Laying Out An Invoice

Chapter 14

In this Chapter you will complete an invoice for PC Direct. This can be once the tables and relationships have been set, as you did in the previous chapter.

Completing the Invoice Form

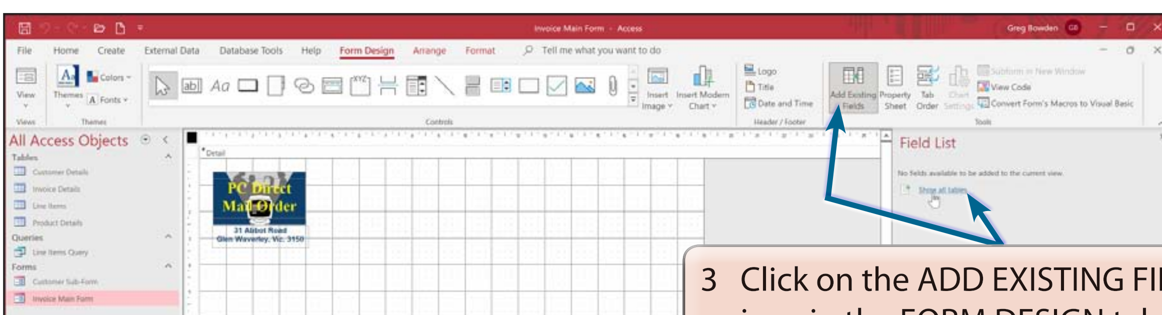
The invoice will consist of a main form and two sub-forms, one for customers and the other for Line Items.

A Setting the Table

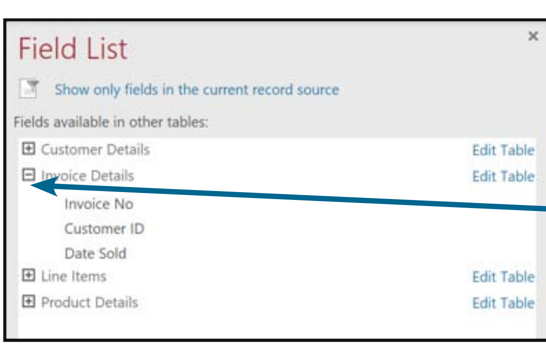
The form will use fields from the INVOICE DETAILS table.

1 Open the CHAPTER 13 COPY file from your STORAGE folder.

2 Open the INVOICE MAIN FORM, set the view to DESIGN VIEW and MAXIMIZE its window.



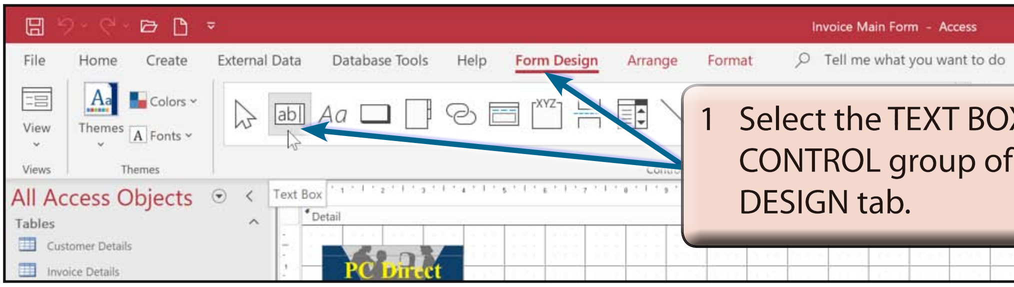
3 Click on the ADD EXISTING FIELDS icon in the FORM DESIGN tab to open the FIELD LIST pane then click on the SHOW ALL TABLES link.



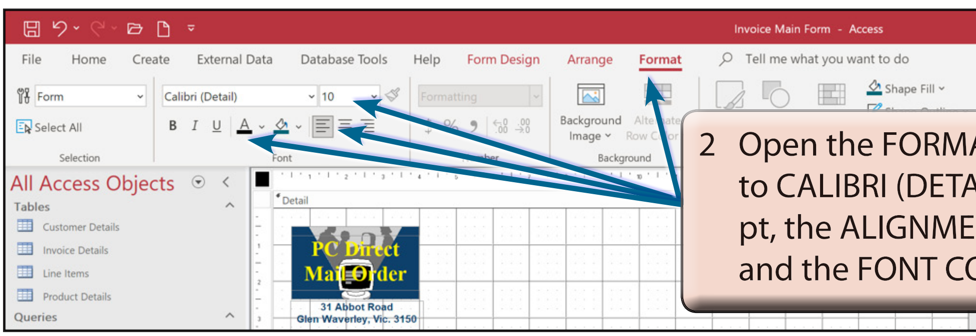
4 Expand the INVOICE DETAILS table in the FIELD LIST pane so that all its fields are visible.

B Setting the Default Settings

The default text formats for the fields can be set before they are inserted.



1 Select the TEXT BOX tool in the CONTROL group of the FORM DESIGN tab.



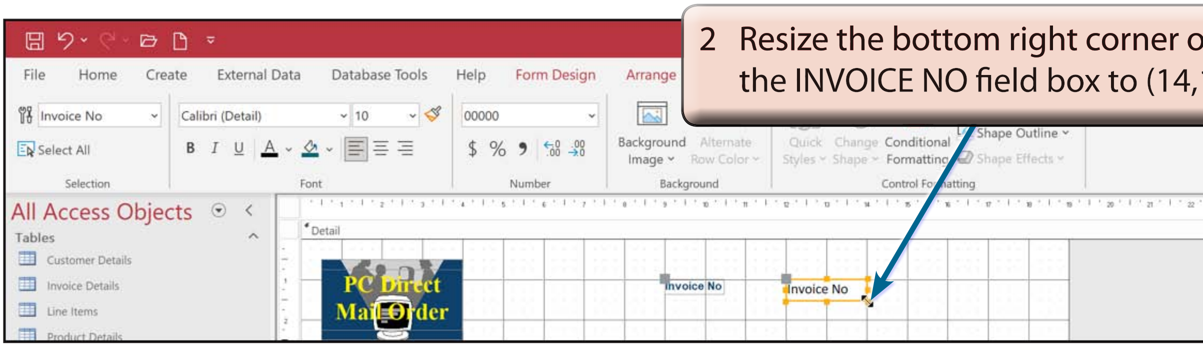
2 Open the FORMAT tab, set the FONT to CALIBRI (DETAIL), the SIZE to 10 pt, the ALIGNMENT to ALIGN LEFT, and the FONT COLOUR to BLACK.

NOTE: i The field labels will need to be formatted as the fields are inserted into the form.

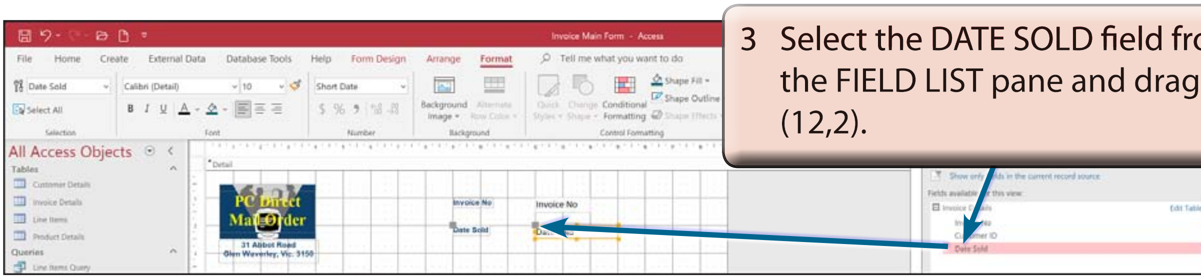
ii You can check that SNAP TO GRID is turned on by opening the ARRANGE tab, clicking on the SIZE/SPACE icon and checking the SNAP TO GRID option.

C Inserting the Invoice Fields

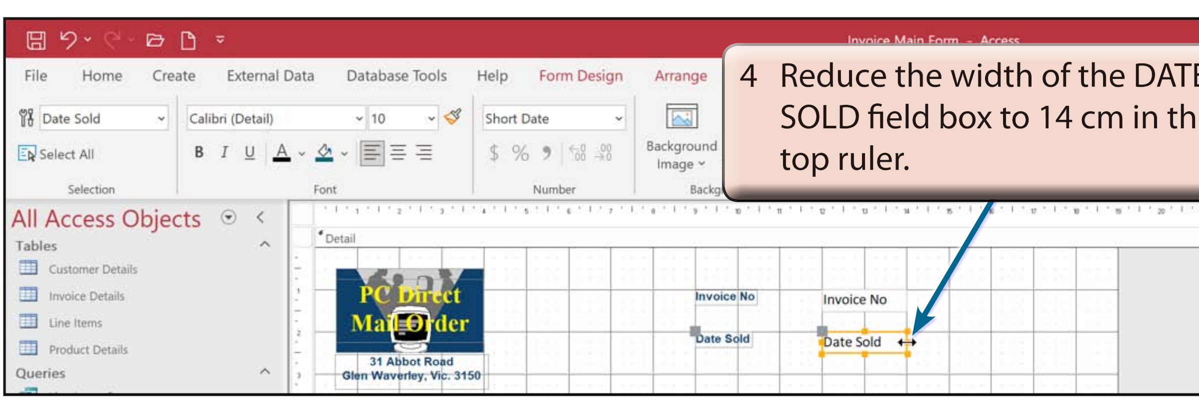
1 Click on the INVOICE NO field in the INVOICE DETAILS table in the FIELD LIST pane and drag it to (12,1).



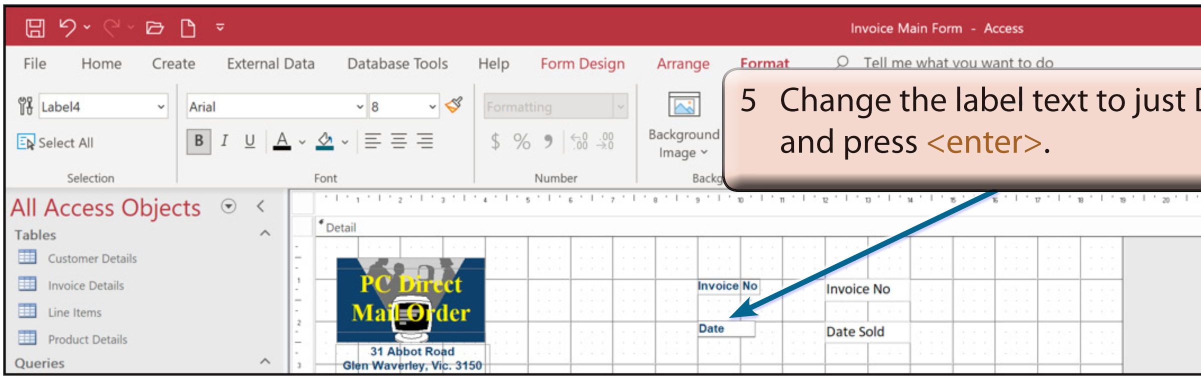
2 Resize the bottom right corner of the INVOICE NO field box to (14,1.5).



3 Select the DATE SOLD field from the FIELD LIST pane and drag it to (12,2).

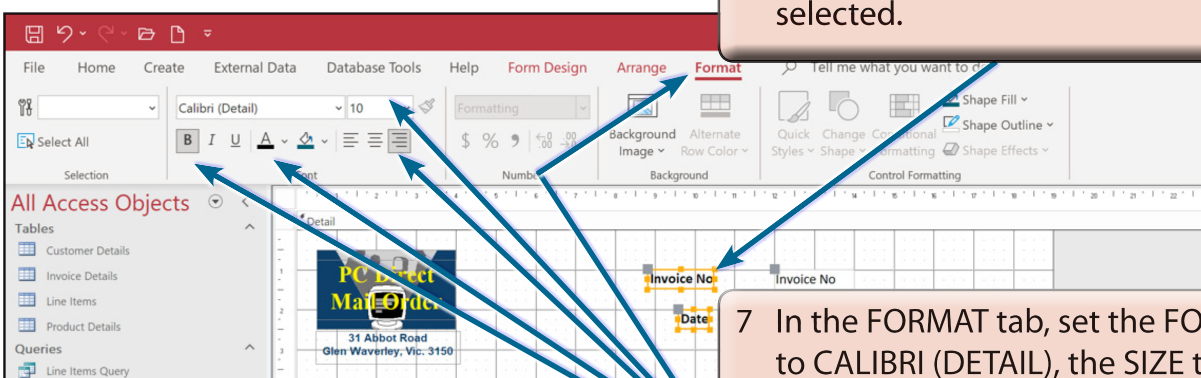


4 Reduce the width of the DATE SOLD field box to 14 cm in the top ruler.



5 Change the label text to just DATE and press <enter>.

6 SHIFT+CLICK on the INVOICE NO label so that both labels are selected.



7 In the FORMAT tab, set the FONT to CALIBRI (DETAIL), the SIZE to 10 pt, the STYLE to BOLD, the ALIGNMENT to ALIGN RIGHT, the FONT COLOUR to BLACK then double click on a 'handle' to enclose the text.

8 Use the MOVE handle to drag the INVOICE NO label to the right so that its right edge is in line with about 11.5 cm in the top ruler.