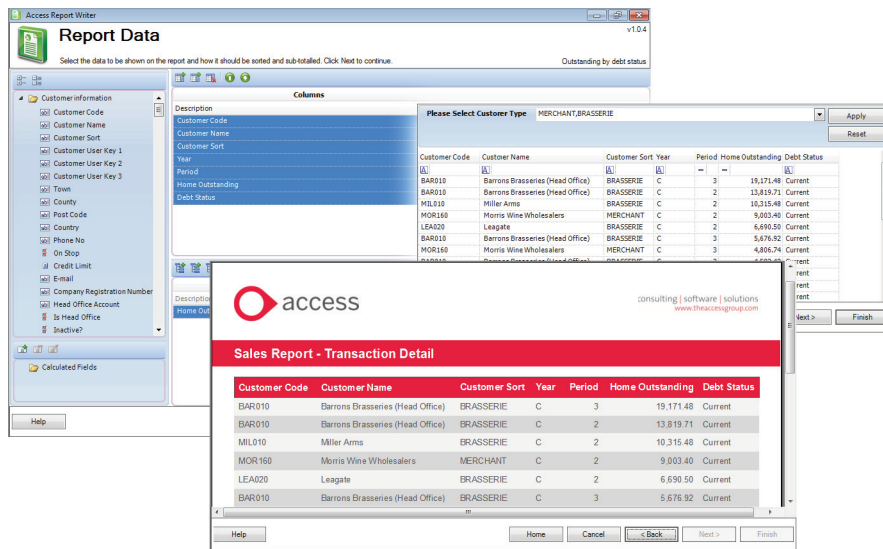


Access Report Writer

Access provides a variety of management reporting tools to suit every professional role and business need. Whether it's using our Report Pack Creator to create the perfect Board Pack, drilling down via enquiry screens for on-the-spot information in report format, Access Dashboard for snapshot views of company-wide data, standard Dimensions reports, Access Office Integration Smart Tags or the more powerful report-writing capabilities offered by Crystal – we aim to fit function to process so you have the exact tools you need for every task you do.



Reporting made easy: with Access Report Writer, you don't need to know technical database structures to run your reports. The module features plain English field labels, so you can simply click the information, see the data preview and run your report in a format of your choice.

The right tool for the job

Busy managers need to create reports quickly and accurately, in a professional format, without having to worry about the underlying technology. Access Report Writer is a tool that can be used by anyone regardless of technical know-how, much like a word processor or a spreadsheet, reducing the reliance on technical resource within your organisation. This module offers flexibility, a user-friendly interface and a solution that's sufficiently detailed when it needs to be, but simple to use.

Opening up potential in your business

There are a number of traditional challenges for non-technical users when looking to produce bespoke reports:

- Not knowing where the required data is located in the system

- Difficulties in combining data from different functional areas
- Mixing standard text reports and graphical information such as charts
- Selecting, filtering, sorting, grouping and formatting results in a legible format.

Access Report Writer addresses these traditional challenges and provides a 'self-service' option for managers and staff, complementing standard system reports and document layouts available through your core Access solution.

Data Dictionaries

Firstly, we'll introduce you to Data Dictionaries. Data Dictionaries are a set of pre-grouped information in which all the relevant field names are put into a dictionary or list.

Key benefits

Data dictionaries – pre-grouped data sets to speed up report generation

Set parameters and search criteria within a few clicks

Wizard-driven design for ease of set-up and use

'Plain English' field labels

Graphs

Adding calculated fields

Integration with MS Office, MS Reporting Services and Report Pack Creator

This then allows you to select the appropriate field names without needing to work out which data is held in which fields – or even how to find and select them from the database.

Our aim is to do all the hard work for you, so we're also using plain English field labels to make all the information clear and straight forward to understand. Plus the module is supplied with a variety of Data Dictionaries, allowing for all types of transactions to have reports generated on pre-grouped data.

Wizard Design

We've put in a wizard-driven design for ease, where you can select the fields you want to show in the report and then simply highlight, drag and drop, and re-order the fields as you go. You can then set the sort order and subtotals by analysis name, or by transaction type. If the data dictionary doesn't contain the exact field you want, then calculated fields can be added as required (e.g. a profit variance could be added).

Parameters and criteria

You can now set parameters and search criteria within a few clicks. For example, you can set transactions to be between particular date ranges or you can select customers with a specific sort key (e.g. by region/account manager). Once set, you can then see the data in preview mode.

How does the formatting work?

Formatting options enable you to change column sizes, align or remove columns, change sort orders, decrease decimal points, and more. Parameters can also be changed as needed. Access Report Writer features a series of styles that enable you to choose the one that best suits you and how you work. Report titles, sub-titles, page sizes, header and footer options, logos and straplines: all can be included as needed. You can choose to print all of the report data or just sub-totals. Graphs can be added if you wish.

What are my print options?

The options are: print, export to Excel/Word/PDF or save. You can define your own filing structure too, giving each report a name and a description. Reports can be saved as public or private – so it's easy to keep track of who can see what, whether it's people with the same security profiles as you or a specific 'for your eyes only' report. You have complete peace of mind.

You can also re-run reports at any time and change them if you need to. In addition reports can be output as RDL (Report Definition Language) files, so they can be imported into Microsoft Reporting Services, or simply included as part of the management accounts compiled by the Access Report Pack Creator.

Other Access reporting options

Crystal Reports

Report Pack Creator

Dashboard

Access Office Integration

Standard Dimensions reports

Once you've left Access Report Writer and logged back in at a later time, there's a choice between accessing existing or new reports. Existing reports can be moved between folder locations and flagged as favourites. When re-running existing reports, you can add new fields such as sub-totals, add parameters as you see fit, and then save it all as a new version.

System requirements

Access Report Writer is available for 2.44d to 2.50f – and all of these versions will require a service pack (SQL 2005/2008 only). Once you have Access Report Writer, you'll see the icon 'Report Writer' as part of the toolbar/ribbon in Dimensions. Data Dictionaries are available in v1 for Sales, Purchase, Nominal and Costing.

Further information

For further information on Access, call us on **01206 322575**, email **info@theaccessgroup.com** or visit our website **www.theaccessgroup.com**