RUTGERS

Rutgers Business School
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Accounting Information Systems

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A.I.S. Class 17: Outline

- Learning Objectives for Chapter 6
- Chapter 6 Quiz
- Chapter 6 Highlights
- Learning Objectives for Chapter 7
- Chapter 7 Quiz
- Chapter 7 Highlights
- Group Work for Chapter 6
- Group Work for Chapter 4
- Some ACCESS Functions
- Group Projects

Learning Objectives for Chapter 6

- In Chapter 6 students will learn how to:
  - Build a report quickly from a selected table
  - Modify a report in Layout view
  - Create a report using the Report Wizard
  - Understand guidelines for good report design
  - Create a report from scratch with the Design View
  - Create a multitable report
  - Publish a report on paper, as a pdf, and in XPS format
  - Create mailing labels

Chapter 6 Quiz

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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 6 Highlights

- Creating a Basic Report quickly
- Report, like forms, have four views
  - * Report view
  - * Print Preview view
  - * Layout view
  - * Design view
- Modifying a Report in Layout View
- Adding a Logo and a Title
- Deleting, Moving, and Resizing Columns
- Modifying Column Titles
- Sorting and Grouping

Chapter 6 Highlights

- Formatting Reports
- Applying Conditional Formatting to a Report
- Building a Report Using the Report Wizard
- Creating a Report from scratch in Design View
- Creating a Blank Report and Adding Fields
- Selecting Fields from Related Tables
- Creating a Tabular Control Layout
- Grouping and Sorting
- Adding Calculations to a Report
- Adding Page Break before Sections
- Modifying Report Properties

Chapter 6 Highlights

- Applying Conditional Formatting to a Control
- Fine Tuning the Report
- Creating a Multitable Report based on a Query
- Examining a Query Supplying Report Data
- Creating the first draft of an Invoice Report
- Manually Adding Fields
- Rearranging and Reorganizing Fields
- Adding Labels and Graphics
- Publishing a report
- Creating Mailing Labels

Chapter 6 Highlights

- Guidelines for Good Report Design
  - * Use existing paper reports when needed
  - * Use page numbers, dates and times
  - * Ensure field order makes sense
  - * Sorting and grouping are always welcome
  - * Keep it simple

Learning Objectives for Chapter 7

- In Chapter 7 students will learn how to:
  - * Create a value system model of an enterprise
  - * Create a value chain model of an enterprise
  - * Crate business process models of an enterprise
  - * Create a Microsoft ACCESS database based on business process models

Chapter 7 Quiz

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Chapter 7 Highlights

- Introduction to Data Modeling
- Creating a Value System Model of an Enterprise
- Creating a Value Chain Model of an Enterprise
- Creating a Business Process Model of an Enterprise
- Creating Events, Resources, and Agents, and the Relationships between them
- Adding Relationship Cardinalities to the Business Process Model
- Adding Attributes to the Business Process Model
- Converting a Business Process Model to a Logical Database
- Creating the ACCESS Database

Group Work for Chapter 6

- Problems 1, 2 & 5

Group Work for Chapter 4

- Identify by name and job title all Sales employees whose total sales amount to less than $7,500, sorted by total sales, descending

Some ACCESS Functions

- DLOOKUP
  - DLookup (expression, domain, criteria)
  - DLookup (attribute, table, row)
  - DLookup (“[OnHand]”, “[tblInventory]”, “[ItemID]=12345”)
  - DLookup (“[OnHand]”, “[tblInventory]”, “[ItemID]=Forms![frmOrder]![fsubOrder].Form! [ItemID]”)
  - [Quantity] >DLookup (“[OnHand]”, “[tblInventory]”, “[ItemID]=Forms![frmOrder]![fsubOrder].Form! [ItemID]”)
- Nz – converts nulls to zeros
- IsNull – tests whether null

Group Projects

- We now add to our Camel Code naming convention, consistent with the Perry, Schneider & Newmark text:
  - * tbl as a preface for table names
  - * qry as a preface for query names
  - * frm as a preface for form names
    - fsub as a preface for sub-form names
  - * rpt as a preface for report names
  - * mcr as a preface for macro names
  - * cmd as a preface for command button names
  - * mnu as a preface for menu names
- Thus we will have tblReceiveFees, etc.

Group Projects

- Use Switchboard forms to implement an easy-to-use Menu system

Group Projects

- Top Level – buttons for:
  * Client Services, Billings and Cash Collections
  * Human Resources Management
  * Purchases
  * Fixed Assets
  * Finance
  * Cash Transfers
  * Exit

Group Projects

- Client Services, Billings and Cash Collections – buttons for:
  - Enter Client Services, Billings and Cash Collections transactions
  - Maintain Client Services, Billings and Cash Collections tables
  - Generate Client Services, Billings and Cash Collections reports
  - Return to previous Menu

Group Projects

- Enter transaction – buttons for:
  - * Record Client Acceptance
  - * Record Agreement of Assignment
  - * Record Budgeting of Recurring Assignment
  - * Record Billing & Write-off of Services
  - * Record Receipt of Fees
  - * Record Write-Off of Fees

    or whatever your events are
  - * Return to previous Menu

Group Projects

- Maintain tables – buttons for:
  - * Maintain Services
  - * Maintain Assignments
  - * Maintain Cash Accounts
  - * Maintain Clients
  - * Maintain Partners
  - * Maintain Staff

    or whatever your resources and agents are
  - * Return to previous Menu

Group Projects

- Generate reports:
  - * Print Client Acceptances
  - * Print Assignment Details
  - * Print Budgets
  - * Print Invoices
  - * Print Fees Received
  - * Print Fees Written Off
  - * Print WIP
  - * Print Combined Percentage Report
  - * Print Accounts Receivable
  - * Print Revenue Reports & Sales Analyses

    or whatever reports your system needs – you may have to split onto several pages if you have many reports – e.g, current, period end
  - * Return to previous Menu

Group Projects

- Stage 3 (DRS) needs to be corrected by November 13
- Stage 4 is due in the binders on Monday November 2
- Remember that I have canceled many parts of Stage 4:
  - You are no longer responsible for General Controls
  - You are responsible for Application Controls only for the cycle your group has been assigned
  - You are responsible for designing controls for the NEW system you are developing but NOT for documenting controls in the existing manual system
- However, for the cycle you ARE working on, you should plan on being very specific and detailed
  - The plan is that you do all your thinking about the specifics of controls NOW, so that at Stage 5 you only have to think about how to enter them in ACCESS

Group Projects

- For example:
  - Type of Control: Range Test
  - Control Activity: The software will reject all Time Units entered that are not >0 and <= 500
  - This is a programmed preventive control
  - It contributes to achieving our Control Objectives for Accuracy and Validity
- *Sometimes*, it may be possible to document multiple control activities in one box:
  - Type of Control: Field Test
  - Control Activity: Non-numeric input will be rejected for the following attributes:
    - AAAA
    - BBBB
    - CCCC
    - DDDD

Finally . . .

- Classes will meet in Beck 213 on Monday November 2