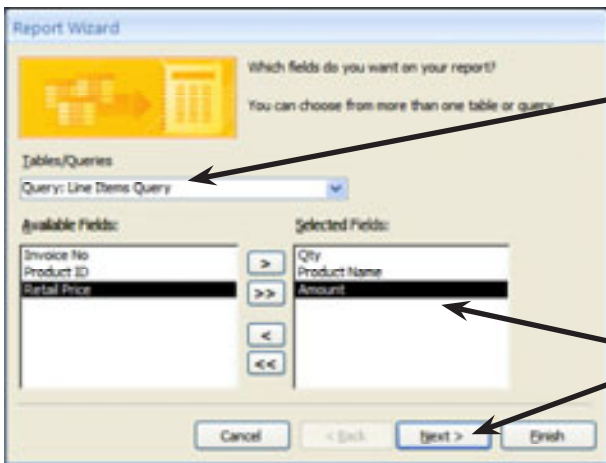
2 In the REPORT WIZARD dialogue box set the CHOOSE TABLE OR QUERY box to the LINE ITEMS QUERY.
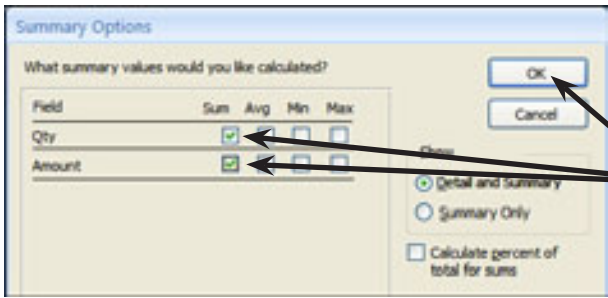
3 Move the QTY, PRODUCT NAME and AMOUNT fields into the SELECTED FIELDS frame then click on NEXT.
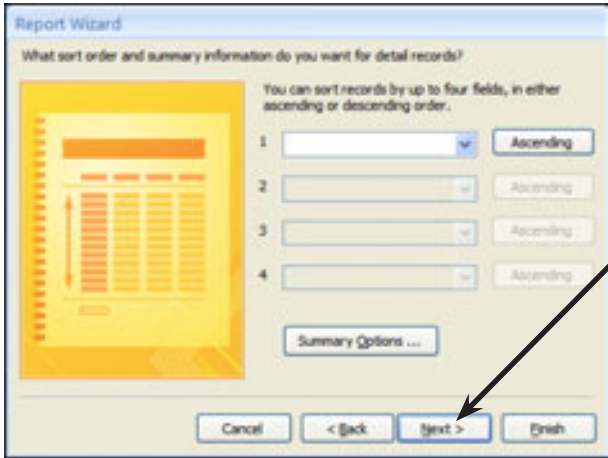

4 You will be asked about the grouping required. We want to list the totals for each product type so the PRODUCT NAME field is suitable. Select it in the left frame and move it into the GROUP frame. We will leave the GROUPING OPTIONS as normal, so click on NEXT.
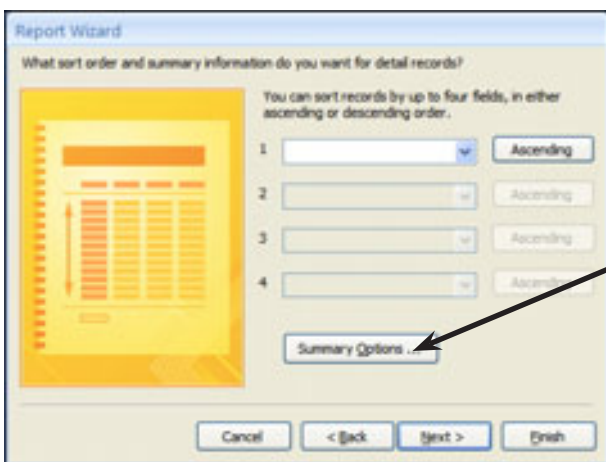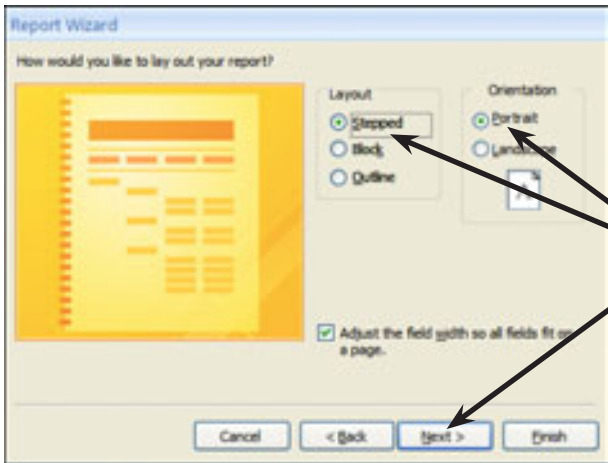

5 We won't need any sorting within the group in this case so click on the SUMMARY OPTIONS button.
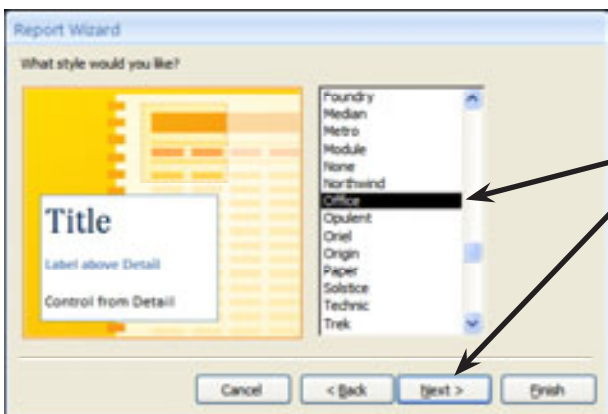
Summary Options

What summary values would you like calculated?

Field	Sum	Avg	Min	Max
Qty	☑			
Amount	☑			

OK

Cancel

Show
- ● Detail and Summary
- ○ Summary Only
- ☐ Calculate percent of total for sums

6 Set the QTY and AMOUNT fields to have their sums (sub-totals) calculated and click on OK.

Report Wizard

What sort order and summary information do you want for detail records?

You can sort records by up to four fields, in either ascending or descending order.

1 [ ] Ascending
2 [ ] Ascending
3 [ ] Ascending
4 [ ] Ascending

Summary Options ...

Cancel | < Back | Next > | Finish

7 You will be returned to the SORT section of the wizard, click on NEXT.

Report Wizard

How would you like to lay out your report?

Layout
- ● Stepped
- ○ Block
- ○ Outline

Orientation
- ● Portrait
- ○ Landscape

☑ Adjust the field width so all fields fit on a page.

Cancel | < Back | Next > | Finish

8 Select the STEPPED layout with PORTRAIT orientation and click on NEXT.

Report Wizard

What style would you like?

Foundry
Median
Metro
Module
None
Northwind
Office
Opulent
Oriel
Origin
Paper
Solstice
Technic
Trek

Title

Label above Detail

Control from Detail

Cancel | < Back | Next > | Finish

9 Select the OFFICE style and click on NEXT.
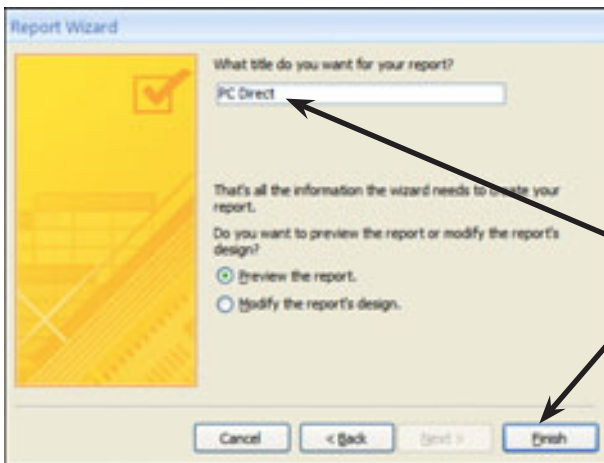
10 Enter the report title:

PC DIRECT

then click on the FINISH button to create the report.

NOTE: The report title, PC Direct, will be placed as a heading in the report. It will also be the name under which the report is saved. It is not an appropriate name for the report, so we will alter it shortly.
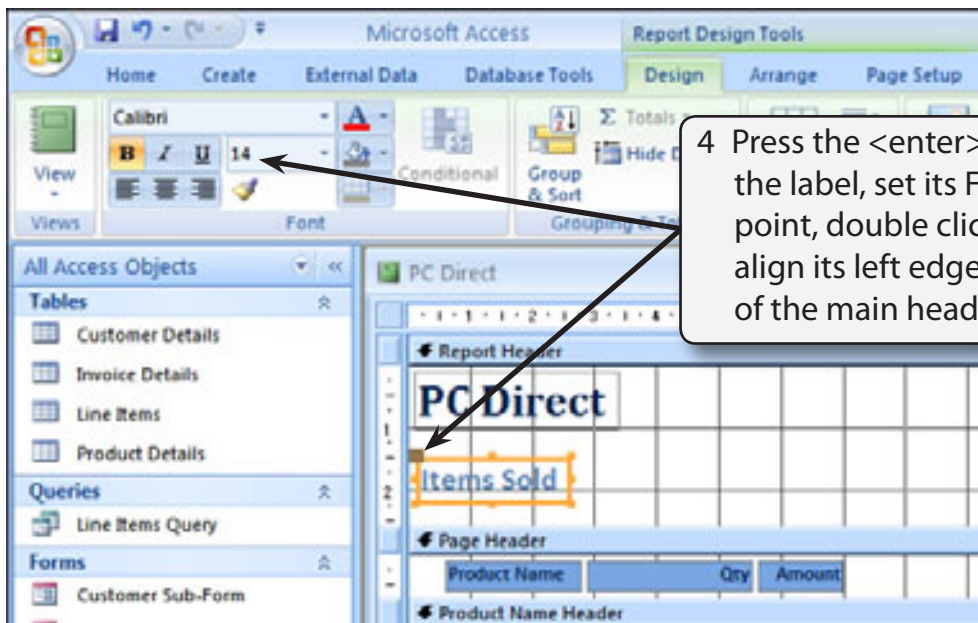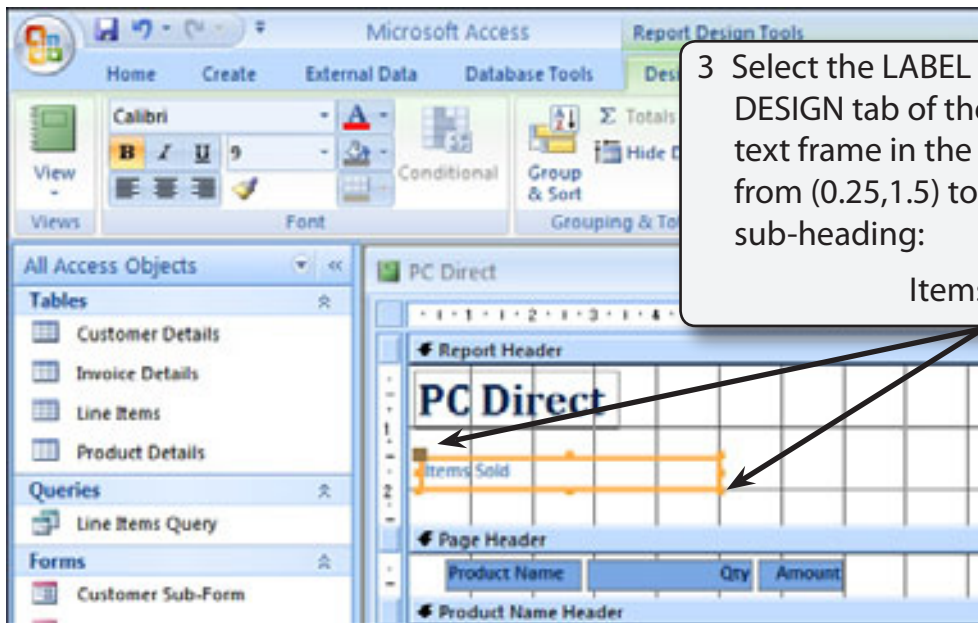
B   Making the Total Items Sold Report More Concise

As with most Report Wizard generated reports detailed adjustments are required. If you look through the report you will see that the report is too detailed. We don't need to know the individual sales for each invoice, just the totals.

1   Close the preview to return the view to DESIGN VIEW.
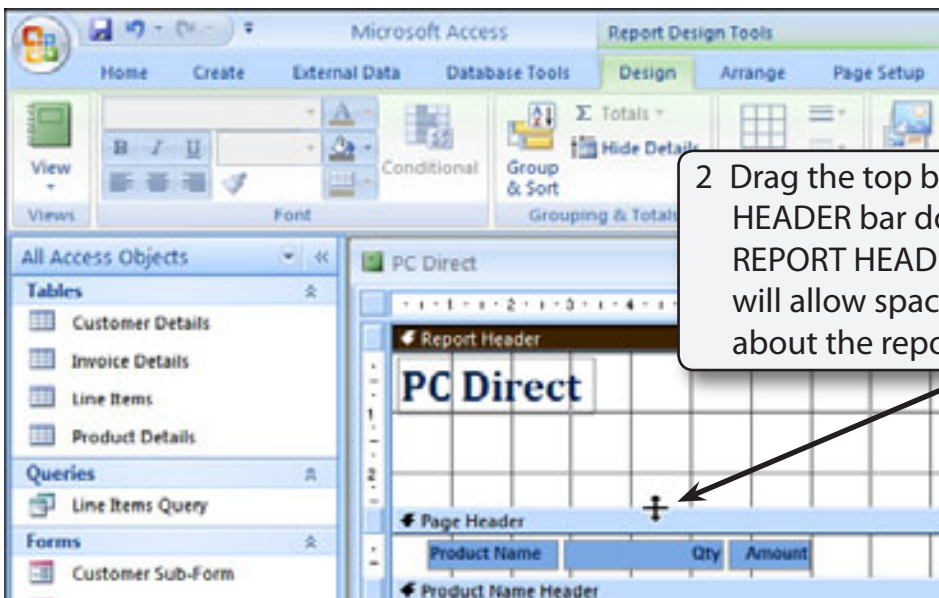
2 Drag the top border of the PAGE HEADER bar down so that the REPORT HEADER is 2.5 cm high. This will allow space for a sub-heading about the report to be added.

3 Select the LABEL icon from the DESIGN tab of the RIBBON, drag a text frame in the REPORT HEADER from (0.25,1.5) to (5,2) and enter the sub-heading:

Items Sold

4 Press the <enter> key to complete the label, set its FONT SIZE to 14 point, double click on a 'handle' and align its left edge with the left edge of the main heading.

5 To display the product name and its totals we need to place the PRODUCT NAME field in the PRODUCT NAME FOOTER section next to the sum calculation controls.

6 SHIFT+CLICK on the QTY and AMOUNT fields in the DETAIL section and delete them. Their labels will also be deleted.

7 Select the 'SUMMARY FOR.....' and SUM labels at the top of the PRODUCT NAME FOOTER and delete them.