

ACCESS <<<<<<<

By Patricia Cox

Master Budget Project: Direct Materials Budget Report

After appending all the data needed for the Direct Materials Budget Report into one table over the last four months, we're ready to create the report.

Report Wizard

Select the Direct Materials Budget table from the objects list. On the Create tab, click the Report Wizard. Work your way through the wizard steps, clicking Next at the end of each:

1. Add the fields you want: Category, Budget Item, Production Units, 2012-1, 2012-2, 2012-3, 2012-4, and 2013-1.
2. For the grouping levels, select Category, then Budget Item.
3. Set Production Units as the sort field, then click Summary Options. For each of the quarter fields (2012-1 to 2013-1), click on the Sum checkbox. Click OK, then Next.
4. Set the layout to Stepped and the orientation to Landscape.
5. For the report style, select None.
6. Finally, title the report "Direct Materials Budget Report." This will save the report design and put a header on your report. Click Finish.

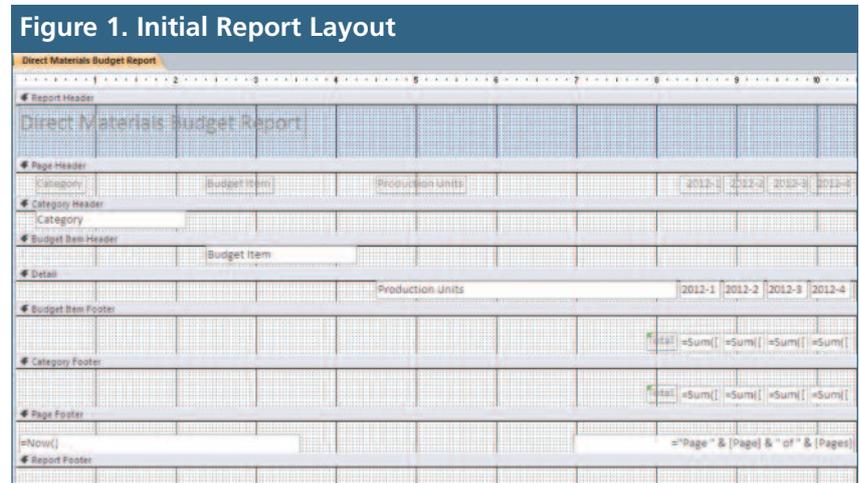
The wizard will include a few things in the report that we either don't want or need to modify. That includes text boxes that begin = "Summary...", which should be deleted, and labels for Sum that I changed to "Total" and moved closer to the text boxes. There are also Grand Total labels and text boxes in the Report Footer that should be deleted. That should leave you with a layout that resembles Figure 1.

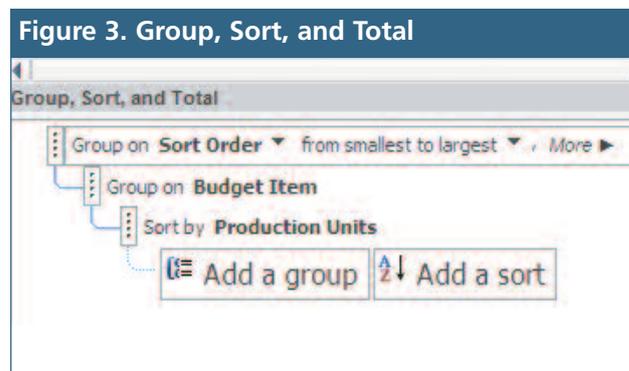
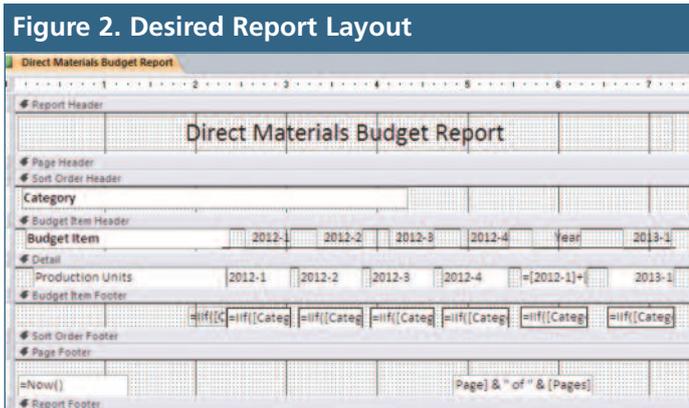
Modifying the Layout

When you first look at the report design, it won't look like the report you want. To get the desired layout shown in Figure 2,

we need to make a number of changes.

First open the Direct Materials Budget table and add a new field called "Sort Order." Enter the order we want each Category and Budget Item to appear in. For example, Required Production should have a Sort Order of 1; Direct Materials Needed, Basic Bike should be 2; Direct Materials Needed, Deluxe Bike should be 3; and so forth. (We will modify each of the queries next month so Sort Order is added when the queries append.) Now go back to the Direct Materials Budget Report. On the Design ribbon, click on the Group & Sort button so that the Sorting and Grouping appears on the





bottom of the screen. Change the “Group on” to Sort Order instead of Category (see Figure 3).

The following is a list of some—but not all—of the other major changes I made to the report’s layout and design:

- ◆ Move the 2012-1, 2012-2, 2012-3, 2012-4 labels from the Page Header to the Budget Item Header.
- ◆ In the Detail section, add a text box for Year after the 2012 quarters. Use the following calculation in the Year box: `=([2012-1]+[2012-2]+[2012-3]+[2012-4])`. Next to the Year text box, add a text box for 2013-1.
- ◆ Move the labels for both Year and 2013-1 into the Budget Item Header.
- ◆ Align the heading fields with the value fields. Select the labels in the Budget Item Header and the corresponding text boxes in Detail (one set at a time). On the Arrange ribbon, click on the Align button and select Align Right.
- ◆ Remove all items from the Sort Order Footer and close up the section.
- ◆ We’ll want the Budget Item Footer to appear at the end of the report with a line for Total Cost. This involves using an immediate IF function. Add a label and enter the following for-

mula: `=IIf([Category]="Cost of Direct Materials to be purchased", "Total Cost", "")`. Now add text boxes for each column of data (the four 2012 quarters, Year, and 2013-1). In each text box, add an immediate IF function. For example, for 2012-1, use: `=IIf([Category]="Cost of Direct Materials to be purchased", Sum([2012-1]), Null)`. Change the property for these text boxes so they can grow and shrink based on their values.

- ◆ For the Sort Order Header, I changed the Repeat Section property to Yes. Note that these weren’t the only changes I made. To get a similar design, compare the layout in Figure 2 to your report’s Design view and keep tinkering until you’re satisfied with the results.

Best Practice

There’s more than one way to create a report. The method that is best for you is the method that makes the most sense to you. We have made a number of changes to this report. The order you do them in may vary and still get you the same result. In my case, I just examined how the Report view differed from the

report appearance I wanted. Then I tackled the changes one at a time.

Some people don’t like all the tinkering with reports, choosing instead to export their query to Excel for formatting. I like to spend the time working on reports because it creates a completed system that can be run by anyone—even people who have never used Access or Excel before.

Reports can be a lot of work to set up initially. It can take an hour or two to sort through all the details, but it will pay off every future budget season when you click a button and the report appears. Next month we will string together our queries and create a button on the Report Menu to append the data and preview the 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.