RUTGERS

Rutgers Business School
Newark and New Brunswick

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Accounting Information Systems

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A.I.S. Class 15: Outline

- Learning Objectives for Chapter 4
- Quiz for Chapter 4
- Chapter 4 Highlights
- Group Work for Chapter 4

Learning Objectives for Chapter 4

- In Chapter 4 students will learn how to:
  * Reset the Tables and Queries toolbars to their original configuration
  * Define a table's structure
  * Enter data into a table
  * Alter a table's structure
  * Set a table's field properties
  * Join tables and establish referential integrity checks between them

Learning Objectives for Chapter 4

- In Chapter 4 students will learn how to:
  * Create queries involving a single table
  * Create a query for tables with a many-to-many relationship
  * Create tables involving multiple tables, derived column values, and expressions
  * Create queries with an outer join relationship to reveal hidden information
  * Create parameter queries

Chapter 4 Quiz

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ACCESS Objects

- Tables
- Queries
- Forms
- Reports
- Pages
- Macros
- Modules

ACCESS Data Types

- Text
- Memo
- Number
- Date/Time
- Currency
- AutoNumber
- Yes/No
- OLE Object
- Hyperlink
- Lookup Wizard

Implementing the Design

1. *Create the Access tables required by the design*
2. *Designate the primary keys*
3. *Establish relationships between tables*
4. Create forms to maintain the tables for each resource and agent
5. Create (multi-table) forms for event recording processes
6. *Create queries to generate desired information*
7. Develop report formats for the desired reports
8. Build a custom menu system

Chapter 4 Highlights

- Separating Tables from other objects (*required for Stages 5 & 6 of the Group Project!*)
- Defining and Altering a Table's structure
- Populating a table
- Establishing Referential Integrity
- Editing and removing Intertable Relationships
- Setting Field Properties
- One table Queries - working with the Dynaset
- Saving and printing queries
- Multi-table Queries

Chapter 4 Highlights

- Comparison Operators
  - <, <=, >, >=, =, <>, Between, In, Like
- Wildcards
  - ?, *, #
- Logical Operators
- Performing calculations with Queries
- Grouping and summarizing data
  - Aggregate functions
- Outer joins
- Parameter Queries

Group Work for Chapter 4

- Practice Exercises 1, 3
- Problems 1, 2, 4
- Identify by name and job title all Sales employees whose total sales amount to less than $250,000