Enhancing Invoice Systems

Over the past three chapters you have developed quite an extensive database. Switchboard forms, macros and buttons can be added to the invoice system to allow it be fully usable by people with limited knowledge of Microsoft Access.

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 15 folder and open the CHAPTER 15 file as an OPEN READ-ONLY file.

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

3   Save the file in your ACCESS STORAGE folder as CHAPTER 151.

Creating a Customers Data Entry Form

At the moment there is only a table where new customers can be entered, or existing customers modified. It would be far more effective to have a DATA ENTRY form to carry out this process. We will use the FORM WIZARD to create a very quick form.
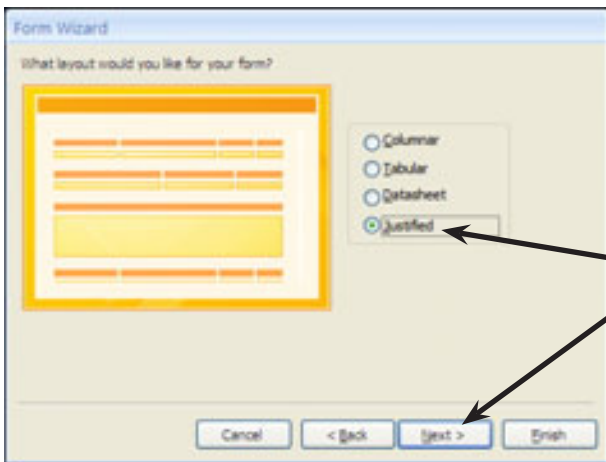
A   Creating the Form
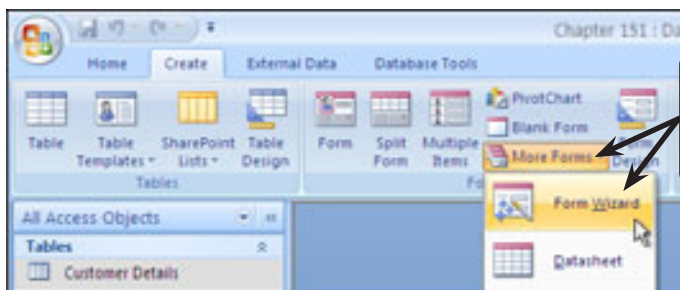
1 Open the CREATE tab of the RIBBON, click on the MORE FORMS icon and select FORM WIZARD.
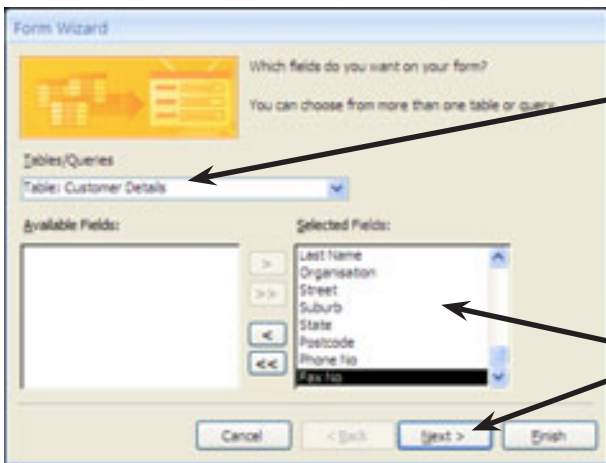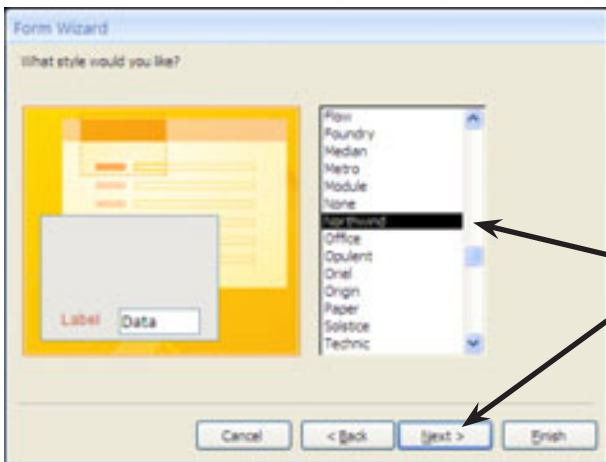
2 In the FORM WIZARD dialogue box and set the CHOOSE TABLE OR QUERY box to the CUSTOMER DETAILS table.
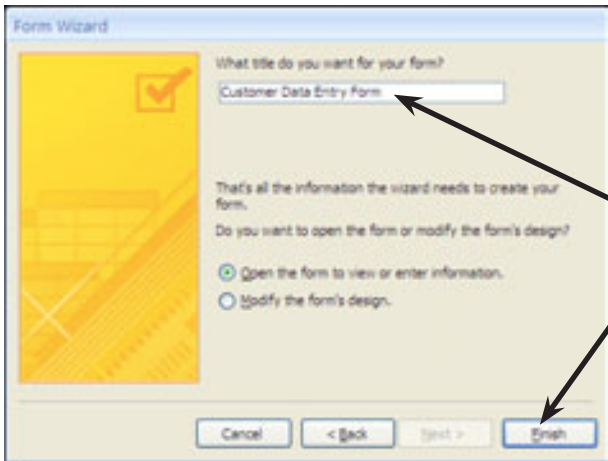
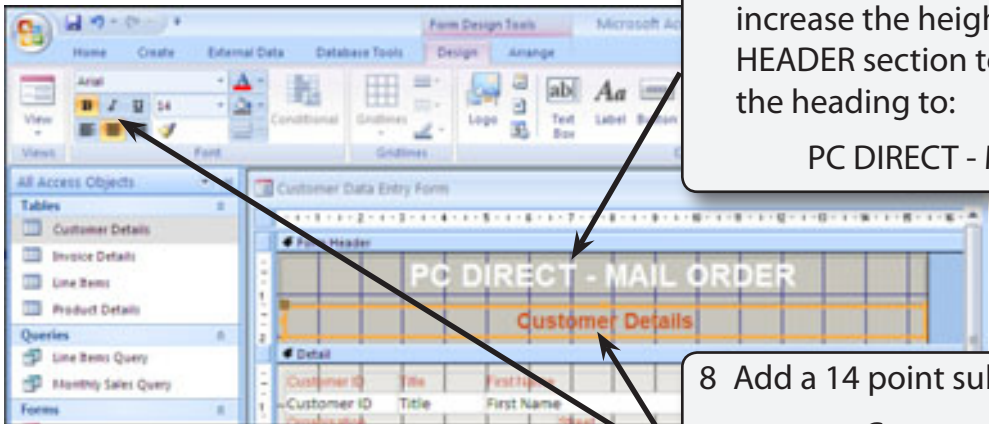3 Move all the fields into the SELECTED FIELDS frame and click on NEXT.

4 Select the JUSTIFIED layout and click on NEXT.

5 Select the NORTHWIND style (or select a style of your choice) and click on NEXT.
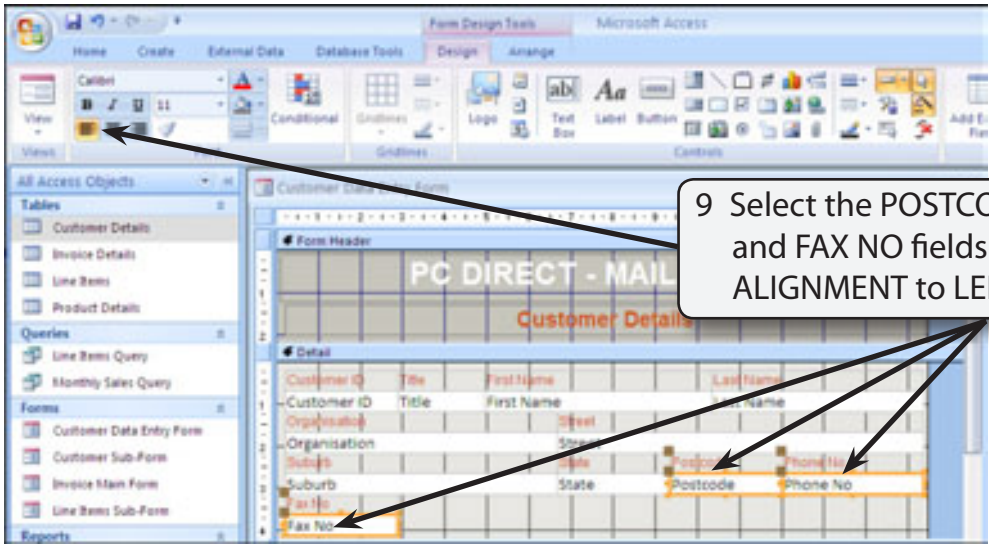
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6 Name the form:

    Customer Data Entry Form

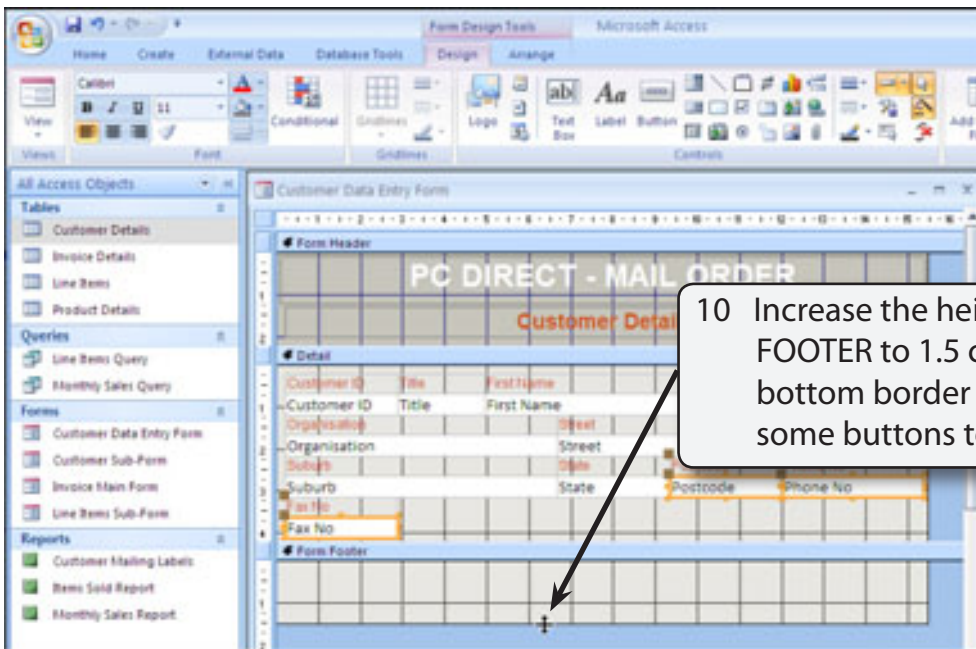and click on the FINISH button to create the form.

7 Set the view to DESIGN VIEW, increase the height of the FORM HEADER section to 2 cm and adjust the heading to:

    PC DIRECT - MAIL ORDER

8 Add a 14 point sub-heading label:

    Customer Details
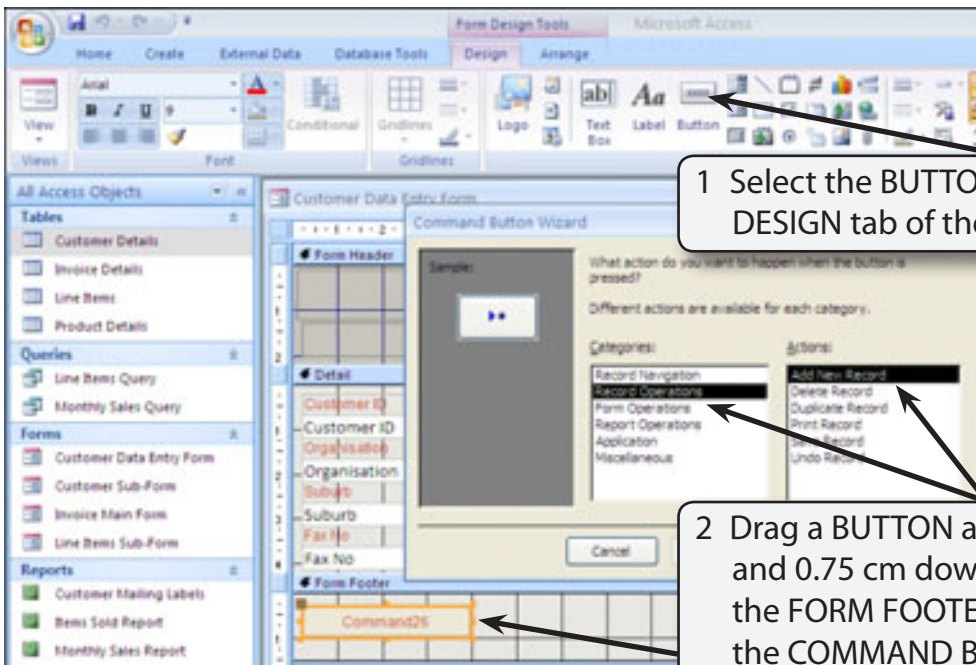
and set both labels to CENTRE and BOLD.

9 Select the POSTCODE, PHONE NO and FAX NO fields and set their ALIGNMENT to LEFT.

10 Increase the height of the FORM FOOTER to 1.5 cm by dragging its bottom border down. We will add some buttons to it shortly.

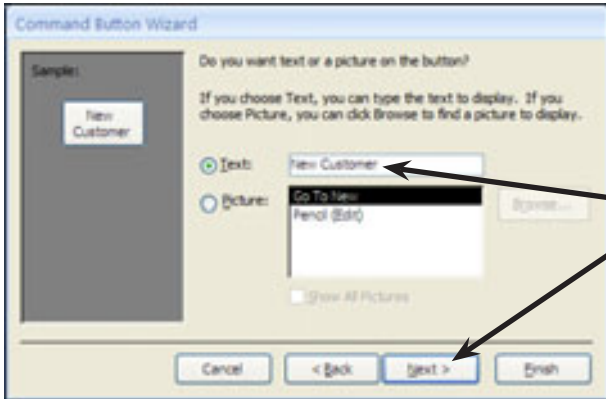## B   Adding Buttons to the Form

Some buttons can be added to automate the common tasks of the form.

1 Select the BUTTON icon from the DESIGN tab of the RIBBON.

2 Drag a BUTTON about 4 cm across and 0.75 cm down to the left of the FORM FOOTER section and, in the COMMAND BUTTON WIZARD dialogue box, select the RECORD OPERATIONS category and the ADD A RECORD action.
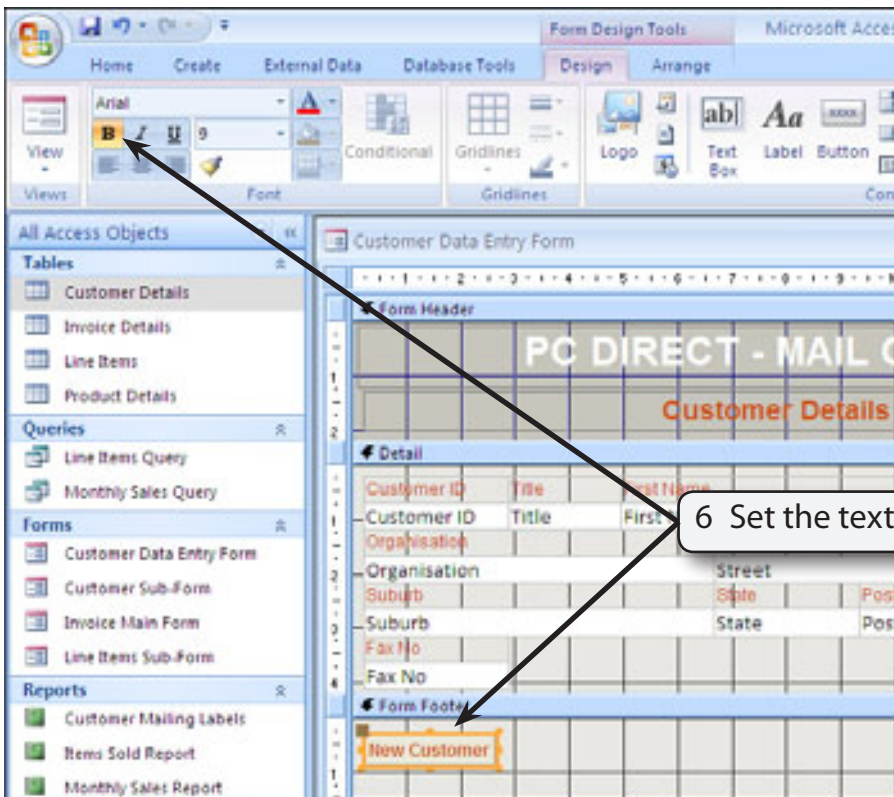
3   Click on the NEXT button to move to the next section.

4 Make the button a TEXT button with
   the text label:

        New Customer

   and click on NEXT.

5 Name the button:

        New Customer

   and click on the FINISH button.

6 Set the text in the button to BOLD.

7 Repeat steps 2 to 6 to add a button next to the NEW CUSTOMER button that FINDS a record (RECORD NAVIGATION category - FIND RECORD action). The button should display the text:

Find Customer

8 Repeat steps 2 to 6 to add a button next to the FIND CUSTOMER button that DELETES a record (RECORD OPERATIONS category - DELETE RECORD action). The button should display the text:

Delete Customer