

14.13: Presenting Data on Reports

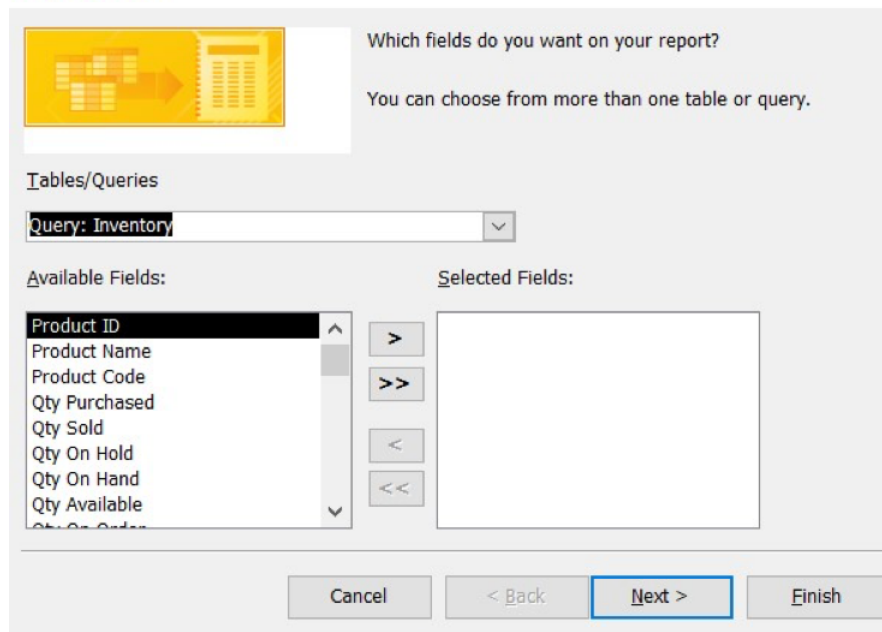
Learning Outcomes

- Present data on reports

The best way to think of forms and reports is this: forms are for input and reports for output. Reports are the primary way that users consume information. Luckily, Access wizards guide us through the process of designing reports.

In the example below, we are creating a report on inventory.

Report Wizard



Which fields do you want on your report?

You can choose from more than one table or query.

Tables/Queries
Query: Inventory

Available Fields:

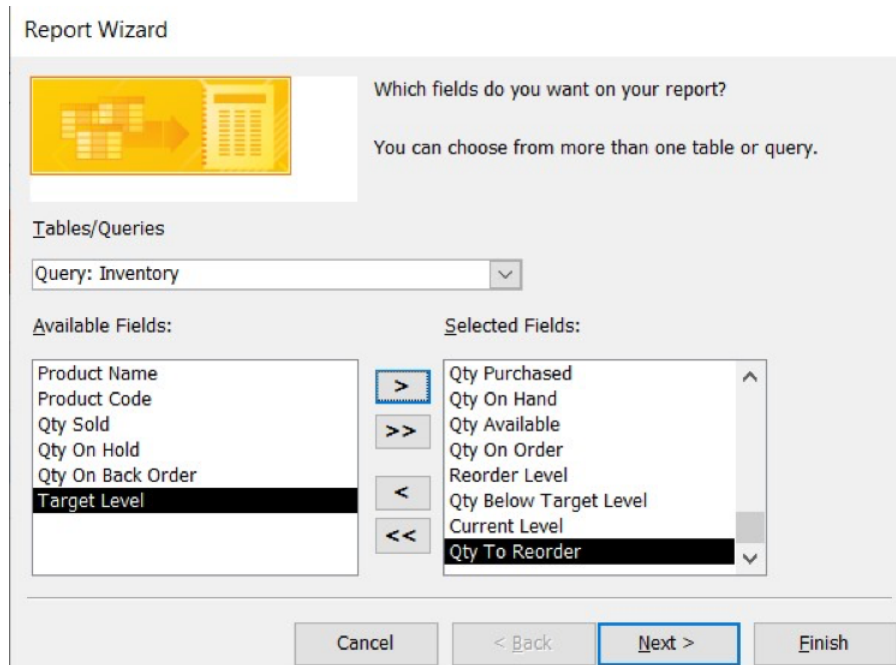
- Product ID
- Product Name
- Product Code
- Qty Purchased
- Qty Sold
- Qty On Hold
- Qty On Hand
- Qty Available
- Qty On Order

Selected Fields:

Buttons: > >> < <<

Buttons: Cancel < Back Next > Finish

Select the fields that need to be in the report



Which fields do you want on your report?

You can choose from more than one table or query.

Tables/Queries
Query: Inventory

Available Fields:

- Product Name
- Product Code
- Qty Sold
- Qty On Hold
- Qty On Back Order
- Target Level

Selected Fields:

- Qty Purchased
- Qty On Hand
- Qty Available
- Qty On Order
- Reorder Level
- Qty Below Target Level
- Current Level
- Qty To Reorder

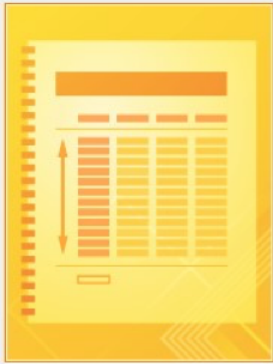
Buttons: > >> < <<

Buttons: Cancel < Back Next > Finish

The wizard provides several options for the display of the information, such as sorting.

Report Wizard

What sort order do you want for your records?



You can sort records by up to four fields, in either ascending or descending order.

1	Product ID	Ascending
2		Ascending
3		Ascending
4		Ascending

Cancel

< Back

Next >

Finish

Here is the quick Inventory report for sake of example. The report has been sorted according to Product ID as was specified in the wizard.

Inventory									
Product ID	Qty Purchased	On Hand available	Qty On Order	Current Level	Target Level	Level Below Target	Current Level	Qty To Reorder	
1	40	25	0	41	10	-1	41	0	
3	100	50	50	50	25	0	100	0	
4	40	0	0	40	10	0	40	0	
5	40	15	15	0	10	25	15	25	
6	100	0	0	10	25	90	10	90	
7	40	0	0	0	10	40	0	40	
8	65	0	0	0	10	40	0	40	
14	40	40	40	0	10	0	40	0	
17	40	0	0	0	10	40	0	40	

There is a rich set of formatting options for reports. There is also a robust “Print Preview” capability where professional-looking touches can be added to the appearance of the report.

Practice Question

<https://assessments.lumenlearning.com/assessments/18788>

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