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By Patricia Cox

## Master Budget Project: Creating a Subreport

This month we will continue to build the Production Report by adding the first subreport. A subreport is a report that's embedded in another report. Creating subreports allows you to include a wide variety of related and unrelated data within a single report.

In order to create the subreport, we need to create (1) a crosstab query to select the data and (2) a report that will line up the columns accurately. Figure 1 shows the completed Production Report. As the figure indicates, the Beginning Inventory Lines for both the Basic and

Deluxe Bike are part of the first subreport, which we're going to create this month.

### Crosstab Query

Create a new copy of the Crosstab Inventory Values query and save it as "Crosstab Inventory Values Production SubReport." Open the new query in Design view. In the Budget Type column, change the Criteria line to "Beginning Inventory." Then place the cursor in the second column and open the Property Sheet if it isn't already. The selection type

in the Property Sheet should be "Query Properties." Set the Column Heading property to the following:

"2012-1", "2012-2", "2012-3", "2012-4", "2013-1", "2013-2", "2013-3", "2013-4"

This will make the column headings the same for both subreports, allowing the data to line up properly. Figure 2 shows the query in Design view and the Column Headings property setting. Save your changes.

Open the Append Beginning Inv Budget Values for All Products query in Design view. Change the Budget Count calculation to be Budget Count:

$-1 * [Count]$ . Adding the  $-1 *$  adds the negative sign to this line on the subreport and enables the number to be subtracted when we create the Production Units line in the second subreport. Be sure to run the Budget Process macro to recalculate the budget values and perform the updated calculation. Since the calculation is part of a query already included in the macro, you don't have to add anything new to the macro.

### Subreport

One of the big challenges with subreports is to get the columns to line up

Figure 1. The Completed Production Report

Production Budget						
<b>Basic Bike</b>						
	<u>2012-1</u>	<u>2012-2</u>	<u>2012-3</u>	<u>2012-4</u>	<u>2013-1</u>	
Sales	4000	4079	4161	4244	4329	Main Report
Ending Inventory	816	832	849	866	883	
Total Units Needed	4816	4911	5010	5110	5212	
Beginning Inventory	-807	-816	-832	-849	-866	← Subreport 1
Production Units	4,009	4,095	4,178	4,261	4,346	← Subreport 2
<b>Deluxe Bike</b>						
	<u>2012-1</u>	<u>2012-2</u>	<u>2012-3</u>	<u>2012-4</u>	<u>2013-1</u>	
Sales	2000	2100	2205	2315	2431	Main Report
Ending Inventory	105	110	116	122	128	
Total Units Needed	2105	2210	2321	2437	2559	
Beginning Inventory	-98	-105	-110	-116	-122	← Subreport 1
Production Units	2,007	2,105	2,211	2,321	2,437	← Subreport 2

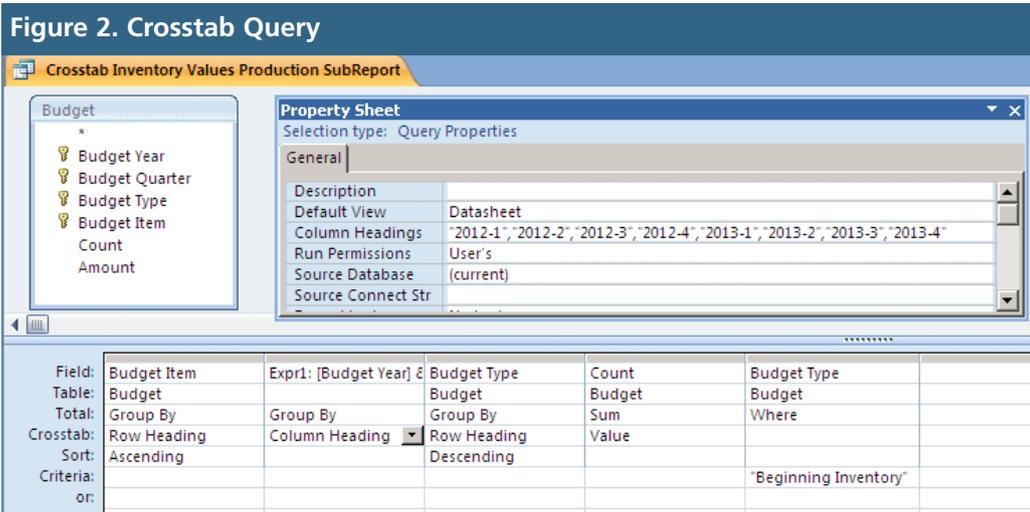


Figure 2. Crosstab Query

exactly with the columns in the main report. The more columns you have, the greater the challenge.

Open the Production Report in Design view and save it as Production Subreport. On the Property Sheet, select the Data tab. Change the Record Source to the new query, Crosstab Inventory Values Production SubReport. Delete any headers or footers content and close up the header and footer areas. Close and

save the subreport. Because we're keeping field names consistent, the query will populate the fields named in the report. Using the original report to create the subreport saves a lot of time because the columns were already lined up and we don't have to recreate the layout.

Now we want to put the subreport into the main report. Open the Production report in Design view. From the Object list, click on the Production Subreport and drag it into the Budget Item Footer area in the Production Report's

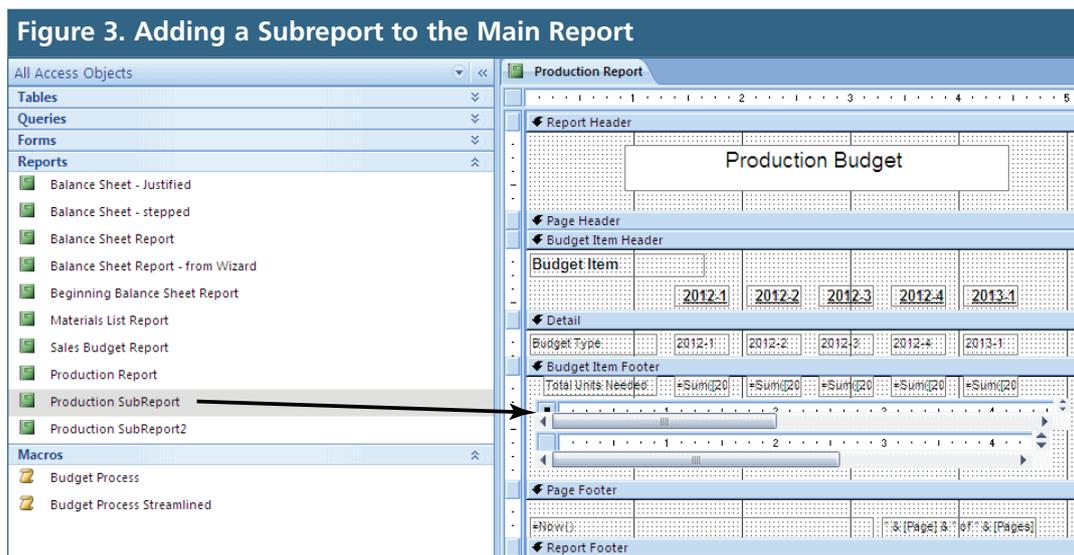


Figure 3. Adding a Subreport to the Main Report

design, as shown in Figure 3. Make sure to place it below the line for Total Units Needed. Switch to Layout view and make any minor adjustments to the layout so that the columns line up. Save the Production Report.

### Best Practice

When creating new objects like the crosstab query and subreport we created this month, begin with existing queries and reports whenever possible. It saves time and keeps the data and report layouts consistent.

Next month we will add the second subreport and complete the Production Report. **SF**

*Patricia Cox has taught Excel and Access to management accounting students and other college majors and has consulted with local area businesses to create database reporting systems since 1998. She is also a member of IMA's Greater Milwaukee Chapter. To send Patricia a question to address in the Access column, e-mail her at [kathrynmann@tds.net](mailto:kathrynmann@tds.net).*