

[See this page in the course material.](#)


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:

Navigation buttons: >, >>, <, <<

Buttons: Cancel, < Back, Next >, Finish

Select the fields that need to be in the report

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 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

Cancel

< Back

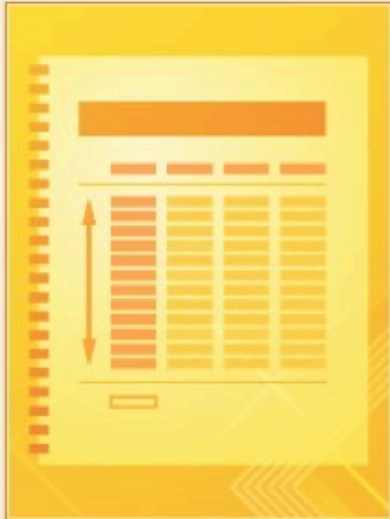
Next >

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	<input type="text" value="Product ID"/>	<input type="button" value="Ascending"/>
2	<input type="text"/>	<input type="button" value="Ascending"/>
3	<input type="text"/>	<input type="button" value="Ascending"/>
4	<input type="text"/>	<input type="button" value="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	var Level	below Target Level	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

The best way to think of forms and reports is:

☐ forms are for input and reports for output.

[See this interactive in the course material.](#)

Licenses and Attributions

CC licensed content, Original

- Presenting Data on Reports. **Authored by:** Robert Danielson. **Provided by:** Lumen Learning. **License:** [CC BY: Attribution](#)

</div