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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 this chapter you will learn how to:
 - * Create *select* and *action* queries
 - * Review queries in Design, Layout and SQL views
 - * Join tables and establish referential integrity checks between them
 - * Use the query wizard
 - * Work in Layout view
 - * Group and summarize data with queries
 - * Create parameter queries

Learning Objectives for Chapter 4

- In this chapter you will learn how to:
 - * Create queries involving a single table
 - * Create queries for tables having many-to-many relationships
 - * Create queries involving multiple tables, derived column values, and expressions
 - * Create tables with an outer join relationship to reveal hidden information
 - * Build and run PivotTable and PivotChart queries
 - * Work in SQL view to create SQL queries
 - * Create and run action queries to alter data

Chapter 4 Quiz

?

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

- Types of queries
 - * Selection queries
 - * Action queries
- Queries produce *dynaset*s
- ACCESS has five views of queries
 - * Design view
 - * SQL view
 - * Datasheet view
 - * PivotTable view
 - * PivotChart view
- We create basic queries using QBE
- *Criteria* can be used to retrieve selected rows

Chapter 4 Highlights

- Working with a dynaset
 - * Producing sorted query results
 - * Altering the order and size of columns
 - * Altering column display properties
- Saving a query and printing dynasets
- Creating queries with query wizards
- Creating Crosstab queries
- Creating Find Duplicates Queries

Chapter 4 Highlights

- Designing and using Parameter queries
 - * Particularly important for periodic accounting reports!
- Setting query properties
 - * Default view
 - * Output all fields
 - * Top values
 - * Unique values
 - * Unique rows
 - * Filter
 - * Order By
 - * Orientation

Chapter 4 Highlights

- Working with multiple-table queries
- Understanding table relationships
- Using expressions in a query
 - * Calculating what you didn't need to store!
- Using the expression builder
- Introduction to ACCESS built-in functions
 - * Be prepared to use ACCESS Help (and Google) to learn more about built-in functions

Chapter 4 Highlights

- Dealing with Null fields
- Using Date functions
- Using criteria in queries
- Comparison Operators
 - * **<, <=, >, >=, =, <>, Between, In, Like**
- Wildcards
 - * **?, *, #**
- Logical Operators
 - * **AND, OR, NOT**

Chapter 4 Highlights

- Grouping and summarizing data
 - * Avg
 - * Count
 - * Expression
 - * First
 - * Group By
 - * Last
 - * Max
 - * Min
 - * Sum
 - * StDev
 - * Var
 - * Where

Chapter 4 Highlights

- Creating and using Outer Join queries
- Building Pivot table queries
- Working in SQL view
- Self-Join queries
- Using a subquery to find customers without invoices
- Finding employees with longer than average tenure

Chapter 4 Highlights

- Creating and running action queries
 - * **Make**
 - * **Update**
 - * **Delete**
 - * **Append**

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 \$7,500, sorted by total sales, descending