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By Patricia Cox

## Master Budget Project: Cash Budget Macro

>>> This month we put together the finishing touches on the Cash Budget report. This report has been many months in the making, but the final result effectively demonstrates how to achieve complex reporting in Microsoft Access.

### Beginning Cash Balance Queries

In order to get the correct cash available amounts, we have to start with an accurate beginning cash balance. We need a place to store the ending balances, so we need to first make a table. Then we can use them to update the beginning balances. One quick solution uses the Total Cash Before Line of Credit query we created in July. Open the query and change it to a Make Table query. Run the query to create a table called "Total Cash Before Line of Credit Table" and store the data. Next, change the query to an Append query so that it can be used in the regular budgeting process.

We will need to create three separate queries to calculate the beginning balances for quarters 2-4. Each query will use the ending balance of the preceding quarter as the beginning balance of its quarter. For example, the second quarter

beginning balance is the ending balance of the first quarter. This is a case in which the order we process the queries is critical.

Create a query that uses the Cash Budget table and Total Cash Before Line of Credit Table we just created as data sources. Change the query to an update query. The first field is Q2 from the Cash Budget table, and it updates to [1QTR]. The second field is DetailLine, with "Cash Balance, Beginning" as its criteria (see Figure 1). Save the query as "Update Q2 Beginning Cash Balance." Following this example, create corresponding queries for Q3 and Q4.

### Process to Create and Preview Report

We have already created macros to Append Manufacturing Outflows and to Append Selling and Admin Outflows. This month we will create a macro that brings the entire process together and assign it to a button on the Reports Menu form. Then all we'll need to do in

the future is enter the required data on the form, press the button, and the queries and subreports will take care of the rest.

Create a macro and save it as "Process and Preview Cash Budget Report." Drag the Append Manufacturing Outflows and Append Selling and Admin Outflows macros into the design. Then add the queries in the order shown in Figure 2. To help you keep the order straight as you add these objects to the macro, sort the objects in the navigation

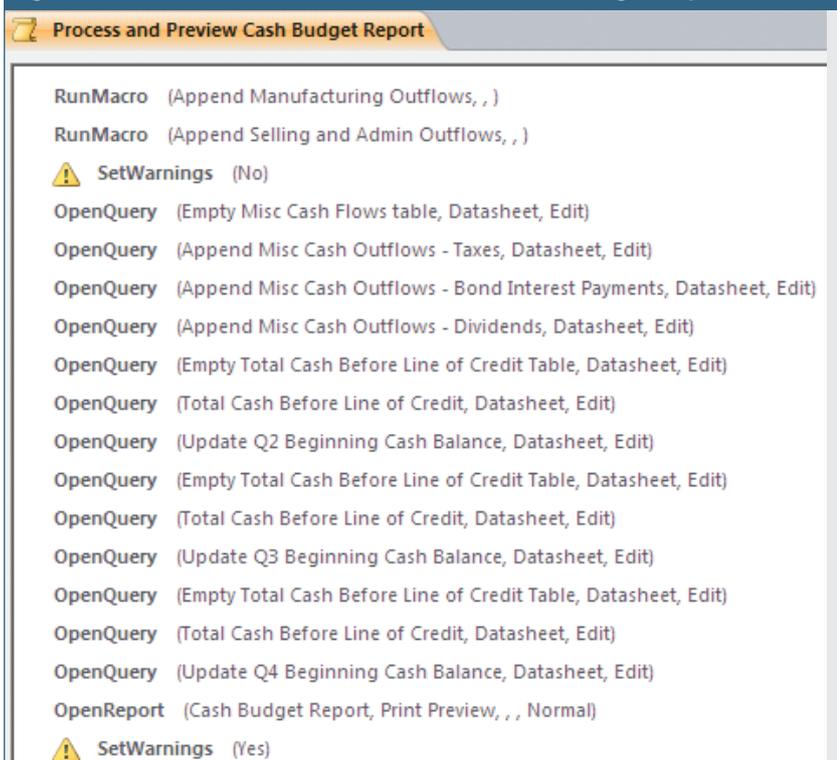
**Figure 1. Query to Update Q2 Beginning Cash Balance**

Field:	Q2	DetailLine
Table:	Cash Budget	Cash Budget
Update To:	[1QTR]	
Criteria:		"Cash Balance, Beginning"
or:		

pane to see recently created ones by clicking the title bar of the navigation pane and then choosing Created Date. Then right-click the title bar and change the sort to Descending.

The alternative to dragging items into the design is to use the action dropdown in the Macro design itself. Remember, the order of the actions is very important

Figure 2. Macro to Process and Preview the Cash Budget Report



here. As we have done in the past, be sure to set warnings to no at the beginning of the process and back to yes at the end.

## Finalize the Report

Once all the parts of the report were completed, I checked that all of the numbers were correct. I discovered that the values in the Total column for all three cash available line items (Cash Available from Normal Operations, Cash Available After Investments, and Total Cash Before Line of Credit) were wrong. If you've been following along, you might have this error as well. Be sure to

download the latest database from LinkUp IMA for the corrections I made to the queries and subreports for each of the cash available lines.

To correct the error, I added a calculation for the Total (or Year) column in the three cash available queries and then updated the reference to the field in each respective subreport. To simplify one of the calculations, I also added a Total box in the Planned Expansion of Equipment section of the Reports Menu form.

Once the final corrections are made and the report works properly, add a button to the Reports Menu form that

will run the Process and Preview Cash Budget Report macro. This is a lot of ground to cover, so be sure that all the details are complete.

## Best Practice

When there are a lot of details within a process, it's important to complete a final review to test each one. When I did my final review after the Cash Budget report was complete, I needed to change a couple of queries to get the correct totals. I also changed the names of the Total columns in the queries so that they would be unique. This helps when you need to use more than one total together, just like we did in the three queries we created for the cash available lines of the Cash Budget. **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](mailto:kathrynmann@tds.net).*