

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

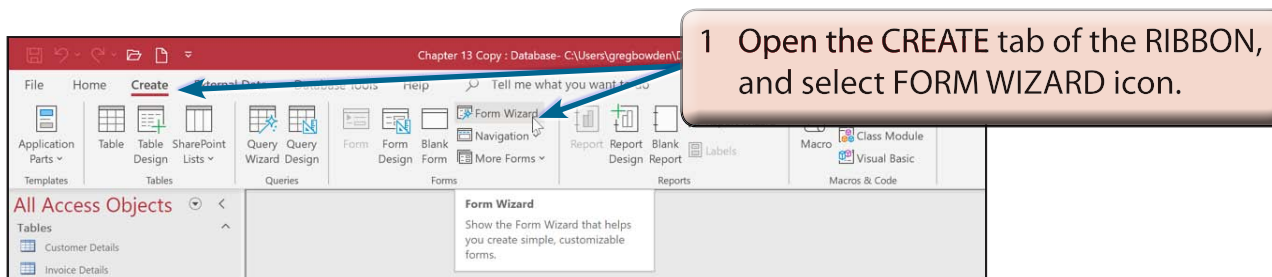
You will be using the invoice system from the previous chapter.

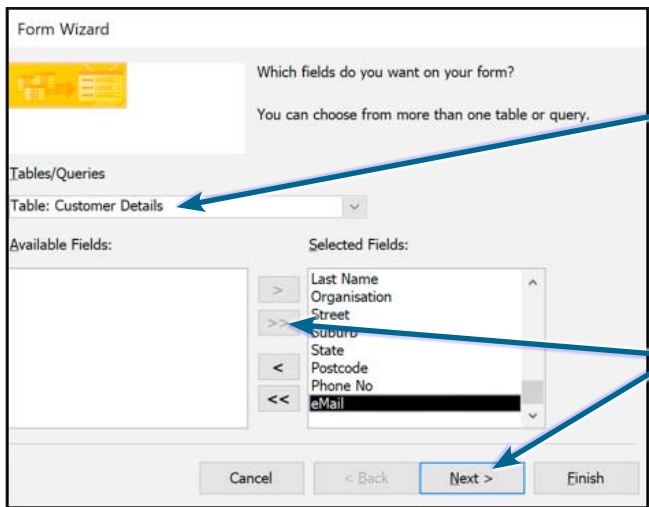
- 1 If your invoice system from the previous chapter worked well, load Microsoft Access and open the file from your STORAGE folder.
- 2 If you would prefer to use a fresh fully operational file:
 - (A) Load Microsoft Access and select OPEN in the START window or close the current file and select OPEN in the FILE tab.
 - (B) BROWSE to the CHAPTER 17 folder of the ACCESS 2022 SUPPORT FILES and open the CHAPTER 17 file as an OPEN READ-ONLY file.
 - (C) Click on the SAVE AS button in the WARNING BAR under the RIBBON.
 - (D) Access your STORAGE folder and save the file as CHAPTER 17 COPY.
 - (E) Click on the ENABLE CONTENT button so that the data can be viewed.

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. The FORM WIZARD will be used to create a very quick form.

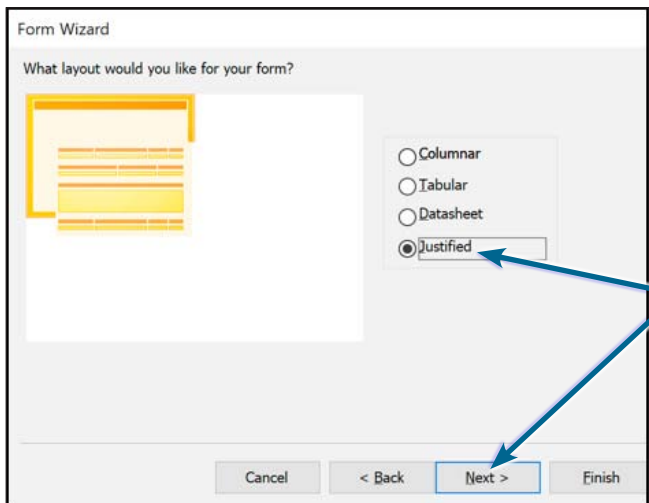
A Creating the Form



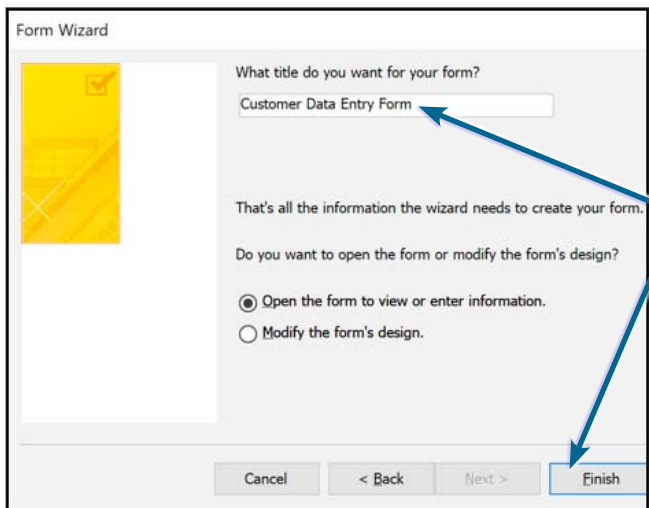


2 In the FORM WIZARD dialogue box set the CHOOSE TABLE OR QUERY box to the CUSTOMER DETAILS table.

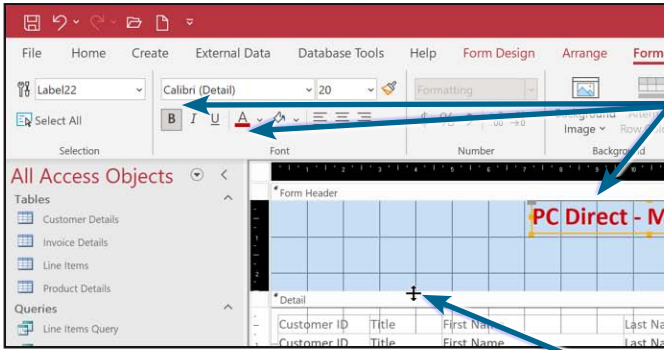
3 Move all the fields into the SELECTED FIELDS frame and click on NEXT.



4 Select the JUSTIFIED layout and click on NEXT.

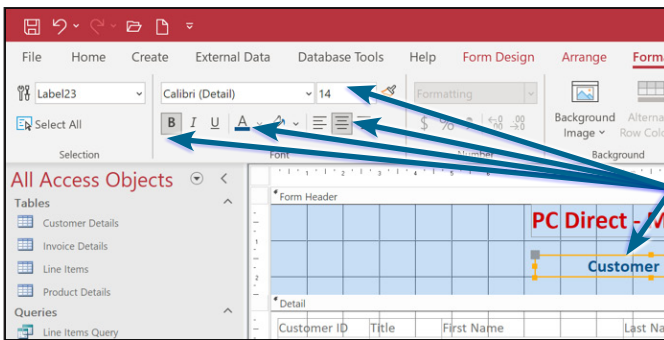


5 Name the form:
Customer Data Entry Form
and click on the FINISH button to create the form.

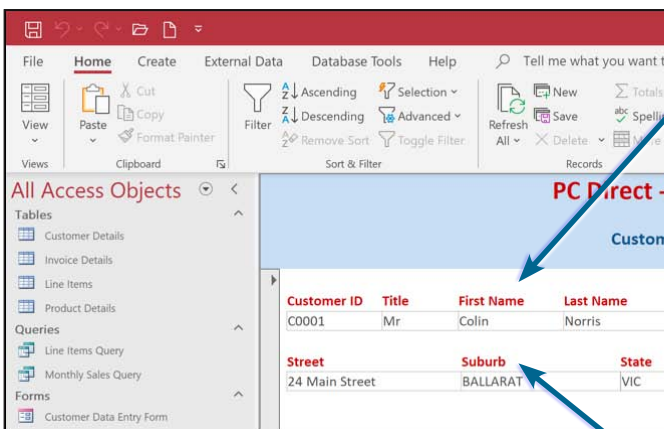


6 Set the view to DESIGN VIEW, MAXIMIZE it and alter the heading to:
 PC Direct - Mail Order
 Press <enter>, format the heading to BOLD, DARK RED, double click on a handle to enclose to text and centre it over the fields.

7 Increase the height of the FORM HEADER section to 2.5 cm by dragging the DETAIL border down.



8 Use the LABEL TOOL from the FORM DESIGN tab to add a sub-heading label the same width as the main heading called:
 Customer Details
 and format it to BOLD, 14 pt, DARK BLUE and CENTRE.

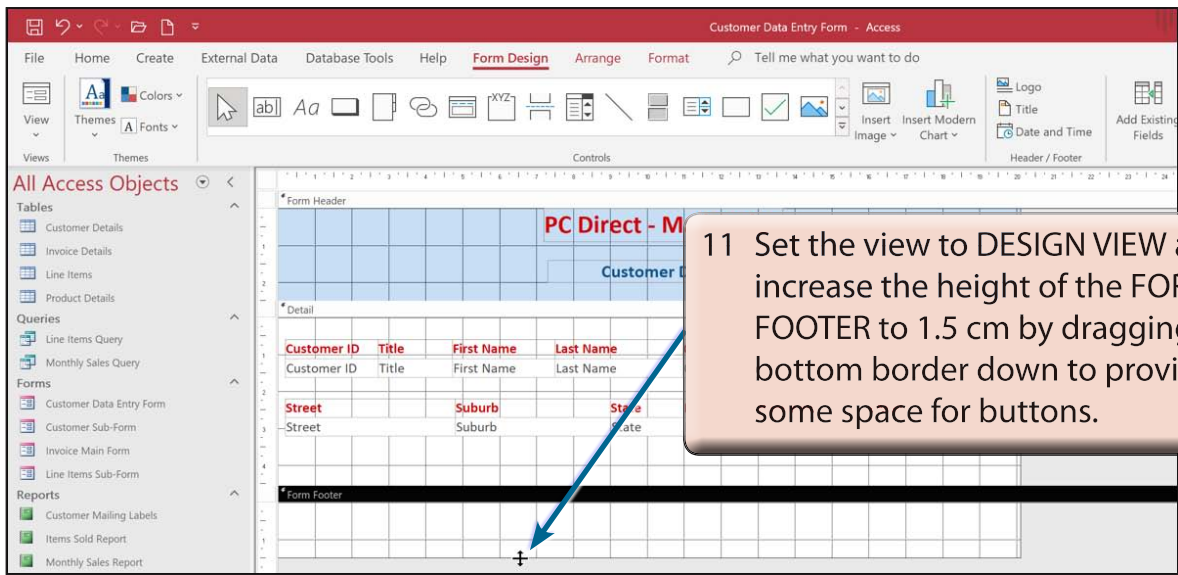


9 Use DESIGN or LAYOUT VIEW to quickly adjust the field position and widths to make the layout more appealing, and set the POSTCODE and PHONE NO fields to be LEFT ALIGNED.

10 SHIFT+CLICK on the field labels and set them to a COLOUR, BOLD and set their OUTLINE to TRANSPARENT.

Customer ID	Title	First Name	Last Name	Organisation
C0001	Mr	Colin	Norris	Ballarat Electrical Services

Street	Suburb	State	Postcode	Phone No	eMail
24 Main Street	BALLARAT	VIC	3350	(03) 53 148953	cnorris@bes.com.au



B Adding Buttons to the Form

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

