

MGMT 345 Sections 1 & 3 Assignment #4

Lab 3 from the O'Leary Access 2002 book.

On Your Own #3, Expense Account Report (page AC3.63)

Due 30 October 2003

You must e-mail the solutions to me at ajaken@cba.siu.edu prior to the beginning of the lab on 30 Oct.

On Your Own #3 from Lab 3 builds upon On Your Own #4 from Lab 1 and On Your Own #2 from Lab 2 which must be completed as specified below before you can complete this assignment.

Lab 1, On Your Own #4: You work in the accounting department at a start-up company called JK Enterprises. One of your duties is to process expense reports, which up until now was a simple task of having the employees fill out a form and submit it to you for payment. You would then cut a check for them and charge it to the general expense fund of the company. However, the company has grown tremendously in the last year, adding employees and departments at a rapid rate, and the executive team has decided that it is time to start managing the income and expenses on a much more detailed level. To this end, you need to create a database that includes the Employee_ID, Submission_Date, Expense_Type, and Expense_Amount for each expense report that is turned in. Name the database **<YourName>JK_Enterprises** and the table **Expenses**. Use the Currency data type for the amount field, and appropriate data types for the remaining fields. Make the employee ID the primary key. Enter at least 15 records, copying and pasting some of the data to minimize your data entry efforts. Adjust the column widths as necessary. *Create an additional table named Employees with the fields Employee_ID, First_Name, and Last_Name making Employee_ID the primary key and matching the data type of the Employee_ID field. Add a record to this table with your name in the appropriate fields.*

Lab 2, On Your Own #2: While creating the database table for JK Enterprises (On Your Own Exercise 4 of Lab 1), you learned that some employees have been receiving advances for anticipated expenses (such as for travel). You have also been informed that the executives want to start tracking the expenses by department. You need to add a currency field for the advance amount data and a field to enter the department number. You also need to add a Yes/No field to record whether or not the expense has been paid, with a corresponding validation rule and message. Update the **Expenses** table to include appropriate values in the new fields in the existing records. Close the table, saving the changes. Then use the Form Wizard to create a data entry form called **JK Expenses** for this table.

Lab 3, On Your Own #3: One of the department managers at JK Enterprises has requested a report showing who in her group has submitted an expense report but not yet been paid. In the JK_Enterprise database, open the "Expenses" table you updated in On Your Own Exercise 2 of Lab 2. Locate a department that has at least two expense reports that have not been paid (if there are none, change some of the department's paid fields from Yes to No). Then run a query that includes all fields except the employee ID. Enter query sort criteria to find only records for employees who have not been paid, and for the department you chose earlier. Apply an ascending sort on the field containing the date the expense report was submitted. Save the query as **Pending** and then use the Report Wizard to create a report named **Pending Expenses** based on the query. Sort the report by the date submitted and then the department fields.