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By Patricia Cox

Master Budget Project: Selling and Admin Budget, Part 2

This month we're finishing the Selling and Administrative Report. We'll set up some data on the Reports Menu form, create a query for the detail section of a subreport, build the subreport, and set up a macro that begins with a delete query to clear out the Selling and Admin Budget table.

Modify the Reports Form

Open the Reports Menu form in Design view and add eight text boxes. When you create the text boxes, go to the Property Sheet and give them the following names and default values: Basic, $15; Deluxe, $20; Advertising, $125,000; Executive Salaries, $65,000; Property Taxes, $7,800; Office Rent, $12,000; Cleaning Fees, $6,000; and R&D Costs, $185,000. Assigning them the same name as their label will make it easier to refer to them in the Selling and Admin Budget report. Add a label of "Selling and Administrative" above the group of boxes to indicate the category of costs. Save the form.

Create a Query and Subreport

Create a query named "Selling and Admin Budget SubReport Data" to pull out heading and detail line data for the subreport. Use the Selling and Admin Budget table as the data source, and bring the Heading and DetailLine fields into the QBE Grid. Add "Budgeted Sales" to the Criteria for Heading. Now add immediate IF functions for each quarter to calculate values based on whether it is a basic or deluxe bike. For example, use SAQ1: IIf([DetailLine]="Basic Bike",[Q1]* 15,[Q1]*20) for the first quarter field. Then create similar fields for SAQ2, SAQ3, and SAQ4 to calculate the data for each quarter.

Create the subreport using the new query for the data in the Detail section. As you are creating the subreport, use Figure 1 frequently as a reference since there are many details.

In the subreport's Report Footer, create text boxes for the totals for each quarter. Add a Total row to sum the Basic and Deluxe data. For quarters, use a control source of =Sum([SAQ1]), updating it to Q2, Q3, and Q4, respectively. Save the subreport with the name "Selling and Admin Budget SubReport" and close it.

Open the Selling and Admin Budget Report. Drag the new subreport into the Report Footer. Preview the report layout to ensure the columns line up. Once they do, save and close the report. With the columns aligned, it will provide a reference for lining up the rest of the details you add to the subreport.

Next we'll use data from the Reports Menu form to calculate the Budgeted Fixed S&A Expenses on the Selling and Admin Budget SubReport. Make sure that the Reports Menu form is open in Form view so you can refer to it as you work.

Open the subreport again in Design view. Below the Total row you created in the Report Footer, add a text box using ="Budgeted Fixed S&A Expenses" as the control source. This will create the heading for the next part of the subreport. Next add text boxes for the six S&A expenses, as shown in Figure 1. I added one text box, deleted its label, and then copied and pasted the rest. The first column of text boxes will give descriptions to the rows, the next four will have the quarter values, and the final one on the right will have the totals.

The text boxes in the Total column get their the values from the Reports Menu form, e.g., =[Forms]![Reports Menu]! [Advertising] for the Advertising Total

Figure 1. Layout of the Selling and Admin Budget SubReport

column. On the Property Sheet for each of the text boxes in this column, assign them their appropriate name, like we did on the Reports Menu form. The quarterly text boxes use the same value divided by four in order to spread the expenses over the quarters, e.g., =[Advertising]/4. Name the Total column text boxes: Executive Salaries (ExecSal), Property Taxes (PropTax), Office Rent (OfficeRent), Cleaning Fees (Cleaning), and R&D Costs (RandD).

For the "Total Budgeted Fixed S&A Expense" line, add six text boxes. Name the text box in the Total column "Grand-Total." In that box, use the names of the other totals to calculate the grand total: =[Advertising]+[ExecSal]+[PropTax]+ [OfficeRent]+[Cleaning]+[RandD]. The quarter columns will be =[GrandTotal]/4.

Finally, to get the Total S&A Expense

row, add the final six text boxes. For Q1, divide the GrandTotal value by four and add the sum of the detail line to calculate the Control Source values: =[Grand Total]/4+Sum([SAQ1]). Repeat for the other quarters. The final total on the bottom right will be =[GrandTotal]+ Sum([SAQ1]+[SAQ2]+[SAQ3]+[SAQ4]). Save and close the report.

Delete Query, Macro, and Button

As we've done before, create a query that will delete all the records in the table we have created. Save the query as "Empty Selling and Admin Budget Table." Test, save, and close the query.

Create a macro that runs the Empty Selling and Admin Budget Table delete query, the Append Budgeted Sales by Bicycle append query from last month, and

then opens the Selling and Admin Budget Report. Set Warnings to No at the beginning of the macro and to Yes as the last Action. Name the macro "Preview Selling and Admin Report." Finally, add a button to the Reports Menu form to run the macro.

Best Practice

When you are going to use a text box in calculations, assign it a name. This month we named text boxes both on the Reports Menu form and in the subreport. There are a lot of details in the subreport, and all of them have to be working for this report to function. As always the database for this month is available on LinkUp IMA. Feel free to use it to examine details. Next month we'll start our work on Cash Flows. **SF**

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