ACCESS ‹‹‹‹‹‹

By Patricia Cox

Master Budget Project: Selling and Admin Budget, Part 1

Welcome to 2014! This month we return to the work on a budget system design in Access. We're now ready to begin developing the Selling and Administrative Budget. The report will use three queries to get part of the data for the report, and text boxes added to the Report Menu will facilitate the rest of the report using a subreport.

The Selling and Administrative Budget report is an excellent illustration of how different the process to create an output can be in Access compared to Excel. In Excel, you type key data elements into a matrix and then use calculations in other cells to complete the report. Then the report is formatted by cell. In Access, you need a solid understanding of which data to store in a table, how to transform values and/or labels in a query, what variables to enter on a form, what each section of a report can do, and how to leverage subreports to get the

rest done. The Selling and Administrative Budget illustrates all aspects of these options.

This particular report is based on Jason Porter and Teresa Stephenson's article, "Excel-Based Budgeting for Indirect Costs," from the April 2010 *Strategic Finance*. (My thanks again to Jason and Teresa for their Excel series). This month we will set up the data and create the main report, which will show the budgeted sales by bicycle type for the four quarters. Next month we will complete the subreport, which includes total variable and total budgeted expenses, and create a macro to open the report automatically from a button on the Reports Menu.
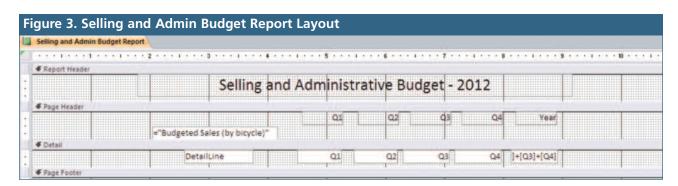
Main Report Crosstab Query

First create a Crosstab query using sales data in the Budget table (See Fig-

ure 1). Start by creating a query in Design view. Use the Budget table as the source. Enter Heading:"Budgeted Sales" in the first column, then drag Budget Type, Budget Item, Budget Year, Budget Quarter, Count, Budget Type, and Budget Year, respectively, into the next columns. Note that Budget Type and Budget Year are included twice. That's because we're going to use those fields to group data and as criteria. Change the query type to a Crosstab query. Set the first column's Crosstab line to Row Heading. Then set the Crosstab line for Budget Item to Row Heading, for Budget Quarter to Column Heading, and for Count to Value. Make sure that the Totals dropdown for Count changes to Sum. Save the query as "Crosstab Budgeted Sales Units by Qtr." Run the query to test it. When it's working, save and close it.

Figure 1. Crosstab Budgeted Sales Units by Qtr Query

Field:	Heading: "Budgeted Sales"	Budget Type	Budget Item	Budget Year	Budget Quarter	Count	Budget Type	Budget Year
Table:		Budget	Budget	Budget	Budget	Budget	Budget	Budget
Total:	Group By	Group By	Group By	Group By	Group By	Sum	Where	Where
Crosstab:	Row Heading		Row Heading		Column Heading	Value		
Sort:								
Criteria:							"Sales"	2012
or:								

Figure 2. Append Budgeted Sales by Bicycle Query

Field:	Heading	Budget Item	1	2	3	4
Table:	Crosstab Budgeted Sales Units by Qtr	Crosstab Budgeted Sales Un	Crosstab Budgeted Sales Un	Crosstab Budgeted Sales Un	Crosstab Budgeted Sales Un	Crosstab Budgeted Sales Un
Sort:						
Append To:	Heading	DetailLine	Q1	Q2	Q3	Q4
Criteria:						
or:						

Figure 3. Selling and Admin Budget Report Layout

Create a Table

Next we need a table to store the values for the main report. Create a table in Design view with the following field names (data type shown in parentheses): ID (Autonumber), Heading (Text), DetailLine (Text), Q1 (Currency), Q2 (Currency), Q3 (Currency), and Q4 (Currency). Save the table as "Selling and Admin Budget" and close it.

Append Query

Next create a query using our new Crosstab query as the data source. Bring down all the fields into the QBE grid. Change the query type to Append and append the fields to the table we created in the last step, as seen in Figure 2. Save the query as "Append Budgeted Sales by Bicycle." Test, save, and close the query.

Create the Main Report

Using the Selling and Admin Budget table as a record source, create a report. I typically use the Report Wizard and then eliminate any unnecessary controls it adds. For me, that's faster than starting from a blank report and adding everything. The values for the Year column text boxes will be =[Q1]+[Q2]+[Q3]+[Q4]. This main report will only show the budgeted sales by bicycle by quarter. See Figure 3 for the general layout. Save the report as "Selling and Admin Budget Report."

Best Practice

With a solid understanding of how the various parts of Access work together, devise a plan for creating and using your reports. This requires looking at the task from a very different perspective compared to what you would do in Excel. By leaving Excel assumptions behind and thinking about Access capabilities, it becomes easier to create complex reports. **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 also is a member of IMA's Madison Chapter. To send Patricia a question to address in the Access column, e-mail her at kathrynmann@tds.net.