

Hi [FirstName],

# Simply Access Tips

## Issue 4 – 2008

March 21<sup>st</sup> 2008

Welcome to the fourth edition of Simply Access Tips for 2008.

Housekeeping, as usual, is at the end of the Newsletter so; if you need to know how to unsubscribe, white-list, etc., then scroll to the bottom.

### Julie's ponderings

Hi [FirstName],

Welcome everyone.

A few things have happened since my last Newsletter:

I have enjoyed having the house just to my husband and myself. At times it is lonely, but not very often. I like my own company and I have plenty of interests and things to do. Hopefully I will now get some things I have put on hold done as my daughter used to like to stop every hour or so for a break, a cuppa (cup of coffee or tea) and a chat, whereas as I like to make my cuppa and have it on the go. Sometimes I will have a break but only for 5 – 10 minutes.

It was my parent's 50<sup>th</sup> wedding anniversary last weekend. We headed off to the Murray River (the river that separates three of our states Victoria, New South Wales and South Australia). We stayed in a house that accommodates 12 people, although on one night there were sixteen of us. It was great, very modern and right on the banks of the Murray. It was a bit nostalgic for us all as we spent all our holidays camping on the Murray as children. I had a couple of paddles in my kayak, which was great. Not much current where we were staying, so did not have too much trouble handling the river. It was a great weekend and good to catch up with everyone.

The weather has been unseasonable hot (high 30's for most of the past week) and it is meant to be autumn. No rain in sight still. We have not had any rain at all for this month. Hopefully this will change soon.

Talk to you soon

Julie

## Back Issues

Just a reminder, back issues of Simply-Access Tips can be found at:

<http://www.simply-access.com/SimplyAccessTipsNewsletter1.html>

Yes, I am finally up to date, apart from this Newsletter. I will endeavor to update the previous Newsletter as I write the next one.

## Questions

Unfortunately, I am unable to answer individual questions, personally, via email. Purely due to the fact that all I would do is answer questions. You do, though, have three other options for me to answer your questions:

- 1) I can include them in an edition of Simply Access Tips (if you do not mind your question being shared). There may be a wait before they are included, depending on how many I have.
- 2) You can go to All Experts and post your question there; I answer one question per day from All Experts (this helps to keep control of the questions):

<http://www.allexperts.com/browse.cgi?catLvl=3&catID=1440>

If I am not available, there are many other experts.

- 3) Or, you can subscribe to my Question Subscription Service, \$23.95 AUD per month, for unlimited questions:

<http://www.simply-access.com/MicrosoftAccessQuestions.html>

## Learn VBA

You may have noticed I have used VBA code in some of my answers. If you would like to learn this valuable skill to enable you to expand the flexibility of your Microsoft Access database, then click below to get your first lesson free, or cut and paste into your URL Address bar. You will need to scroll to the bottom of the page and enter your information into the form.

<http://www.simply-access.com/LearnVBA.html>

## Tips

**NOTE:** If you are copying code from the tips and find it is not copying correctly – i.e. the html is also being copied, then copy them into NotePad first (not Microsoft Word, as Word keeps the formatting) then copy from NotePad into Microsoft Access.

### **Tip 1: *Cross-tab query example – converting rows to columns.***

#### **Question**

I am a first time MS Access user. I have to convert the data from row format to column.

The data is present in the table in the following format:

Material at Level 8, Material at Level 9, Material, Actual Sales, PeriodDate

L8D101, L9D101, D101, 2154.785, 01/01/2006

L8D101, L9D101, D101, 2234.213, 01/02/2006

L8D101, L9D101, D101, 3154.546, 01/03/2006

L8D101, L9D101, D101, 3242.324, 01/04/2006

L8D101, L9D101, D101, 2145.812, 01/05/2006

L8D102, L9D102, D102, 2154.785, 01/01/2006

L8D102, L9D102, D102, 2234.213, 01/02/2006

L8D102, L9D102, D102, 3154.546, 01/03/2006

L8D102, L9D102, D102, 2145.812, 01/05/2006

Suppose I select the month from front end as May, then the data of May plus the previous three months data should come in the following format:

Material at Level 8, Material at Level 9, Material, Feb Actual, Mar Actual, Apr Actual, May Actual

L8D101, L9D101, D101, 2234.213, 3154.546, 3242.324, 2145.812

L8D102, L9D102, D102, 2234.213, 3154.546, 0, 2145.812

## Answer

What you need to do is build a cross tab query, but first we will need to build a query to filter the data for the months you require; to do this:

Build a query by following the wizard, choosing the table as required and all the fields as per your question. Once the query has been built:

To change it so it only displays the chosen month and the 3 previous months, change the query to design view (blue triangle left hand side of the toolbar)

In the first vacant column in the top row type the following:

PickMonth: Format([Period Date],"mm")

In this same column in the 'Criteria' row type the following:

>=[Enter Start Month] And <=[Enter End Month]

Then in the next column in the top row enter the following:

PeriodDate: Format([Period Date Date],"yyyy")

Then in the criteria row:

[Enter Year]

Run the query to test it by clicking on the red exclamation mark. You will be prompted to enter the months, do them in this format, first the start month; this will be Feb (as per your example):

Enter it as:

02

then the end month (May)

Enter it as:

05

then the year

2007

If the query delivers the result you want, then close and save your query.

Next build your cross-tab query:

Go to the query section of access. Click on New and select 'Cross Tab Query Wizard', follow the wizard choosing the following:

Step1 : select the query you have just created that has the above info > Next

Step2 : Add the following fields as Row Headings

Material At Level 8

Material At Level 9

Material

> Next

Step3 : Add the field Period Date as your column heading > Next

Step4 : Choose 'Month' as your time interval > Next

Step5 : Add 'Actual Sales' as your calculation field and choose Max from the function section > Next

Step6 : Name your query > Finish

Run your query to check if it gives you the results you require.

## ***Tip 2: Problems with tabs on forms***

### **Question**

I am creating a form with a tab control on it (I only have 2 tabs in the control), and I am putting fields from a database on the tabs, some on 1 tab, some on the other. Now, for some reason, when I put a control on one of the tabs, it shows up on BOTH tabs, and when I delete it on one tab, it deletes from both tabs. Is there something that I am doing wrong? How can I get these controls to only show up on the tab that I want them on?

Make sure you have the tab control selected prior to pasting, and the fields are completely within the border displayed, otherwise the fields are pasted to the form itself and not the tab control.

## Answer

Make sure you have the tab control selected prior to pasting, and the fields are completely within the border displayed, otherwise the fields are pasted to the form itself and not the tab control.

### **Tip 3:      *Using Recordsetclone to go to a specific record.***

## Question

I have a subform which is built up of a field called Session (this field has values such as 02/03, 03/04, 05/06, 06/07 etc)

For a specific record you might have 2 or 3 similar values i.e., 02/03, 02/03, 05/06, 05/06, 05/06, 06/07.

I have this code on OnClick event which moves from one value to another and if the value is identical it jumps to the next. (Therefore it will only highlight 02/03 once then 05/06).

The problem is that if the value is more than 2 times, it will still highlight the third identical value. In the above example it will highlight 05/06, then 05/06, then 06/07. Though, I want it to display 05/06 ONLY once.

Form name: StudentDetails1  
Subform name: FeesDetails  
Field name: Session

The code is shown below;

```
Private Sub Command89_Click()  
On Error GoTo Err_Command82_Click
```

```
Dim Pval As String
```

```
Pval = Forms![StudentDetails1]![FeeDetails]![Session]  
DoCmd.OpenForm "StudentDetails1"  
DoCmd.GoToControl "FeeDetails"  
DoCmd.GoToControl "Session"  
DoCmd.GoToRecord , , acPrevious
```

```
If Forms![StudentDetails1]![FeeDetails]![Session] = Pval Then
```

```
DoCmd.OpenForm "StudentDetails1"  
DoCmd.GoToControl "FeeDetails"  
DoCmd.GoToControl "Session"
```

```
DoCmd.GoToRecord , , acPrevious
```

```
Else
```

```
End If
```

```
Exit_Command82_Click:
```

```
Exit Sub
```

```
Err_Command82_Click:
```

```
MsgBox Err.Description
```

```
Resume Exit_Command82_Click
```

```
End Sub
```

## Answer

I suggest try using the recordsetclone, rather than the form. The recordset clone property copies the recordset for the form.

Also I would suggest using the do until structure rather than the If Then structure, as this limits you to only one bite of the apple, which I think is the problem you are having.

I then have used the bookmark function, to return to the correct record in the form

Try changing:

```
Dim Pval As String
```

```
Pval = Forms![StudentDetails1]![FeeDetails]![Session]
```

```
DoCmd.OpenForm "StudentDetails1"
```

```
DoCmd.GoToControl "FeeDetails"
```

```
Docmd.GoToControl "Session"
```

```
DoCmd.GoToRecord , , acPrevious
```

```
If Forms![StudentDetails1]![FeeDetails]![Session] = Pval Then
```

```
DoCmd.OpenForm "StudentDetails1"
```

```
DoCmd.GoToControl "FeeDetails"
```

```
DoCmd.GoToControl "Session"
```

```
DoCmd.GoToRecord , , acPrevious
```

```
Else
```

```
End If
```

```
To this:
```

```
Dim Pval As String
```

```
Dim rst As Object
```

```
Set rst = Me.RecordsetClone
rst.Bookmark = Me.Bookmark
```

```
Pval = rst![Session]
rst.MovePrevious
```

```
Do Until rst![Session] <> Pval
    rst.MovePrevious
Loop
```

```
Me.Bookmark = rst.Bookmark
```

You will also have to add some error handling:

Change this:

```
Err_Command82_Click:
MsgBox Err.Description
Resume Exit_Command82_Click
```

To this:

```
Err_Command82_Click:
if err.number = 3021 then
exit sub
else
MsgBox Err.Description
Resume Exit_Command82_Click
end if
```

This will take care of running into the end of the recordset.

## ***Housekeeping***

Once again, just a quick reminder: Please ensure the following email address is white-listed with your ISP:

julie@simply-access.com

This will ensure the weekly arrival of this Newsletter.

## ***Contact Details***

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