

Reports

Written by W.J.Pais

Reports can be created either using a Wizard or in Design View.

Steps with a Wizard.

Select Wizard and click New.

Dialog Box appears.

Click Report Wizard, give the file name.

Select a table, in the next dialog, select the fields, and click next.

You can group the report. In the Students table, you can group by Class and within class print all the names of the students.

You can sort the names in ascending order of the last names..

Select one of the different options and choose portrait or landscape.

Select Print Template.

Change the Print Report Name if you want. Either choose preview or modify.

Students					
Class	Nr	Last Name	Student Nr	First Name	age
1		Hazare	3	Rafiq	4
		Njatt	1	Ravo	5
		Singh	2	Pratap	5
2		Oberaci	4	Suresh	6
		Shakar	5	Pramila	6
		Shetty	6	Laxmi	6
3		D'Mello	8	Peter	7
		Gomes	7	Rita	7

Students					
Class	Nr	Student Nr	Last Name	First Name	age
Lower KG					
		3	Hazare	Rafiq	4
		1	Njatt	Ravo	5
		2	Singh	Pratap	5
Senior Kg					
		4	Oberaci	Suresh	6
		5	Shakar	Pramila	6
		6	Shetty	Laxmi	6
Standard 1					
		8	D'Mello	Peter	7
		7	Gomes	Rita	7

Student Report in Design View

Reports

Written by W.J.Pais

The screenshot shows a report design view for a report titled 'Students'. The report is organized into sections: Report Header, Page Header, Class Nr Header, Detail, and Page Footer. The Report Header section contains a title 'Students' and a sub-report 'Students Query' which lists 'Student Nr' and 'First Name'. The Page Header section contains fields for 'Class Nr', 'Student Nr', 'Last Name', 'First Name', and 'age'. The Class Nr Header section contains a field for 'Class Name'. The Detail section contains fields for 'Student Nr', 'Last Name', 'First Name', and 'age'. The Page Footer section contains a page number field '=Now()' and a page range field '=Page: "& [Page] & " of "& [Pages]'.

Print Preview, Merge, Filter, Sort, Group, Design, View, Print, Close, Help, Undo, Redo, Copy, Paste, Find, Replace, Zoom, Window, Help, About

The screenshot shows the 'Sorting and Grouping' dialog box. It has a table with two columns: 'Field/Expression' and 'Sort Order'. The table contains two rows: 'Class Nr' with 'Ascending' and 'Last Name' with 'Ascending'. Below the table is a 'Group Properties' section with the following fields: 'Group Header' (Yes), 'Group Footer' (No), 'Group On' (Each Value), 'Group Interval' (1), and 'Keep Together' (No). To the right of these fields is a text box with the instruction 'Select a field or type an expression to sort or group on'.

Class Name, Student Nr, Last Name, First Name, age, Page, Page Range

Report with Sub Reports

Reports

Written by W.J.Pais

date: 10-04-2003

Daily Sales Report NewWalter

Daily Expenses Report					
DATE:	Opening Balance:	Cash from Sales	Other receipts	Expense Total	Closing Cash Bal.
10-04-2003	Rs. 4,259.00	Rs.4,700.00	Rs.0.00	Rs.2,900.00	Rs.6,059
Expense Name:	Voucher Available	PARTICULARS:	Received	Paid At	
CURRENT CD554	<input type="checkbox"/>	DEPOSIT	Rs.0.00	Rs.1,300.00	
CURRENT CD554	<input type="checkbox"/>	DEPOSIT(chèque)	Rs.0.00	Rs.600.00	
CITIZEN 729	<input type="checkbox"/>	deposit	Rs.0.00	Rs.1,000.00	
LOAN REPAYMENT ACCOU	<input type="checkbox"/>	deposit	Rs.0.00		
Daily Bank Transactions Report		PV No. (Cash)	0416	Rs.0.00	Rs.2,900.00
DATE: 10-04-2003					
P.V.No.	Voucher File	Expense Name:	Received by:	Particulars	Deposits Cheque No.
04-16	<input type="checkbox"/>	Current A/C CD 554 Cit		deposit	Rs. 1,300.00 0
04-16	<input type="checkbox"/>	Current A/C CD 554 Cit		deposit(chèque)	Rs. 600.00 474585
04-16	<input type="checkbox"/>	Citizen Bank Savings A/		deposit	Rs. 1,000.00 0
04-16	<input type="checkbox"/>	Loans Repayment Bank		deposit	Rs. 300.00 0
Daily Income Break Up					
DATE	10-04-2003	Receipt No	04-09		

Design View

The screenshot shows the Design View of a report titled "Daily Sales Report NewWalter". The report is structured with a form layout. At the top, there is a "Page Header" section. Below it is a "date Header" section containing a "date:" label and a text box. The main body of the report is the "Detail" section, which contains a table with columns for "Special day" (a dropdown menu) and "DATE:". The "Detail" section is followed by a "date Footer" section. The form is designed to be linked to a calendar source, as indicated by the "Special day" dropdown and the "DATE:" label.

Main report has Date as a unique field. Prepare the report as the Calendar as the source.

In the detail, click Sub report from the menu bar wizard and draw a rectangle in the detail space, and the wizard will point out the other reports you have prepared. Choose the one which has date, and define this link with the main form. Then for with the handles space the report.

Creating Report with a Wizard

Reports

Written by W.J.Pais

1. In the Database window, click **Reports** under **Objects**.
2. Click the **New** button on the Database window toolbar.
3. In the **New Report** dialog box, click the wizard that you want to use. A description of the wizard appears in the left side of the dialog box.
4. Click the table or query that contains the data you want to base your report on.

Note Microsoft Access uses this table or query as the default record source for the report. However, you can change the record source in the wizard and select fields from other tables and queries.

5. Click **OK**.
6. If you clicked **Report Wizard**, **Chart Wizard**, or **Label Wizard** in step 3, follow the directions in the wizard dialog boxes. If you click **AutoReport: Tabular** or **AutoReport: Columnar**, Microsoft Access automatically creates your report.

If the resulting report doesn't look the way you want, you can change it in Design view.

You can use Microsoft Access Help, and look for Contents. Go down to working with Reports, and learn more from there.

Sub Reports

A sub report is a report that's inserted in another report. When you combine reports, one of them must serve as the main report. A main report is either bound or unbound; that is, it is or isn't based on a table, query, or SQL statement.

Data from unrelated record sources in a main report with two sub reports

Reports

Written by W.J.Pais

An unbound main report can serve as a container for unrelated sub reports that you want to combine.

The unbound main report contains two unrelated subreports.

One subreport summarizes sales by employee.	Sales Summaries		
	19-Apr		
The other subreport summarizes sales by category.	Employee Sales:	Employee Name:	Employee Sales:
		Nancy Davolio	\$93,932
		Andrew Fuller	\$88,123
		Janet Leverling	\$123,129
	Category Sales:	Category Name:	Category Sales:
		Beverages	\$127,189
		Condiments	\$56,462
		Confections	\$88,500

Data from one record source in a main report and sub report

You bind the main report to an underlying table, query, or SQL statement when you want to insert sub reports that contain information that's related to the data in the main report. For example, you can use the main report to show detail records, such as every sale in a year, and then use a sub report to show summary information, such as the total sales for each quarter.

Create a sub report

How you create a sub report depends on whether you want to create a sub report in an existing report or add an existing report to another existing report to create a report and sub report.

Create a sub report in an existing report

Reports

Written by W.J.Pais

If the sub report will be linked to the main report, make sure you've set up the table relationships correctly before using this procedure.

1. Open the report you want to use as the main report in **Design view**.
2. Make sure the **Control Wizards** tool in the toolbox is pressed in.
3. Click the **Subform/Subreport** tool in the toolbox.
4. On the report, click where you want to place the subreport.
5. Follow the directions in the wizard dialog boxes.

When you click the **Finish** button, Microsoft Access adds a subreport control to your report. It also creates a separate report that is displayed as the subreport.