

# Microsoft® Office Accounting Professional 2007 Step by Step

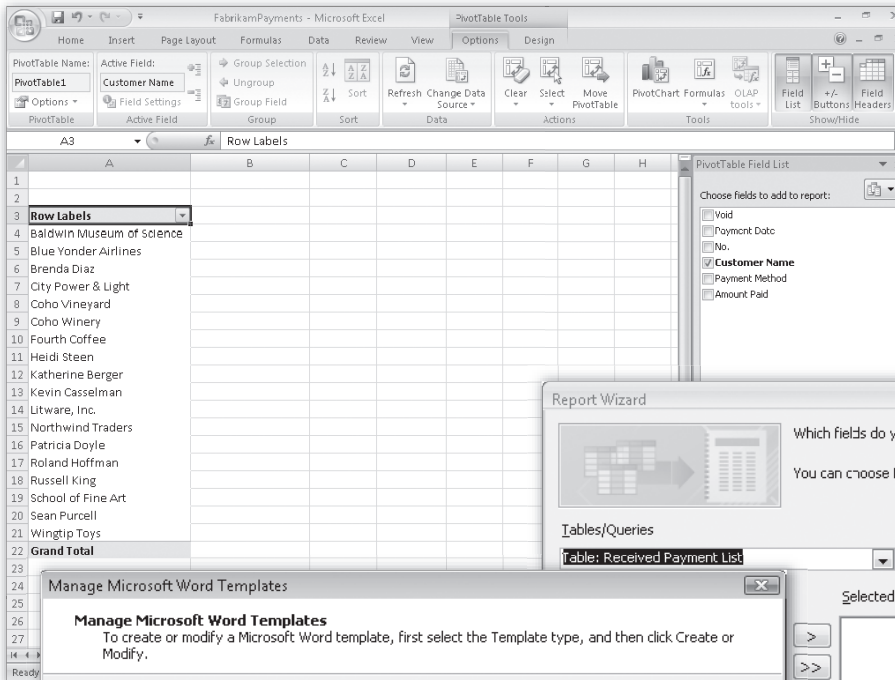
*Curtis Frye and  
William E. Pearson III*

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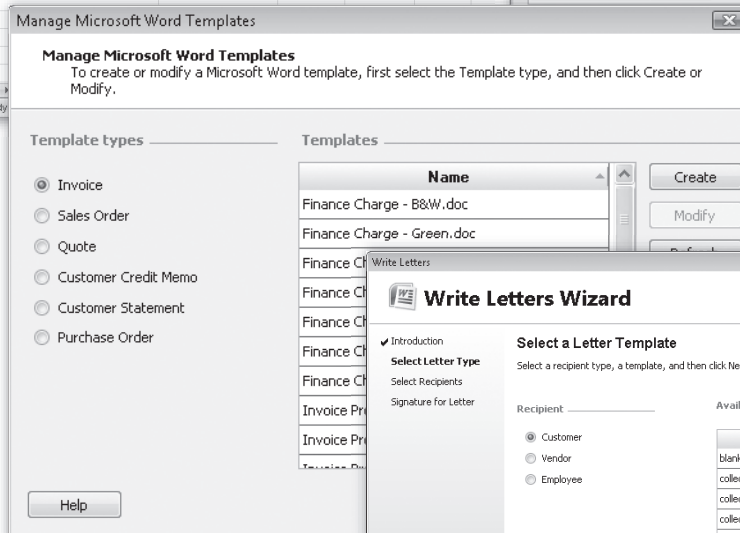
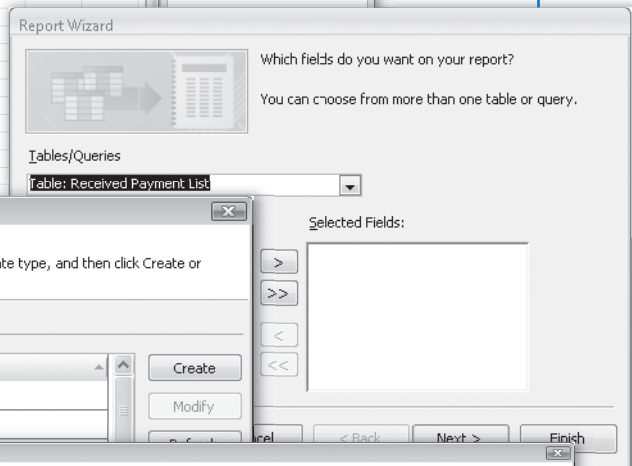
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# Chapter at a Glance



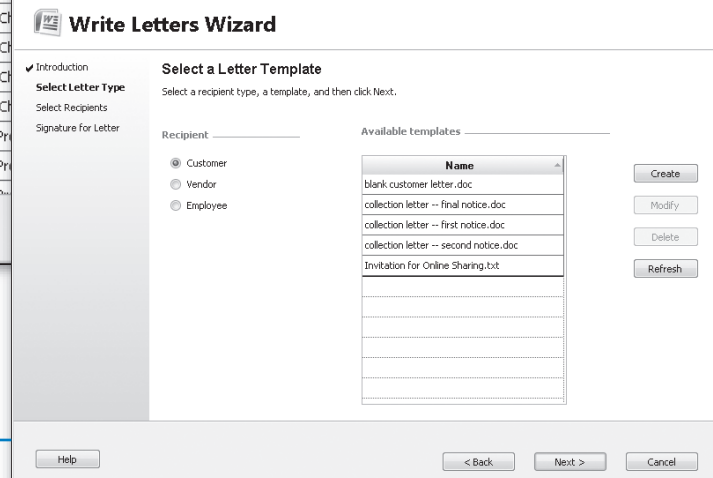
Analyze data using  
Office Excel 2007  
PivotTables,  
page XX

Analyze data using  
Office Access 2007,  
page XX



Modify templates in  
Office Word 2007,  
page XX

Write letters using Word 2007  
Mail Merge, page XX



# 17 Interacting with Other 2007 Microsoft Office System Applications

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## In this chapter, you will learn to:

- ✓ Analyze data by using Excel 2007 PivotTables.
  - ✓ Analyze data by using Access 2007 reports and queries.
  - ✓ Modify templates in Word 2007.
  - ✓ Write letters by using Word 2007 Mail Merge.
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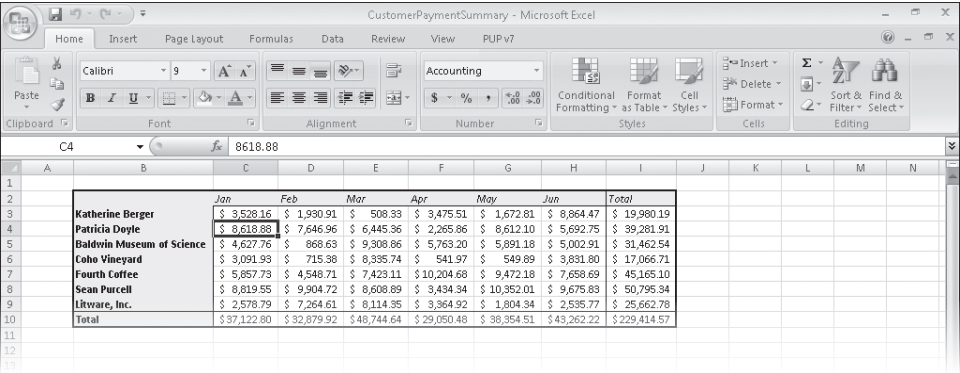
Microsoft Office Accounting 2007 is a powerful program, but it becomes even more powerful when used in conjunction with other programs that are part of the 2007 Microsoft Office system.

In this chapter, you will learn how to export data from Microsoft Office Accounting to Microsoft Office Excel, analyze the data in Excel by using PivotTables, export data to Microsoft Office Access, analyze the data in Access by using reports and queries, modify Accounting templates, and create mailings by using Accounting list data in conjunction with the Microsoft Office Word mail merge capability.

**Troubleshooting** Graphics and operating system–related instructions in this book reflect the Windows Vista user interface. If your computer is running Windows XP and you experience trouble following the instructions as written, please refer to the “Information for Readers Running Windows XP” section at the beginning of this book.

# Analyzing Data by Using Excel 2007 PivotTables

With Excel 2007 worksheets, you can gather and present important data, but the standard worksheet can't be changed from its original configuration easily. For example, consider a worksheet that records payments made by Fabrikam's customers.

A screenshot of the Microsoft Excel 2007 interface. The title bar reads "CustomerPaymentSummary - Microsoft Excel". The ribbon shows the "PivotTable" task pane on the right. The main worksheet area displays a PivotTable with the following data:

|                           | Jan          | Feb          | Mar          | Apr          | May          | Jun          | Total         |
|---------------------------|--------------|--------------|--------------|--------------|--------------|--------------|---------------|
| Katherine Berger          | \$ 3,528.16  | \$ 1,930.91  | \$ 508.33    | \$ 3,475.51  | \$ 1,672.81  | \$ 8,864.47  | \$ 19,980.19  |
| Patricia Doyle            | \$ 8,618.88  | \$ 7,646.96  | \$ 6,445.36  | \$ 2,265.86  | \$ 8,612.10  | \$ 5,692.75  | \$ 39,281.91  |
| Baldwin Museum of Science | \$ 4,627.76  | \$ 868.63    | \$ 9,308.86  | \$ 5,763.20  | \$ 5,891.18  | \$ 5,002.91  | \$ 31,462.54  |
| Coho Vineyard             | \$ 3,091.93  | \$ 715.38    | \$ 8,335.74  | \$ 541.97    | \$ 549.89    | \$ 3,831.80  | \$ 17,066.71  |
| Fourth Coffee             | \$ 5,857.73  | \$ 4,548.71  | \$ 7,423.11  | \$ 10,204.88 | \$ 9,472.18  | \$ 7,658.69  | \$ 45,165.10  |
| Sean Purcell              | \$ 8,819.55  | \$ 9,904.72  | \$ 8,608.89  | \$ 3,434.34  | \$ 10,352.01 | \$ 9,675.83  | \$ 50,795.34  |
| Litware, Inc.             | \$ 2,578.79  | \$ 7,264.61  | \$ 8,114.35  | \$ 3,364.92  | \$ 1,804.94  | \$ 2,535.77  | \$ 25,662.78  |
| Total                     | \$ 37,122.80 | \$ 32,879.92 | \$ 48,744.64 | \$ 29,050.48 | \$ 38,354.51 | \$ 45,262.22 | \$ 229,414.57 |

The data in the worksheet is organized so that each row represents a customer and each column represents a month in the first half of the year. When presented in this arrangement, the totals for each customer and for each month are given equal billing: neither set of totals stands out.

Such a neutral presentation of your data is versatile, but it has limitations. First, although you can use sorting and filtering to restrict the rows or columns shown, it's difficult to change the worksheet's organization. For example, in a standard worksheet, you can't reorganize the contents of your worksheet so that the years are assigned to the rows and the customers are assigned to the columns. With Excel 2007, you can reorganize and redisplay your data dynamically by using a [PivotTable](#).

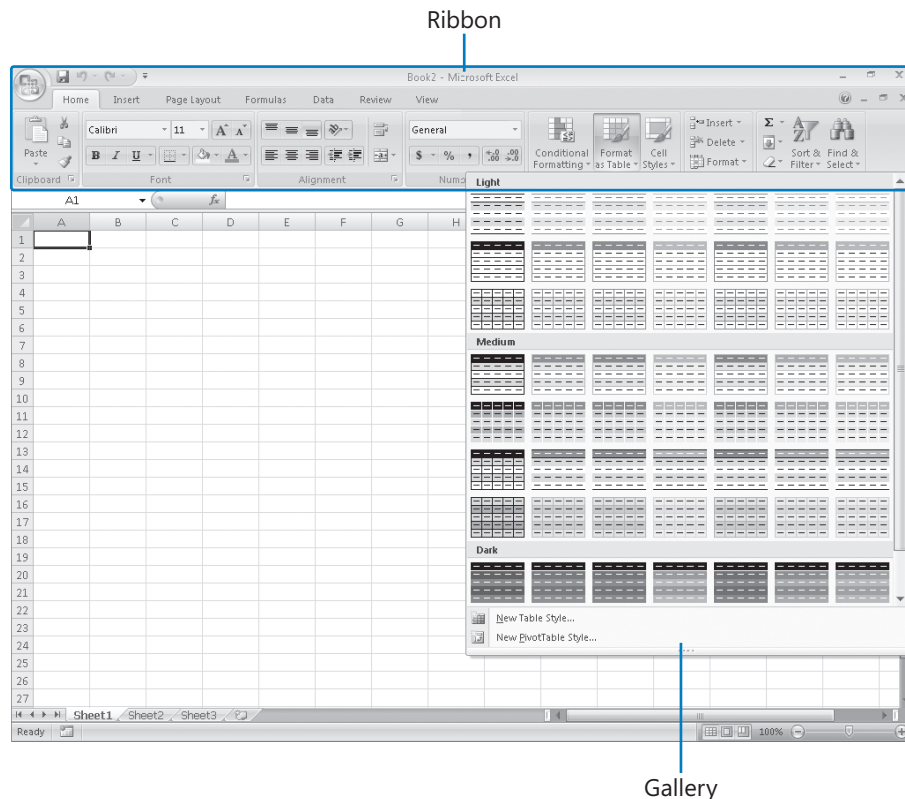
## Exporting Accounting Data to Excel 2007

Accounting is closely integrated with Excel 2007. Because Accounting stores its data in a spreadsheet-friendly format, exporting your company data to Excel is as straightforward as displaying the report you want to export and then clicking the Export To Excel button on the report or list toolbar.

After you export your list data to Excel 2007, you should format the data as an [Excel table](#). With Excel tables, which are new in Excel 2007, you can sort your worksheet data based on the values in one or more columns, limit the data displayed by using criteria (for example, show only those customers with more than \$1,000 in orders), and create


formulas that summarize the values in visible (that is, unfiltered) cells. Also, because Excel tables are defined data structures, you can create PivotTables, draw charts, and export data to other 2007 Microsoft Office system programs very easily.

To create an Excel table, you must format your data as a list, which means that the data must be in a single block (no blank rows or columns); there must be no extraneous data to the left, right, above, or below the list; and the list should have column labels (headers) at the top of each column. After your data is in the proper format, click any cell in the list, click the Home tab on the Ribbon (part of the Microsoft Office Fluent user interface introduced with the 2007 Microsoft Office system), click Format As Table in the Styles group, and then select the desired table format from the gallery that appears.



**See Also** For more information about Excel tables, refer to *Microsoft Office Excel 2007 Step by Step*, by Curtis Frye.

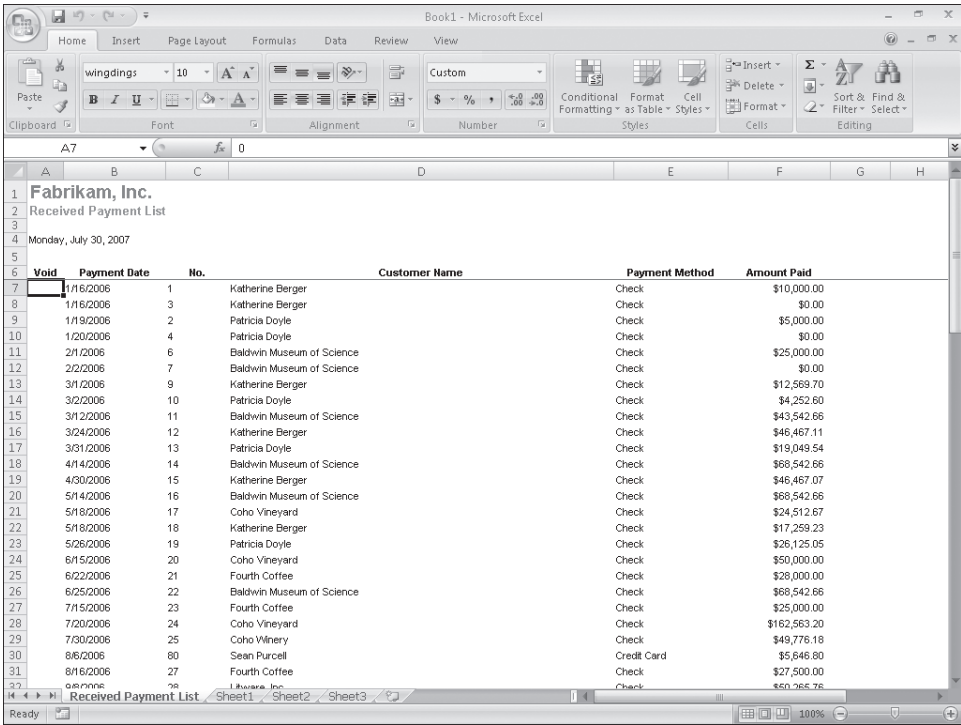
In this exercise, you will export a Received Payment List to Excel, and then format the data list as an Excel table.

 **OPEN** the Fabrikam sample company file.

1. In the **Navigation** Pane, click the **Customers** button.  
The Customers home page appears.
2. In the **Find** section of the Customers home page, click **Received Payments**.  
The Received Payment List appears.
3. On the list toolbar, click the **Export to Excel** button.  
The list data appears in an Excel workbook.



Export to Excel



| Void | Payment Date | No. | Customer Name             | Payment Method | Amount Paid  |
|------|--------------|-----|---------------------------|----------------|--------------|
|      | 1/16/2006    | 1   | Katherine Berger          | Check          | \$10,000.00  |
|      | 1/16/2006    | 3   | Katherine Berger          | Check          | \$0.00       |
|      | 1/19/2006    | 2   | Patricia Doyle            | Check          | \$5,000.00   |
|      | 1/20/2006    | 4   | Patricia Doyle            | Check          | \$0.00       |
|      | 2/1/2006     | 6   | Baldwin Museum of Science | Check          | \$25,000.00  |
|      | 2/2/2006     | 7   | Baldwin Museum of Science | Check          | \$0.00       |
|      | 3/1/2006     | 9   | Katherine Berger          | Check          | \$12,569.70  |
|      | 3/2/2006     | 10  | Patricia Doyle            | Check          | \$4,252.60   |
|      | 3/12/2006    | 11  | Baldwin Museum of Science | Check          | \$43,542.66  |
|      | 3/24/2006    | 12  | Katherine Berger          | Check          | \$46,467.11  |
|      | 3/31/2006    | 13  | Patricia Doyle            | Check          | \$19,049.54  |
|      | 4/14/2006    | 14  | Baldwin Museum of Science | Check          | \$68,542.66  |
|      | 4/30/2006    | 15  | Katherine Berger          | Check          | \$46,467.07  |
|      | 5/14/2006    | 16  | Baldwin Museum of Science | Check          | \$68,542.66  |
|      | 5/18/2006    | 17  | Coho Vineyard             | Check          | \$24,512.67  |
|      | 5/18/2006    | 18  | Katherine Berger          | Check          | \$17,259.23  |
|      | 5/26/2006    | 19  | Patricia Doyle            | Check          | \$26,125.05  |
|      | 6/15/2006    | 20  | Coho Vineyard             | Check          | \$50,000.00  |
|      | 6/22/2006    | 21  | Fourth Coffee             | Check          | \$28,000.00  |
|      | 6/25/2006    | 22  | Baldwin Museum of Science | Check          | \$68,542.66  |
|      | 7/15/2006    | 23  | Fourth Coffee             | Check          | \$25,000.00  |
|      | 7/20/2006    | 24  | Coho Vineyard             | Check          | \$162,563.20 |
|      | 7/30/2006    | 25  | Coho Winery               | Check          | \$49,776.18  |
|      | 8/6/2006     | 80  | Sean Purcell              | Credit Card    | \$5,646.80   |
|      | 8/16/2006    | 27  | Fourth Coffee             | Check          | \$27,500.00  |
|      | 8/27/2006    | 26  | Fourth Coffee             | Check          | \$50,765.76  |

4. Select rows 1 through 5, right-click any of the selected rows' row headers, and then click **Delete**.  
Excel deletes the rows.

5. Click cell **A1**, which contains the text *Void*, click the **Home** tab on the Ribbon, click **Format as Table**, and then click the table style in the upper-left corner of the gallery that appears.

The Format As Table dialog box opens.

6. Verify that the expression `=A$1:$F$79` appears in the **Where is the data for your table?** box and that the **My table has headers** check box is selected. Then click **OK**.

Excel 2007 formats your data as an Excel table.

7. In Excel, click the **Microsoft Office Button**, and then click **Save**.

The Save As dialog box opens.

8. In the **File Name** box, type **FabrikamPayments**. Then click **Save**.

Excel saves the new workbook.



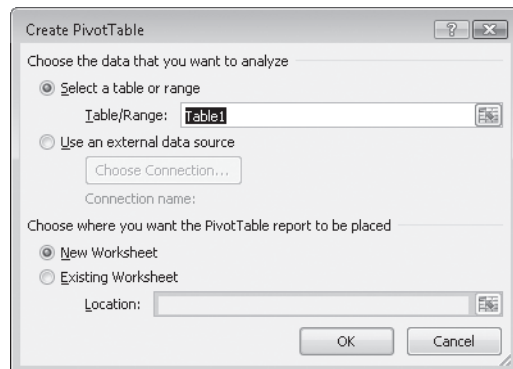
Microsoft Office  
Button



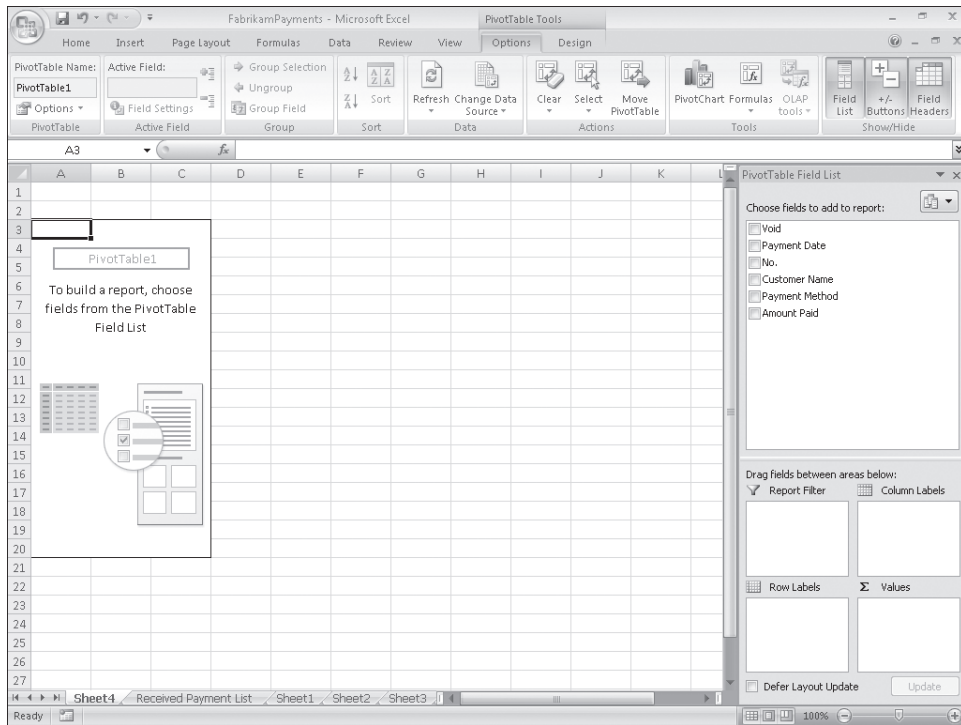
**BE SURE TO** save the *FabrikamPayments* workbook for use in later exercises.

## Creating and Pivoting a PivotTable

You can create a PivotTable, or dynamic worksheet, that enables you to reorganize and filter your data on the fly. For instance, you can create a PivotTable with the same layout as the worksheet shown previously, which gives equal emphasis to customer and monthly order totals, and change the PivotTable to a new layout without re-creating the worksheet. To create a PivotTable, you must have your data collected in a list. After you create a list, you can click any cell in that list, display the Insert tab of the user interface, and then, in the Tables group, click PivotTable to display the Create PivotTable dialog box.



In this dialog box, you verify the data source for your PivotTable and whether you want to create a PivotTable on a new worksheet. After you click OK, Excel 2007 creates a new worksheet and displays the PivotTable Field List task pane.



**Tip** You should always place your PivotTable on its own worksheet to avoid unwanted edits and reduce the number of cells Excel 2007 must track when you rearrange your data. You might not notice a difference with a small data set, but it's noticeable when your table runs more than a few hundred rows.

To assign a field, or column in a data list, to an area of the PivotTable, drag the field head from the Choose Fields To Add To Report area at the top of the PivotTable Field List task pane to the Drag Fields Between Areas Below area at the bottom of the task pane. For example, if you drag the Amount Paid field header to the Values area, the PivotTable displays the total of all entries in the Amount Paid column.

If the PivotTable Field List task pane isn't visible, click any cell in the PivotTable to display it. If you accidentally click the Close button in the upper-right corner of the PivotTable Field List task pane, you can redisplay the task pane by clicking any cell in the PivotTable to display the PivotTable Tools contextual tabs on the user interface. On the Options contextual tab, in the Show/Hide group, click Field List.



It's important to note that the order in which you enter the fields in the Row Labels and Column Labels areas affects how Excel 2007 organizes the data in your PivotTable. If you'd like to change how your PivotTable organizes your data, you can pivot the PivotTable. To pivot a PivotTable, you drag a field header to a new position in the PivotTable Field List task pane. As you drag the task pane, Excel 2007 displays a blue line in the interior of the target area so you know where the field will appear when you release the left mouse button.

The screenshot shows the Microsoft Excel 2007 interface. The PivotTable is located in the range A3:H23. The PivotTable Field List task pane is open on the right side of the window. The PivotTable has the following structure:

| Row Labels                | Check             | Credit Card     | Grand Total       |
|---------------------------|-------------------|-----------------|-------------------|
| Baldwin Museum of Science | 301920.68         |                 | 301920.68         |
| Blue Yonder Airlines      | 295848.76         |                 | 295848.76         |
| Brenda Diaz               |                   | 12753.1         | 12753.1           |
| City Power & Light        | 357928.82         |                 | 357928.82         |
| Coho Vineyard             | 490252.92         |                 | 490252.92         |
| Coho Winery               | 248880.9          |                 | 248880.9          |
| Fourth Coffee             | 84190.44          |                 | 84190.44          |
| Heidi Steen               | 20391.85          |                 | 20391.85          |
| Katherine Berger          | 262031.94         |                 | 262031.94         |
| Kevin Casselman           |                   | 16206.85        | 16206.85          |
| Litware, Inc.             | 414959.48         |                 | 414959.48         |
| Northwind Traders         | 350880.29         |                 | 350880.29         |
| Patricia Doyle            | 54427.19          |                 | 54427.19          |
| Roland Hoffman            | 9000              |                 | 9000              |
| Russell King              | 19512.04          |                 | 19512.04          |
| School of Fine Art        | 324850.72         |                 | 324850.72         |
| Sean Purcell              |                   | 5646.8          | 5646.8            |
| Wingtip Toys              | 281375.54         |                 | 281375.54         |
| <b>Grand Total</b>        | <b>3516451.57</b> | <b>34606.75</b> | <b>3551058.32</b> |

The PivotTable Field List task pane shows the following fields:

- Choose fields to add to report:**
  - ☐ Void
  - ☐ Payment Date
  - ☐ No.
  - ☒ Customer Name
  - ☒ Payment Method
  - ☒ Amount Paid
- Drag fields between areas below:**
  - Report Filter:** (Empty)
  - Column Labels:** Payment Met...
  - Row Labels:** Customer Name
  - Values:** Sum of Amou...
- Defer Layout Update:** ☐ (unchecked)
- Update:** [Update button]

If your data set is large or if you based your PivotTable on a data collection from another computer, it might take some time for Excel 2007 to reorganize the PivotTable after a pivot. You can have Excel 2007 delay redrawing the PivotTable by selecting the Defer Layout Update button in the lower-left corner of the PivotTable Field List task pane. When you're ready for Excel 2007 to display the reorganized PivotTable, click Update.

**Tip** If you expect your PivotTable source data to change, such as when you link to an external database that records shipments or labor hours, ensure that your PivotTable summarizes all the available data. To do that, you can refresh the PivotTable connection to its data source. If Excel 2007 detects new data in the source table, it updates the PivotTable contents accordingly. To refresh your PivotTable, click any cell in the PivotTable and then, in the Data group, on the Options contextual tab, click Refresh.

In this exercise, you will create a PivotTable by using the Received Payment List you exported to Excel in the previous exercise.



**USE** the *FabrikamPayments* workbook you created in the previous exercise.

**OPEN** the *FabrikamPayments* workbook in Excel.

1. If necessary, display the **Received Payment List** worksheet.

2. Click any cell in the body of the table.

3. On the **Insert** tab, in the **Tables** group, click **PivotTable**.

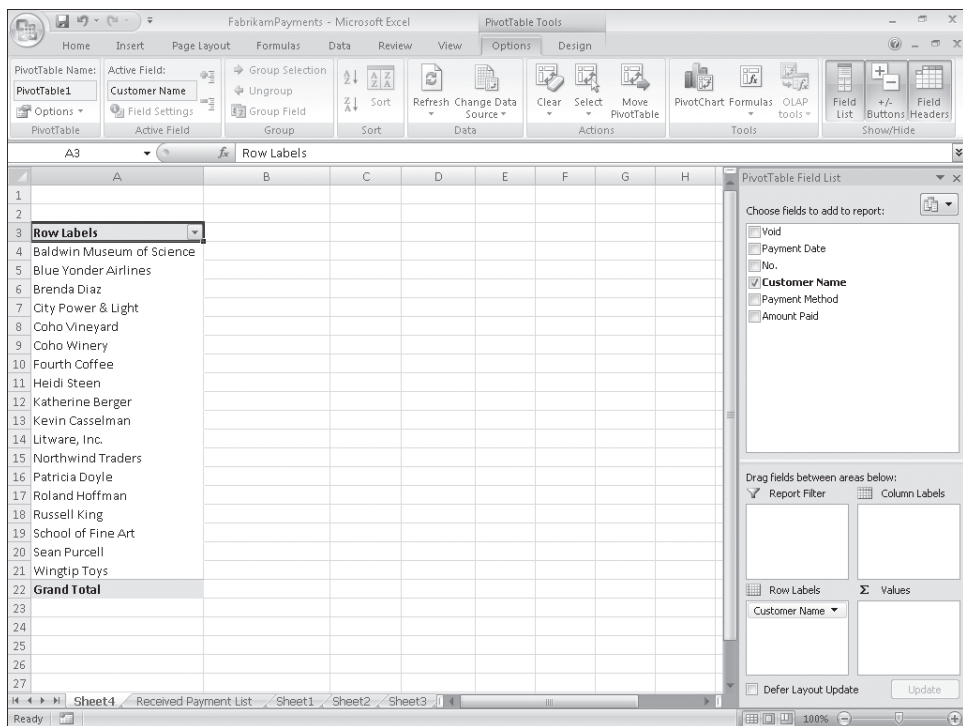
The **Create PivotTable** dialog box opens.

4. Verify that the table's name appears in the **Table/Range** field, and that the **New Worksheet** option is selected, and then click **OK**.

Excel creates a new worksheet that contains a PivotTable.

5. In the **PivotTable Field List** task pane, drag the **Customer Name** field to the **Row Labels** pane.

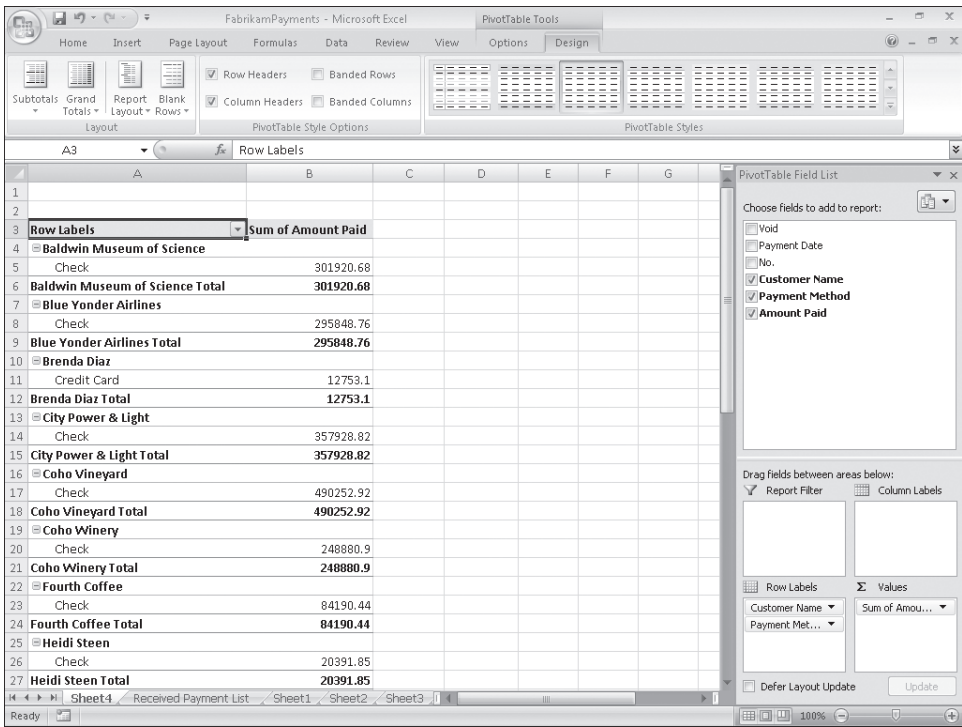
Excel 2007 updates the PivotTable.





10. On the **Design** tab, in the **Layout** group, click **Subtotals**, and then click **Show All Subtotals at Bottom of Group**.

Excel 2007 reorganizes your PivotTable data.



11. Click the **Microsoft Office Button**, and then click **Save**.

Excel 2007 saves your work.



**BE SURE TO** save the *FabrikamPayments* workbook for use in later exercises.

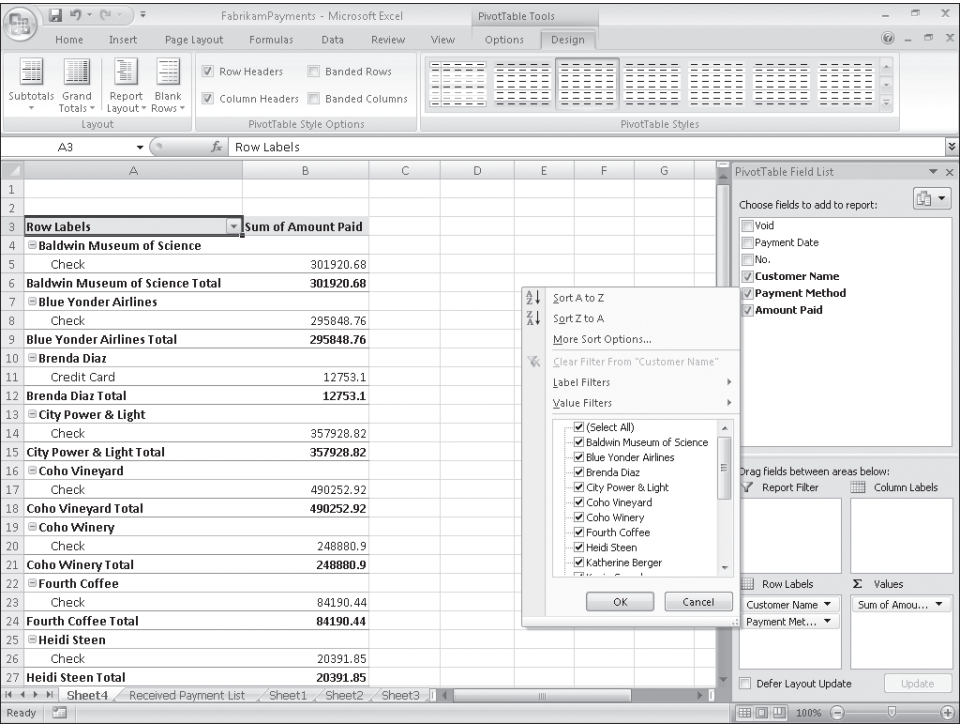
## Filtering a PivotTable

PivotTables often summarize huge data sets in a relatively small worksheet. The more details you can capture and write to a table, the more flexibility you have in analyzing the data.

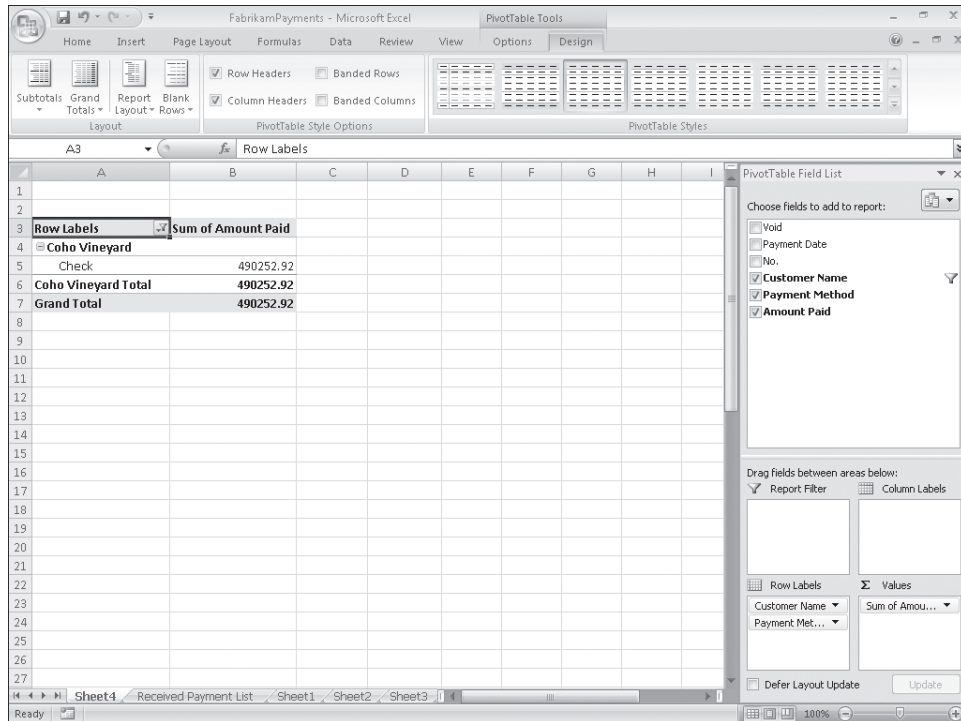
| Received Payment List |     |                           |                |              |
|-----------------------|-----|---------------------------|----------------|--------------|
| Payment Date          | No. | Customer Name             | Payment Method | Amount Paid  |
| 1/16/2006             | 1   | Katherine Berger          | Check          | \$10,000.00  |
| 1/16/2006             | 3   | Katherine Berger          | Check          | \$0.00       |
| 1/19/2006             | 2   | Patricia Doyle            | Check          | \$5,000.00   |
| 1/20/2006             | 4   | Patricia Doyle            | Check          | \$0.00       |
| 2/1/2006              | 6   | Baldwin Museum of Science | Check          | \$25,000.00  |
| 2/2/2006              | 7   | Baldwin Museum of Science | Check          | \$0.00       |
| 3/1/2006              | 9   | Katherine Berger          | Check          | \$12,569.70  |
| 3/2/2006              | 10  | Patricia Doyle            | Check          | \$4,252.60   |
| 3/12/2006             | 11  | Baldwin Museum of Science | Check          | \$43,542.66  |
| 3/24/2006             | 12  | Katherine Berger          | Check          | \$46,467.11  |
| 3/31/2006             | 13  | Patricia Doyle            | Check          | \$19,049.54  |
| 4/14/2006             | 14  | Baldwin Museum of Science | Check          | \$68,542.66  |
| 4/30/2006             | 15  | Katherine Berger          | Check          | \$46,467.07  |
| 5/14/2006             | 16  | Baldwin Museum of Science | Check          | \$68,542.66  |
| 5/18/2006             | 17  | Coho Vineyard             | Check          | \$24,512.67  |
| 5/18/2006             | 18  | Katherine Berger          | Check          | \$17,259.23  |
| 5/26/2006             | 19  | Patricia Doyle            | Check          | \$26,125.05  |
| 6/15/2006             | 20  | Coho Vineyard             | Check          | \$50,000.00  |
| 6/22/2006             | 21  | Fourth Coffee             | Check          | \$28,000.00  |
| 6/25/2006             | 22  | Baldwin Museum of Science | Check          | \$68,542.66  |
| 7/15/2006             | 23  | Fourth Coffee             | Check          | \$25,000.00  |
| 7/20/2006             | 24  | Coho Vineyard             | Check          | \$162,563.20 |
| 7/30/2006             | 25  | Coho Winery               | Check          | \$49,776.18  |
| 8/6/2006              | 80  | Sean Purcell              | Credit Card    | \$5,646.80   |
| 8/16/2006             | 27  | Fourth Coffee             | Check          | \$27,500.00  |
| 9/8/2006              | 28  | Ultware, Inc.             | Check          | \$50,265.76  |

Each line of the table contains the payment date, the customer's name, the customer's payment method, and the amount paid. Quite a bit of data is available, so you might want to use a filter to limit the data displayed in your PivotTable.

To filter a PivotTable based on a field's contents, click the arrow next to the field header in the Choose Fields To Add To Report area of the PivotTable Field List task pane to display a menu of sorting and filtering options.



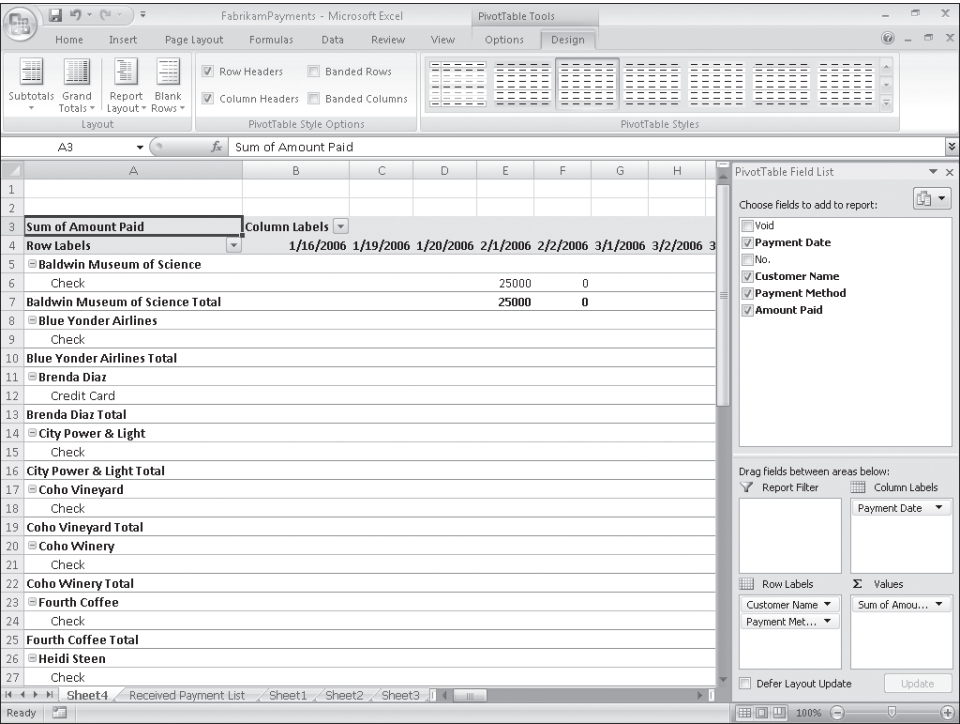
The PivotTable displays data that's related to the values with a checked box next to them. Clicking the Select All check box clears all other check boxes for the filter, which enables you to select the check boxes of the values you want to display. Selecting only the Coho Vineyard check box, for example, displays only that company's data.



If you'd rather display as much PivotTable data as possible, you can hide the PivotTable Field List task pane and filter the PivotTable by using the filter arrows on the Row Labels and Column Labels headers within the body of the PivotTable. By clicking either of those headers, you can select a field by which you want to filter; you can then define the filter by using the same controls you see when you click a field header in the PivotTable Field List task pane.

Excel 2007 indicates that the PivotTable has filters applied by placing a filter indicator next to the Column Labels or Row Labels header, as appropriate, and the filtered field name in the PivotTable Field List task pane.

So far, all of the fields by which you've filtered your PivotTable have changed the organization of the data in the PivotTable. Adding some fields to a PivotTable, however, might create unwanted complexity. For example, you might want to filter a PivotTable by payment date, but adding the Payment Date field to the body of the PivotTable expands the table unnecessarily.



Instead of adding the Payment Type field to the Rows Labels or Column Labels area, you can drag the field to the Report Filter area near the bottom of the PivotTable Field List task pane. Doing so leaves the body of the PivotTable in the same position, but adds a new area above the PivotTable in its worksheet.



The screenshot shows the Microsoft Excel 2007 interface with a PivotTable and the PivotTable Field List task pane.

**PivotTable Data:**

| Row Labels                             | Sum of Amount Paid |
|--|--------------------|
| Baldwin Museum of Science              | 301920.68          |
| <b>Baldwin Museum of Science Total</b> | <b>301920.68</b>   |
| Blue Yonder Airlines                   | 295848.76          |
| <b>Blue Yonder Airlines Total</b>      | <b>295848.76</b>   |
| Brenda Diaz                            | 12753.1            |
| <b>Brenda Diaz Total</b>               | <b>12753.1</b>     |
| City Power & Light                     | 357928.82          |
| <b>City Power &amp; Light Total</b>    | <b>357928.82</b>   |
| Coho Vineyard                          | 490252.92          |
| <b>Coho Vineyard Total</b>             | <b>490252.92</b>   |
| Coho Winery                            | 248880.9           |
| <b>Coho Winery Total</b>               | <b>248880.9</b>    |
| Fourth Coffee                          | 84190.44           |
| <b>Fourth Coffee Total</b>             | <b>84190.44</b>    |
| Heidi Steen                            | 20391.85           |
| <b>Heidi Steen Total</b>               | <b>20391.85</b>    |

**PivotTable Field List:**

- Choose fields to add to report:
  - ☐ Void
  - ☒ Payment Date
  - ☐ No.
  - ☒ Customer Name
  - ☒ Payment Method
  - ☒ Amount Paid
- Drag fields between areas below:
  - Report Filter:** Payment Date
  - Column Labels:** (Empty)
  - Row Labels:** Customer Name, Payment Met...
  - Values:** Sum of Amou...
- Buttons: ☐ Defer Layout Update, Update

When you click the arrow of a field in the Report Filter area, Excel 2007 displays a list of values in the field. In previous versions of Excel, you could select only one Report Filter value by which to filter a PivotTable; in Excel 2007, selecting the Select Multiple Items check box enables you to filter by more than one value.

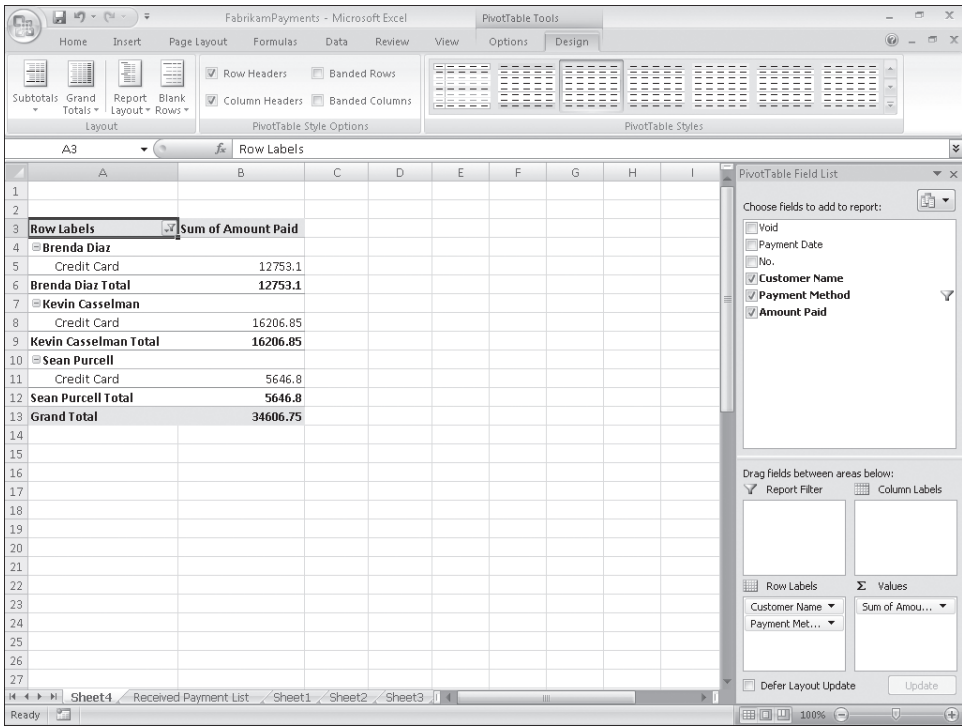
In this exercise, you will focus the data displayed in the PivotTable by creating a filter using the values in the Column Labels or Row Labels area, and then by filtering a PivotTable based on the contents of a field in the Report Filters area.



**USE** the FabrikamPayments workbook you edited in the previous exercise.  
**OPEN** the FabrikamPayments workbook in Excel.

1. If necessary, click the worksheet that contains the PivotTable you created.
2. In the **PivotTable Field List** task pane, under **Choose Fields to Add to Report**, point to the **Payment Method** field header, click the arrow that appears, and then clear the **Check** check box.

The PivotTable hides all transactions paid by check.



Undo

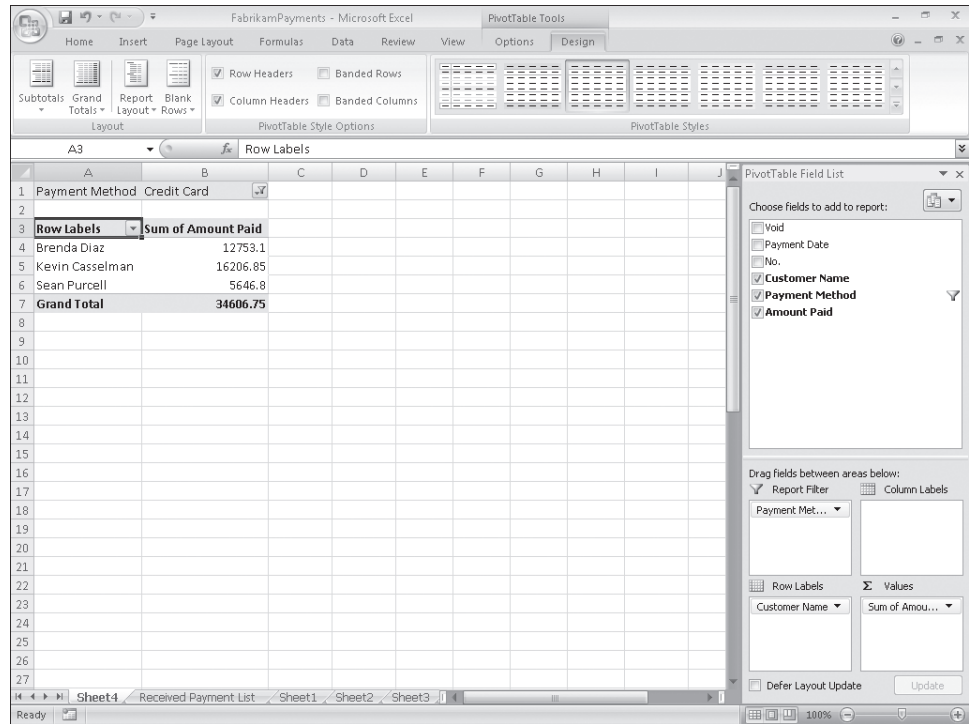
3. On the Quick Access Toolbar, click the Undo button.  
Excel reverses your last action.

4. In the **PivotTable Field List** task pane, drag the **Payment Method** field header from the **Row Labels** area to the **Report Filter** area.

The PivotTable reorganizes your data.

5. In the body of the PivotTable, in the **Payment Method** list, click **Credit Card**, and then click **OK**.

The PivotTable filters your data.



6. On the **Quick Access Toolbar**, click the **Undo** button.  
Excel reverses your last action.
7. Click the **Microsoft Office Button**, and then click **Save**.  
Excel saves your workbook.
8. Click the **Microsoft Office Button**, and then click **Exit Excel**.  
Excel closes.



Microsoft Office  
Button

## Analyzing Data by Using Access 2007 Reports and Queries

Microsoft Office Access, the 2007 Microsoft Office system's database program, enables you to summarize your data by using reports. In addition to presenting your table and query data, with reports, you can summarize your data in different ways. For example, you can create a report that not only lists every order made by every customer, but also finds the total amount of all orders for a particular customer. It's possible to perform the same type of analysis with queries, but the Report Wizard streamlines the process greatly, saving you time and effort while producing valuable information.

By contrast, queries enable you to find specific data within a database table (which is very similar to an Excel table) and either examine the query's results by hand or write the results to another table.

### Importing Accounting Data into Access

The most straightforward way to import Accounting data into Access 2007 is to export the data from Accounting into Excel 2007, and then import the Excel data into Access. After your Excel data is in a database, you can create reports and queries that are possible, but very hard, to create in Excel.

In this exercise, you will import data from the *FabrikamPayments* Excel workbook you created earlier in this chapter into Access 2007.



**USE** the *FabrikamPayments* workbook you edited in the previous exercise.  
**OPEN** any database in Access 2007.

1. On the **External Data** tab, in the **Import** group, click **Excel**.  
The Get External Data – Excel Spreadsheet wizard starts.
2. On the first page of the **Get External Data – Excel Spreadsheet** wizard, click **Import The Source Data Into A New Table In The Current Database**. Then click **Browse**.  
The File Open dialog box opens.
3. Navigate to the folder that contains the *FabrikamPayments* workbook, click the file, and then click **Open**.  
The File Open dialog box closes.
4. In the **Get External Data – Excel Spreadsheet** wizard, click **OK**.  
The Import Spreadsheet Wizard starts.

5. If necessary, in the **Import Spreadsheet Wizard**, click **Show Worksheets** and in the box, click the **Received Payment List** entry.

The selected data source appears in the Import Spreadsheet Wizard.

Your spreadsheet file contains more than one worksheet or range. Which worksheet or range would you like?

☒ Show Worksheets  
☐ Show Named Ranges

Sheet4  
**Received Payment List**  
 Sheet1  
 Sheet2  
 Sheet3

Sample data for worksheet 'Received Payment List'.

|    | Void | Payment Date | No. | Customer Name             | Payment Method | Amount Paid |
|----|------|--------------|-----|---------------------------|----------------|-------------|
| 1  |      | 1/16/2006    | 1   | Katherine Berger          | Check          | \$10,000.00 |
| 2  |      | 1/16/2006    | 3   | Katherine Berger          | Check          | \$0.00      |
| 3  |      | 1/19/2006    | 2   | Patricia Doyle            | Check          | \$5,000.00  |
| 4  |      | 1/20/2006    | 4   | Patricia Doyle            | Check          | \$0.00      |
| 5  |      | 2/1/2006     | 6   | Baldwin Museum of Science | Check          | \$25,000.00 |
| 6  |      | 2/2/2006     | 7   | Baldwin Museum of Science | Check          | \$0.00      |
| 7  |      | 3/1/2006     | 9   | Katherine Berger          | Check          | \$12,569.70 |
| 8  |      | 3/2/2006     | 10  | Patricia Doyle            | Check          | \$4,252.60  |
| 9  |      | 3/12/2006    | 11  | Baldwin Museum of Science | Check          | \$43,542.66 |
| 10 |      | 3/24/2006    | 12  | Katherine Berger          | Check          | \$46,467.11 |
| 11 |      | 3/31/2006    | 13  | Patricia Doyle            | Check          | \$19,049.54 |
| 12 |      | 4/14/2006    | 14  | Baldwin Museum of Science | Check          | \$68,542.66 |
| 13 |      | 4/30/2006    | 15  | Katherine Berger          | Check          | \$46,467.07 |
| 14 |      |              |     |                           |                |             |

6. Click **Next** to display the next page of the wizard.
7. If necessary, select the **First Row Contains Column Headings** check box.
8. Verify that the data appears to be arranged correctly, and then click **Next** to display the next page of the wizard.

**Note** On this Import Spreadsheet Wizard page, you can specify each field's formatting or have Access skip a field when it imports the data. You won't use any of those options in this exercise.

9. Verify that the data is organized properly, and then click **Next**.
10. Click **Let Access add primary key**, and then click **Next**.

**Note** A primary key field contains a unique value in each row, which distinguishes that row from all other rows in the table.

The final Import Spreadsheet Wizard page appears.

11. Click **Finish** to accept the suggested table name.

The Import Spreadsheet Wizard closes and Access creates the table.

13. In the **Get External Data – Excel Spreadsheet** wizard, click **Close**.

The Get External Data – Excel Spreadsheet wizard closes.

## Creating an Access Report

The most straightforward way to create a report in Access 2007 is to use the Report Wizard. The Report Wizard walks you through the process of creating a report, enabling you to select the report's data source, determine which fields you want to display, and define how the report should sort the data.

In this exercise, you will create an Access 2007 report by using the data you imported from the *FabrikamPayments* Excel workbook earlier in this chapter.

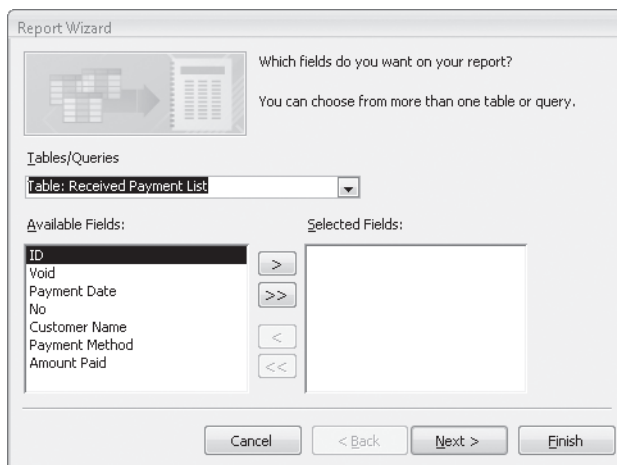


**USE** the Access database you added the Received Payment List data to in the previous exercise.

**OPEN** the database in Access.

1. On the **Create** tab, in the **Reports** group, click **Report Wizard**.  
The Report Wizard starts.
2. In the **Report Wizard**, click the **Tables/Queries** arrow, and then click **Table: Received Payment List**.

The Received Payment List table's fields appear under Available Fields.





- Click the **Add All** button to add all of the fields to the report:

All of the table's fields appear under Selected Fields.

- Click **Next** to display the next page of the wizard.



- Click the **Customer Name** field, and then click the **Add** button.

The Report Wizard changes the report's preview image to reflect that it will group the report's contents by Customer Name.

- Click **Next**.

The next Report Wizard page appears.

- Click the arrow next to the first field, and then click **Payment Date**.

- Verify that the button beside the **Payment Date** sorting criteria says **Ascending**. If it doesn't, click the button until it does say **Ascending**.

Within each Customer Name grouping level, the Report Wizard will sort the report's contents in ascending order by payment date.

- Click **Finish**.

Access creates your report.

Northwind 2007 : Database (Access 2007) - Microsoft Access

Print Preview

Print Size Portrait Landscape Margins Show Margins Print Data Only Columns Page Setup Zoom One Page Two Pages More Pages Refresh All Excel SharePoint List Word Text File More Close Print Preview

All Access Objects

Tables

- Contacts
- Customers
- Employee Privileges
- Employees
- Inventory Transaction Types
- Inventory Transactions
- Invoices
- Order Details
- Order Details Status
- OrderByCustomer
- Orders
- Orders Status
- Orders Tax Status
- OrdersIncorrect
- Privileges
- Products
- Products by Supplier
- Purchase Order Details
- Purchase Order Status
- Purchase Orders
- Received Payment List
- Sales Reports
- Shipments

**Received Payment List**

| Customer Name     | Payment Date | ID | Void | No | Payment Method |
|-------------------|--------------|----|------|----|----------------|
| useum of Science  | 2/1/2006     | 5  |      | 6  | Ch...          |
|                   | 2/2/2006     | 6  |      | 7  | Ch...          |
|                   | 3/12/2006    | 9  |      | 11 | Ch...          |
|                   | 4/14/2006    | 12 |      | 14 | Ch...          |
|                   | 5/14/2006    | 14 |      | 16 | Ch...          |
|                   | 6/25/2006    | 20 |      | 22 | Ch...          |
|                   | 9/22/2006    | 28 |      | 30 | Ch...          |
|                   |              |    |      |    |                |
| e Yonder Airlines | 7/28/2007    | 65 |      | 65 | Ch...          |
|                   | 8/16/2007    | 68 |      | 67 | Ch...          |
|                   | *****        | 73 |      | 72 | Ch...          |
|                   | *****        | 74 |      | 73 | Ch...          |
| Brenda Diaz       | 11/9/2007    | 77 |      | 85 | Credit C...    |
|                   |              |    |      |    |                |
| ity Power & Light |              |    |      |    |                |

Page: 1 of 1 No Filter

Ready Num Lock 100%

**Note** The remaining Report Wizard pages enable you to change the report's formatting and layout. To explore those options, click Next on each wizard page until you reach the end.

## Creating an Access Query

A **query** is an Access object that lets you find just those table records you're interested in, whether you want to see all orders from customers in Germany or to identify customers who have never placed an order. You can also create queries that you and your colleagues can use to type the value for which they or you want to search; rather than always search for orders by customers in Germany, you could create a query that asks which country to look for.

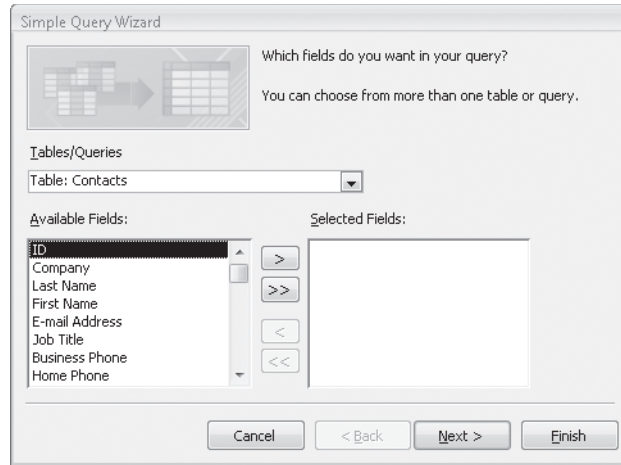
When you create a basic select query, you identify the table (or tables) with the data you want to find, name the fields to appear in the query results, and then save the query. The Query Wizard walks you through the process, making it easy to identify the tables and fields to appear in your query. What's more, you can choose whether to have Access display detailed results (that is, the individual query rows) or summarize the query's contents.



**OPEN** the database that contains the Received Payment List data.

1. On the **Create** tab, in the **Other** group, click **Query Wizard**.  
The New Query dialog box opens.
2. Click **Simple Query Wizard**, and then click **OK**.  
The Simple Query Wizard starts.





3. Click the **Tables/Queries** arrow, and then in the list, click **Table: Received Payment List**.  
The table's fields appear under Available Fields.
4. Click the **Add All** button to add all of the fields to the report:  
All of the table's fields appear in the Selected Fields pane.
5. Click **Next**.  
The next Simple Query Wizard page appears.
6. Click the **Summary** option, and then click the **Summary Options** button.

**Note** A *summary* query, as the name implies, summarizes the data (for example, total orders by customer). A detail query returns the individual records that match your query's criteria.

The Summary Options dialog box opens.

7. In the **Summary Options** dialog box, select the **Sum** check box, and then click **OK**.  
The Summary Options dialog box closes.
8. Click **Finish**.  
The query's results appear as a datasheet.



**CLOSE** Access without completing the Simple Query Wizard.

## Modifying Templates in Word 2007

Accounting 2007 includes templates that you can use for invoices, sales orders, purchase orders, customer statements, and other business documents. The templates are designed in Microsoft Office Word. Like other templates, these forms help keep the information you present to customers and vendors consistent and professional in appearance. By using the templates, you can avoid the need to create and format every document you send individually.

### Adding Text and Fields

A customer statement template should include fields that display your company name and address, the customer's contact information, and the data from the financial transactions that the statement summarizes. When you create a template in Word, or if you want to modify one of the templates that come with Accounting, you can add or remove fields, design the layout of the template, and apply formatting in Word to specify fonts and other elements you want to use on the template.

The accounting templates you design in Word are created by using XML, which is a data transfer and document markup technology that is used in a variety of ways in Microsoft Office applications. The XML tags you add to the Word template correspond to the customer, company, and financial fields in Accounting. When you create statements, Accounting and Word communicate through the use of XML. You can display the XML tags in Word, but clearing the check box can make it easier to lay out the template in Word.

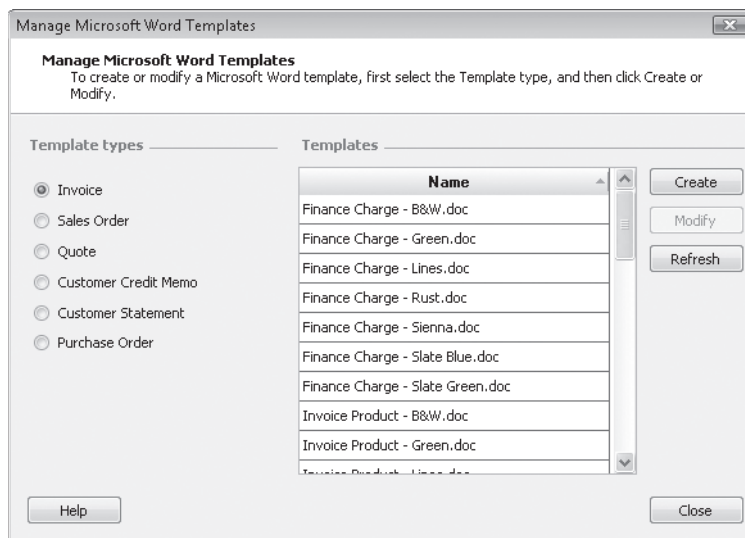
The Microsoft Word Document Actions pane lists the fields that can be used in the template. You add fields to the template in a manner similar to setting up fields for a form letter or mailing labels when working with the mail merge feature in Word. The fields are organized into groups related to customer information, company information, and header fields. There is also a field named *Line*, which inserts financial information about a customer transaction into documents created from the template.

In this exercise, you will set up a customer statement template that you can use to summarize account activity.

**BE SURE TO** start Office Accounting 2007 before beginning this exercise.  
**OPEN** the Fabrikam sample company file.

1. On the **Company** menu, click **Manage Word Templates**.

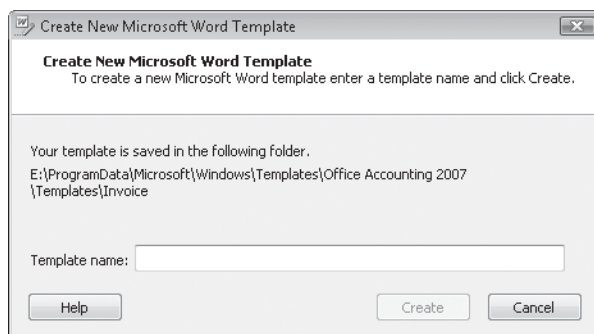
The Manage Microsoft Word Templates dialog box opens.



2. In the **Template Types** list, click **Customer Statement**, and then click **Create**.

The Create New Microsoft Word Template dialog box opens.

**Tip** To base your customer statement on one of the templates that come with Accounting, select the statement template in the Templates list, and then click Modify.



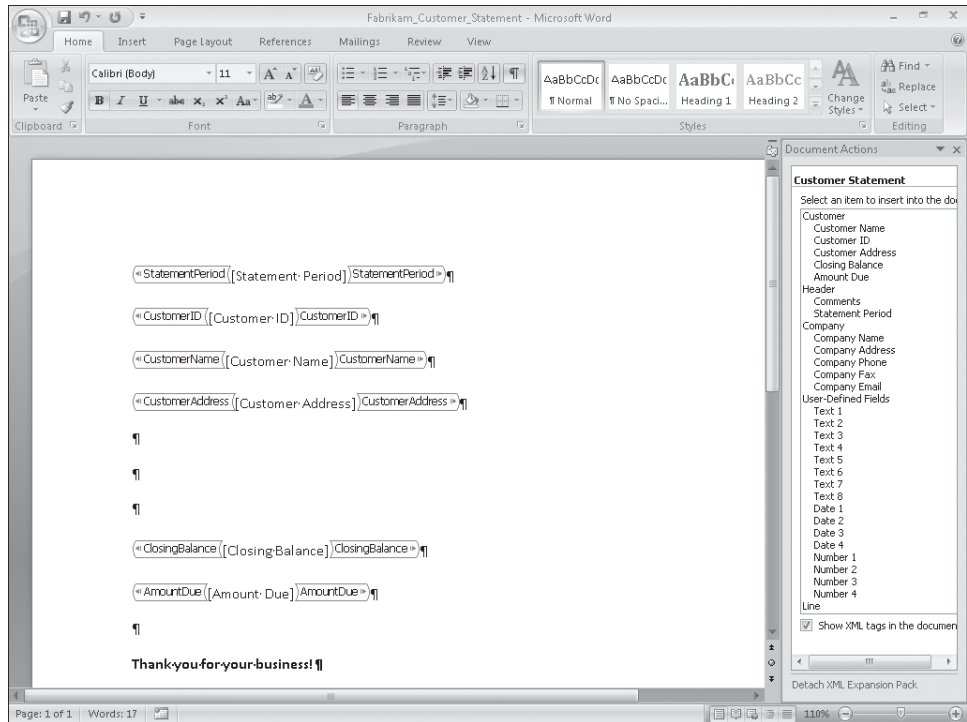
3. In the **Create New Microsoft Word Template** dialog box, type **Fabrikam\_Customer\_Statement**. Then click **Create**.

The new Fabrikam\_Customer\_Statement template appears in a Word window.

4. In the **Document Actions** task pane, ensure that the **Show XML Tags in the Document** check box is selected.
5. Click **Statement Period** to add that information to the top of the document.

**Tip** The customer statement templates that come with Accounting 2007 are set up as tables in Word. A table helps keep the fields you add aligned and positioned in the document. You can adjust the width of the columns and rows in the table to match the amount of text a particular table cell needs to contain.

6. Click to the right of the closing **StatementPeriod** XML tag, and then press .
7. Using the technique in steps 5 and 6, add the other customer contact fields (**Customer ID**, **Customer Name**, and **Customer Address**) to add this information to the top of the document.
8. Press the  key three times to add three blank lines to the document.
9. In the **Document Actions** pane, click **Closing Balance**.  
The Closing Balance field appears in the template.
10. Click to the right of the ending **Closing Balance** field, press , and then click the **Amount Due** field in the **Document Actions** pane.  
The Amount Due field appears in the template.
11. Click to the right of the closing **AmountDue** XML tag, press , and then type **Thank you for your business**.



- 12.** In Word, click the **Microsoft Office Button**, and then click **Save**.

Word saves your template.



Microsoft Office  
Button



**CLOSE** Word and the Manage Microsoft Word Templates dialog box.

## Adding Images

Just as you can add text to a template, you can add images to make your documents more vibrant and to reinforce your corporate branding by including your company logo in the template. To modify an existing template, click the template in the Managing Microsoft Word Templates dialog box, and then click **Modify**. The template appears as a read-only Word document, which means that you need to save the document under a different name to be able to make any changes.

After you save the template as a new Word document, you can add an image by clicking the Insert tab on the Ribbon, and then in the Illustrations group, clicking Picture to open the Insert Picture dialog box. Use the controls in the dialog box to select the picture you want to add to your document, and then click Insert.

In this exercise, you will add an image to an existing Accounting template.

➔ **OPEN** the Fabrikam sample company file.

1. On the **Company** menu, click **Manage Word Templates**.

The Managing Microsoft Word Templates dialog box opens.

2. Under **Template Types**, click **Invoice**.

The Invoice templates appear in the Templates pane.

3. Click the **Invoice Service – Slate Blue** document, and then click **Modify**.

The selected invoice appears in a Microsoft Word document.

The screenshot shows a Microsoft Word 2007 window titled "Invoice Service - Slate Blue (Read-Only) [Compatibility Mode] - Microsoft Word". The ribbon is set to "Table Tools" with the "Layout" tab selected. The document content is an invoice template with the following fields and sections:

- Header:**
  - Date: «FinancialDate» [FinancialDate]
  - Invoice #: «DocumentNumber» [DocumentNumber]
- Customer Information:**
  - To: «ContactName» [ContactName]
  - Ship-To: «ContactName» [ContactName]
  - «CustomerName» [CustomerName]
  - «CustomerName» [CustomerName]
  - «BillingAddress» [BillingAddress]
  - «Address» [BillingAddress]
  - «CustomerPhone» [CustomerPhone]
  - «CustomerPhone» [CustomerPhone]
- Company Information:**
  - «CompanyName» [CompanyName]
  - «CompanyAddress» [CompanyAddress]
  - «Address» [CompanyAddress]
  - Phone: «CompanyPhone» [CompanyPhone]
  - Phone: «Phone» [Phone]
  - Fax: «CompanyFax» [CompanyFax]
  - Fax: «Fax» [Fax]
  - «CompanyEmail» [CompanyEmail]
  - Email: «CompanyEmail» [CompanyEmail]
- Table:**

| Salesperson                 | Job         | Payment Terms               | Due Date            |
|-----------------------------|-------------|-----------------------------|---------------------|
| «SalesPerson» [SalesPerson] | «Job» [Job] | «PaymentTerm» [PaymentTerm] | «DueDate» [DueDate] |
- Footer:**
  - Discount: Total
  - Sub-total
  - Tax
  - Total
  - Memo
  - Reference
  - Company
  - Company Name
  - Company Address
  - Company Phone
  - Company Fax
  - Company Email
  - Online Sales
  - Marketplace
  - Order ID
  - Online Buyer ID
  - Pay With
  - Paid On

The right-hand pane shows "Document Actions" with a list of items to insert into the invoice, including Customer, Customer Name, Customer ID, Customer Phone, Job, Shipping Address, Billing Address, Contact, Header, Due Date, Delivery Date, Document Number, Financial Date, Payment Method, Payment Term, Shipping Method, Shipping Term, Sales Person, Footer, Discount, Total, Sub-total, Tax, Total, Memo, Reference, Company, Company Name, Company Address, Company Phone, Company Fax, Company Email, Online Sales, Marketplace, Order ID, Online Buyer ID, Pay With, and Paid On.



Microsoft Office  
Button

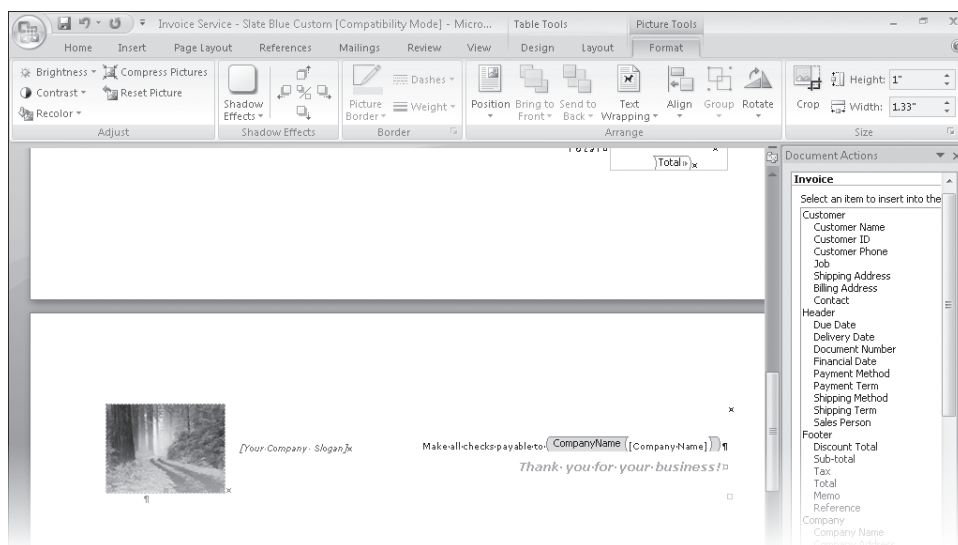
4. In Word, click the **Microsoft Office Button**, and then click **Save As**.  
The Save As dialog box opens.
5. In the **File Name** box, change the text to **Invoice Service – Slate Blue Custom**.  
Then click **Save**.

Word saves your template.

**Note** If Word displays a dialog box indicating that the template might contain sensitive personal information, click OK to save the document.

6. At the bottom of the document, click the **Your Logo Here** graphic, and then press **Del**.  
The graphic disappears.
7. On the **Insert** tab, in the **Illustrations** group, click **Picture**.  
The Insert Picture dialog box opens.
8. Navigate to the folder containing the desired picture, click the file, and then click **Insert**. For this exercise, navigate to the **Pictures** folder (in Windows XP, that folder is named My Pictures), double-click **Sample Pictures**, click **Forest**, and then click **Insert**.

The Insert Picture dialog box closes, and the image appears in your template.



9. Click the **Microsoft Office Button**, and then click **Save**.

Word saves your template.

**Note** If Word displays a dialog box indicating that the template might contain sensitive personal information, click OK to save the document.



**CLOSE** Word and the Manage Microsoft Word Templates dialog box.

### Printing Forms by Using Templates

To print a customer statement, quote, or other Accounting form using a template, display the form you want to print and then, on the File menu, click Print. In the Print dialog box, click Templates to open the Select Word Templates dialog box, click the desired template, and click Select. Then, in the Print dialog box, click OK.

## Writing Letters by Using Word 2007 Mail Merge

Business owners must maintain good communications with their customers, vendors, and employees. Personal conversations and phone calls help strengthen relationships, but there might be times when you want to send a specific message, such as a change in credit policy or an upcoming sale, to each of your customers, vendors, or employees. You could send your messages by electronic mail, but many Internet service providers (ISPs) and individual users have their junk mail filters set to weed out any commercial messages.

You can avoid the possibility that your e-mail message will be caught in a junk mail filter by sending a printed letter, brochure or report. Accounting 2007 enables you to combine the data found in the Customer, Vendor, and Employee lists with the Mail Merge capabilities of Office. To start the Mail Merge process from within Accounting, click Write Letters on the Company menu to display the Write Letters Wizard.

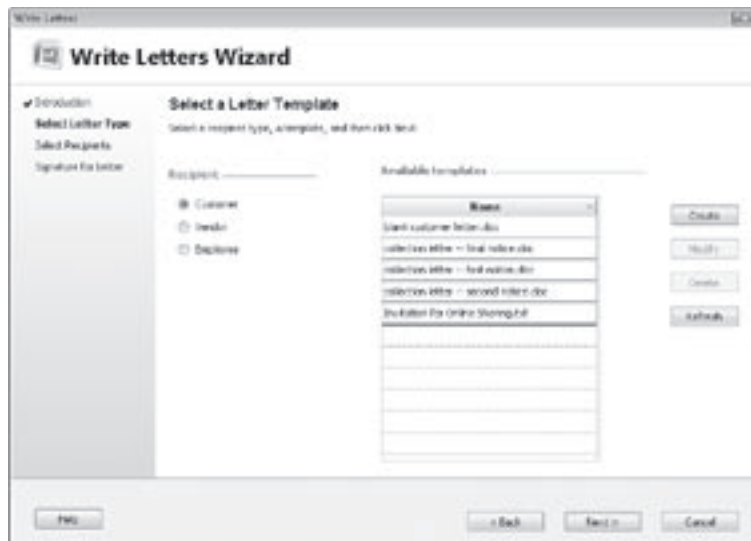
Subsequent Write Letters Wizard pages enable you to select the group to which you will send the letter, which members within the group should receive the letter, and the letter's signature lines. And, just as you can modify quote, invoice, and other templates, you can modify the text and XML fields included in the letters. When you complete the Write Letters Wizard, Accounting and Word combine the list data and letter document into a Word document that contains each copy of the letter.



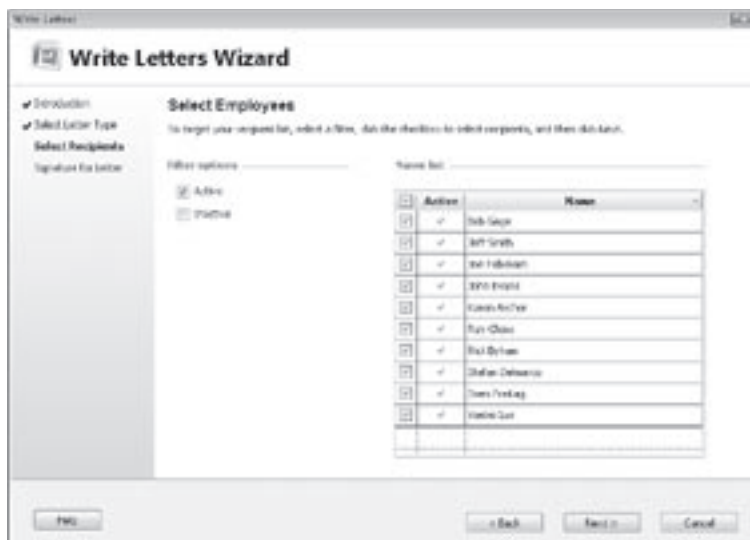
**See Also** For more information about modifying documents into which you merge Accounting data, refer to “Modifying Templates in Word 2007” earlier in this chapter.

➔ **OPEN** the Fabrikam sample company file.

1. On the **Company** menu, click **Write Letters**.  
The Write Letters Wizard starts.
2. Read the information on the first wizard page, and then click **Next**.  
The Select A Letter Template page appears.



3. Under **Recipient**, click **Employee**.  
The contents of the Available Templates list change to reflect your selection.
4. Click the **employee appreciation letter** document, and then click **Next**.  
The Select Employees page appears.
5. Under **Filter Options**, clear the **Inactive** check box.  
The wizard removes the names of inactive employees under Name List.
6. Under **Name List**, select the check box next to the **Active** column header.  
The wizard selects every employee displayed in the list.



**7. Click Next.**

The Add A Signature page appears.

8. Click **Create Letters** to accept the current signature.

The letters appear in a new Word document.

**9.** Click the **Microsoft Office Button**, and then click **Save As**.

The Save As dialog box opens.

**10.** In the **File Name** box, type **Appreciation Letters**, and then click **Save**.

Word saves your letters.

**Note** If a dialog box appears asking if you want to save your files using the Word 2007 file format, click OK.

**11.** Click the **Microsoft Office Button**, and then click **Exit Word**.

Word closes.



Microsoft Office  
Button

## Key Points

- If you can't easily perform the type of analysis you'd like to perform in Accounting, export your data to the 2007 Microsoft Office system program with which you can analyze your data most effectively.
- With Excel 2007 PivotTables, you can reorganize and filter your data quickly, which enables effective analysis.
- With Access 2007 reports and queries, you can present your data in easy to understand formats that facilitate decision-making.
- With Word 2007, you can create new templates, modify existing templates, and use your customer, vendor, and employee data to create customized mailings.