USAS and D.U.C.K.

There are three buttons on the D.U.C.K. Main Menu.

Data Import Selections This screen is used to choose the source of the data and the fields to be downloaded. Criteria can also be specified to limit or filter the data that is collected by the remote server.

Import Data This screen is used to download the chosen data.

Export Data This screen is used to export data into Excel Spreadsheets or delimited files.

Help buttons exist throughout the utility to provide context sensitive assistance.
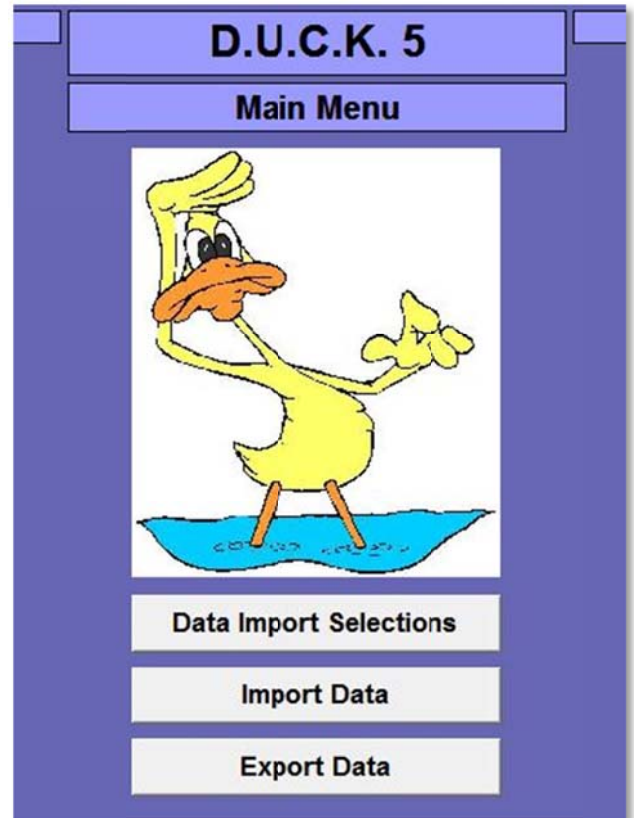
Before any data can be downloaded, a connection needs to be setup. Double-click the "D.U.C.K. 5" title at the top of the Main Menu to access the Setup screen.

Select the appropriate software, and then enter "CP" for the connection.
Click the door icon at the top-right of the screen to return to the Main Menu.

Data Import Selections

This is the Data Import Selections screen. This is where you can choose the fields to download, along with specifying any criteria to filter the data. The five boxes on the screen work like links in a chain. Something has to be selected in each box.

The [Summary Report] button will generate a report of what is selected in the top four boxes.

The [Detail Report] button will generate a report of everything that's selected in all five boxes, along with any criteria and data conversions.

The [Clear All] button will uncheck everything that's been selected in case you decide to start from scratch.

The [Search] button will open a screen that will allow you to enter a field name or partial field name, and then show you which definitions contain what you're searching for.

The two [Display Selected] buttons will toggle between showing you everything and only showing what's been selected.

The [Display fields by Field Name] button will toggle between displaying the fields alphabetically or by field number, which is how they appear in the definition on the server.

Summary Report	Detail Report	**D.U.C.K. 5**	Clear All	Search

Data Import Selections

Software	Import		Connection	Import		Dbase / Year	Import		USAS	Import	Combine
USAS	☑		CP	☑		<Current>	☑		PO_HEADERS_REC	☑	☑
USPS	☐					2015	☐		VENDOR_REC	☑	☑
						2014	☐				
						2013	☐				
						2012	☐				
						2011	☐				
						2010	☐				
						2009	☐				
						2008	☐				

De-Select All		De-Select All		De-Select All		De-Select All	Display All

Import	PO_HEADERS_REC	Criteria	Convert	Type	Length	Convert To	Size	Format
☑	PURCHASE_ORDER_NO		☐	Text	7	▼	0	
☑	PO_DATE		☐	Date	6	▼	0	
☐	PO_YEAR	=2015	☐	Long	4	▼	0	
☑	VENDOR_NO		☐	Text	6	▼	0	
☑	AMOUNT		☐	Double	8	▼	0	
☑	STATUS		☐	Text	1	▼	0	
☑	AMOUNT_PAID		☐	Double	8	▼	0	
☑	CHECK_NO		☐	Long	4	▼	0	

Select All	De-Select All	Display All	Delete All Criteria	Display fields by Field Name	Format Examples

The heading at the top of the definitions box indicates which software you're currently working with.

The heading at the top of the fields column indicates which definition you're currently working with.

You can choose fields from as many different data definitions as desired, and you can choose as many fields from each definition as you like.

Summary Report	Detail Report	**D.U.C.K. 5**	Clear All	Search

Data Import Selections

Software	Import		Connection	Import		Dbase / Year	Import			USAS	Import	Combine
USAS	☑		CP	☑		<Current>	☑		PENDING_INVS		☐	☐
USPS	☐					2015	☐		PO_DESC_REC		☐	☐
						2014	☐		PO_HEADERS		☐	☐
						2013	☐		PO_HEADERS_REC		☑	☑
						2012	☐		PO_ITEM_REC		☐	☐
						2011	☑		PO_ITEMS		☐	☐
						2010	☐		PURCHASE_ORDER		☐	☐
						2009	☐		RCPT_DESC_REC		☐	☐
						2008	☐		RECEIPT_REC		☐	☐

De-Select All		De-Select All		De-Select All		De-Select All	Display Selected	

Import	PO_HEADERS_REC	Criteria	Convert	Type	Length	Convert To	Size	Format
☑	PURCHASE_ORDER_NO		☐	Text	7	▼	0	
☑	PO_DATE		☐	Date	6	▼	0	
☐	PO_YEAR	=2015	☐	Long	4	▼	0	
☑	VENDOR_NO		☐	Text	6	▼	0	
☑	AMOUNT		☐	Double	8	▼	0	
☑	STATUS		☐	Text	1	▼	0	
☑	AMOUNT_PAID		☐	Double	8	▼	0	
☑	CHECK_NO		☐	Long	4	▼	0	

Select All	De-Select All	Display All	Delete All Criteria	Display fields by Field Name	Format Examples

To enter criteria, double-click the criteria field next to the field you would like to specify criteria.

More than one criterion can be entered for a single field.

Click the door icon to close the criteria editor.

An abbreviated version of the criteria entered will be displayed.

We're also going to import fields from the VENDOR_REC definition.

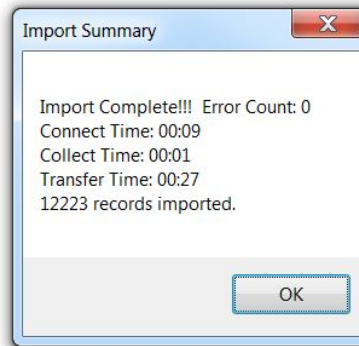| Import	VENDOR_REC	Criteria	Convert	Type	Length	Convert To	Size	Format
☑	VENDOR_NO		☐	Long	4	▼	0	
☑	NAME_1		☐	Text	30	▼	0	
☑	ADDRESS_1		☐	Text	30	▼	0	
☑	ADDRESS_2		☐	Text	30	▼	0	
☑	CITY		☐	Text	20	▼	0	
☑	STATE		☐	Text	15	▼	0	
☑	ZIP_CODE		☐	Text	10	▼	0	

Import Data

To import the data, enter your Username and Password, and then click the [Import Data] button.

You can also limit the amount of data downloaded by clicking the checkbox towards the top of the screen and entering the number of records to be downloaded. This feature is useful for experimenting when large amounts of data will be downloaded.

D.U.C.K. 5

Import Data

| Last Import | 2/19/2015 12:50:42 PM |

☐ Only download the first 0 records of each table.

| Server | Username | Password |
| HCCA1 | | |

Import Data **View Error Log**

A summary of the data downloaded will be displayed.

Import Summary

Import Complete!!! Error Count: 0
Connect Time: 00:09
Collect Time: 00:01
Transfer Time: 00:27
12223 records imported.

OK

Export Data

The Export Data utility allows you to export any table or query into an Excel Spreadsheet or a delimited file.

This is useful for loading data into other applications.

D.U.C.K. 5

Export Data

Select Table or Query to Export
PO_HEADERS_REC

Select Version
Excel 2007/2010 (XLSX)

Export To Excel

Open With Excel

Export Type
◉ Comma   ○ Tab

Include Field Names?
◉ No   ○ Yes

Delimit Fields w/Quotes?
◉ No   ○ Yes

Select Filename Extension
◉ .CSV   ○ .TXT

Export

Open With Notepad

Create a Query

One of the strengths of Access is the ability to "join" multiple sources of data and create new sets of data. The following example will demonstrate how to join two tables on a common field and create a new set of data.

Let's create a query that includes fields from the "PO_HEADERS_REC" and "VENDOR_REC" tables. The common field in both tables is the "VENDOR_NO" field.

Import	PO_HEADERS_REC	Criteria	Convert	Type	Length	Convert To	Size	Format
☑	PURCHASE_ORDER_NO		☐	Text	7	▼	0	
☑	PO_DATE		☐	Date	6	▼	0	
☐	PO_YEAR	=2015	☐	Long	4	▼	0	
☑	VENDOR_NO		☐	Text	6	▼	0	
☑	AMOUNT		☐	Double	8	▼	0	
☑	STATUS		☐	Text	1	▼	0	
☑	AMOUNT_PAID		☐	Double	8	▼	0	
☑	CHECK_NO		☐	Long	4	▼	0	

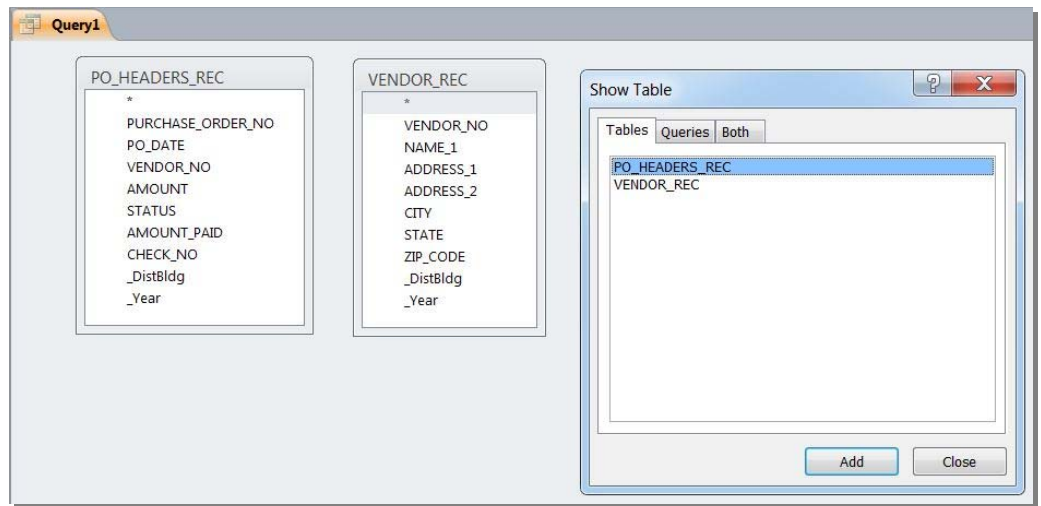| Import	VENDOR_REC	Criteria	Convert	Type	Length	Convert To	Size	Format
☑	VENDOR_NO		☐	Long	4	▼	0	
☑	NAME_1		☐	Text	30	▼	0	
☑	ADDRESS_1		☐	Text	30	▼	0	
☑	ADDRESS_2		☐	Text	30	▼	0	
☑	CITY		☐	Text	20	▼	0	
☑	STATE		☐	Text	15	▼	0	
☑	ZIP_CODE		☐	Text	10	▼	0	

Click the "Create" tab, and then select the "Query Design" option.
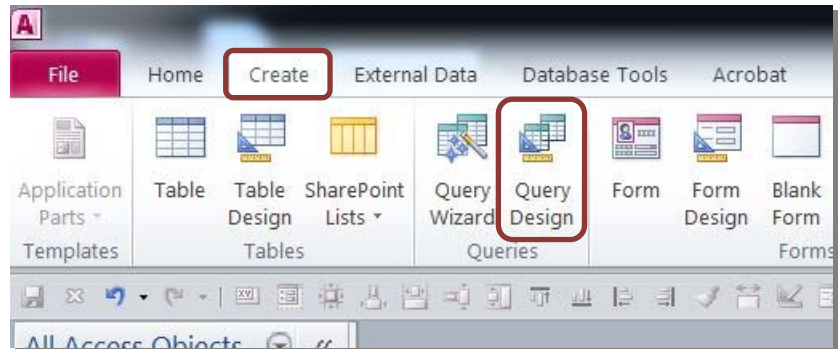
Select each table and click the [Add] button.

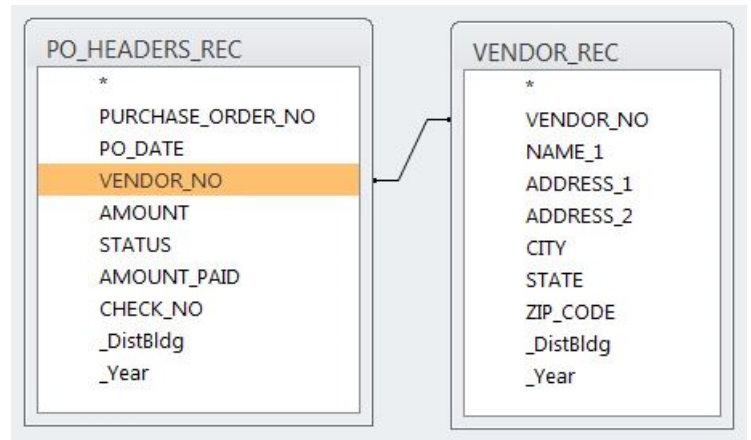The tables will appear in the query editor.

Click the [Close] button.

Now, join the two tables on the common "VENDOR_NO" field.

To do this, click-n-drag the "VENDOR_NO" field in the "PO_HEADERS_REC" table, and drop it on the "VENDOR_NO" field in the "VENDOR_REC" table.

A line will connect the two tables, illustrating that they're joined.

Now add the desired fields to the field list below. You can either click-n-drag the fields from the tables to the grid, or you can double-click each field to add it.

Field:	PURCHASE_ORDER_NO	PO_DATE	AMOUNT	STATUS	AMOUNT_PAID	CHECK_NO	VENDOR_NO	NAME_1	ADDRESS_1	ADDRESS_2	CITY	STATE	ZIP_CODE
Table:	PO_HEADERS_REC	PO_HEADERS_REC	PO_HEADERS_REC	PO_HEADERS_REC	PO_HEADERS_REC	PO_HEADERS_REC	VENDOR_REC	VENDOR_REC	VENDOR_REC	VENDOR_REC	VENDOR_REC	VENDOR_REC	VENDOR_REC
Sort:													
Show:	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Criteria:													

Click the "View" icon to run the query and display the new recordset of data.
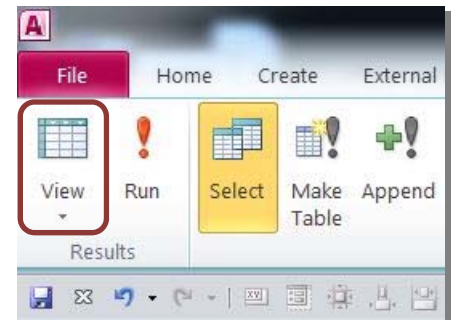
Oops!

This error occurred because the "data type" of the "VENDOR_NO" field in the "PO_HEADERS_REC" table does not match the data type of the "VENDOR_NO" field in the "VENDOR_REC" table. The "VENDOR_NO" field in the "PO_HEADERS_REC" table is a 6 character, zero filled text field. The "VENDOR_NO" field in the "VENDOR_REC" table is a numeric field.

Import	PO_HEADERS_REC	Criteria	Convert	Type	Length	Convert To	Size	Format
☑	PURCHASE_ORDER_NO	>= '1000' and <= '2000'	☐	Text	7	▼	0	
☑	PO_DATE		☐	Date	6	▼	0	
☑	VENDOR_NO		☐	Text	6	▼	0	
☑	AMOUNT		☐	Double	8	▼	0	
☑	STATUS		☐	Text	1	▼	0	
☑	AMOUNT_PAID		☐	Double	8	▼	0	
☑	CHECK_NO		☐	Long	4	▼	0	

Import	VENDOR_REC	Criteria	Convert	Type	Length	Convert To	Size	Format
☑	VENDOR_NO		☐	Long	4	▼	0	
☑	NAME_1		☐	Text	30	▼	0	
☑	ADDRESS_1		☐	Text	30	▼	0	
☑	ADDRESS_2		☐	Text	30	▼	0	
☑	CITY		☐	Text	20	▼	0	
☑	STATE		☐	Text	15	▼	0	
☑	ZIP_CODE		☐	Text	10	▼	0	

It's D.U.C.K. to the rescue!!!

The "Convert" feature in the Data Import Selections screen allows you to convert fields from one data type to another as the data is downloaded.

Back in the "Data Import Selections" screen, click the Convert checkbox of the "VENDOR_NO" field, then select the "Text" data type in the Convert To column, set the size to "6", and enter six zeroes in the Format column.

Import	VENDOR_REC	Criteria	Convert	Type	Length	Convert To	Size	Format
☑	VENDOR_NO		☑	Long	4	Text ▼	6	000000
☑	NAME_1		☐	Text	30	▼	0	
☑	ADDRESS_1		☐	Text	30	▼	0	
☑	ADDRESS_2		☐	Text	30	▼	0	
☑	CITY		☐	Text	20	▼	0	
☑	STATE		☐	Text	15	▼	0	
☑	ZIP_CODE		☐	Text	10	▼	0	

After making this change, download the data again, and then the query will work properly.

PURCHASE_ORDER_NO	PO_DATE	AMOUNT	STATUS	AMOUNT_PAID	CHECK_NO	VENDOR_NO	NAME_1	ADDRESS_1	ADDRESS_2	CITY	STATE	ZIP_CODE
1403511	6/24/2014	244.57	4	244.57	834234	000001	Coleman, Felicia	2556 Kipling Avenue		Cincinnati	OH	45239
1403355	6/24/2014	244.57	4	244.57	834234	000001	Coleman, Felicia	2556 Kipling Avenue		Cincinnati	OH	45239
1403969	6/24/2014	244.57	4	244.57	834890	000003	MERRITT, TARA	6024 HAMMEL AVE		Cincinnati	OH	45237
1403394	6/24/2014	244.57	4	244.57	834400	000004	HOWARD-WOODARD, SHERRY	557 W LIBERTY ST	Apt 201	Cincinnati	OH	45214
1400005	7/31/2013	83.11	4	83.11	820479	000005	Abbatiello, Patti M	3412 Driftwood Circle		Cincinnati	OH	45239
1400006	7/31/2013	1691.72	4	1691.72	820480	000006	Abrolat, Richard G	2813 Silo Lane		Villa Hills	KY	41017
1400007	7/31/2013	396.8	4	396.8	820481	000007	Adair, Lisa Kay	9266 Gourmet Lane		Loveland	OH	45140

Save the query by clicking the Save icon.
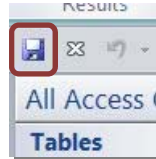

Name the query "PO_HEADERS_VENDORS"

The new query is now visible in the list of Objects.

Create a Report

Access contains "Wizards" that simplify creating queries, forms, and reports. The wizards will prompt for various pieces of information, and then create the object. In most cases, the reports generated aren't very pretty, but they'll provide a good starting point. After the report has been generated, it can be opened with an editor and modified as needed.

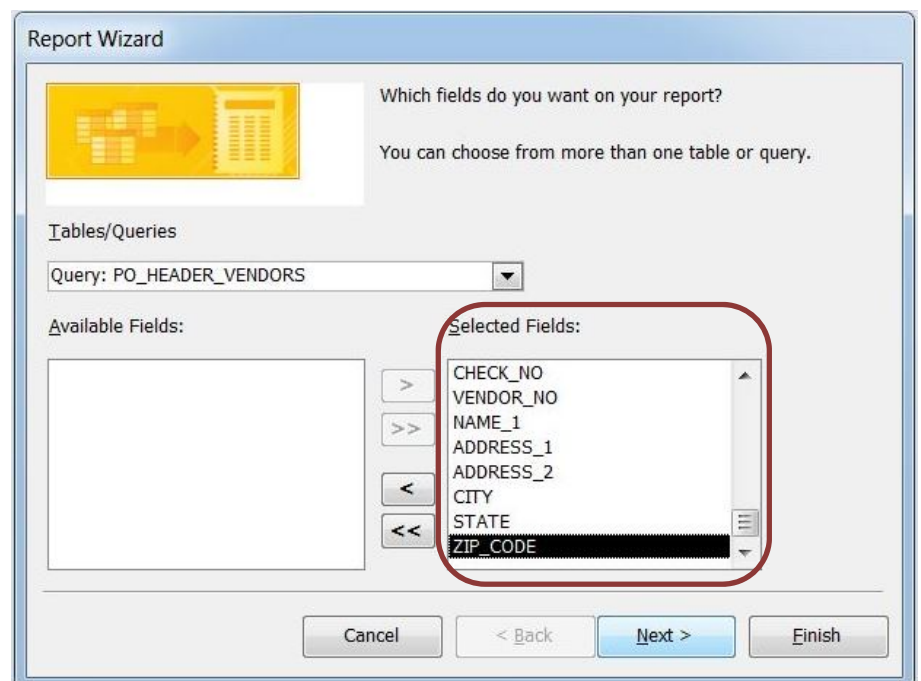Click the "Report Wizard" under the "Create" tab to begin the process.
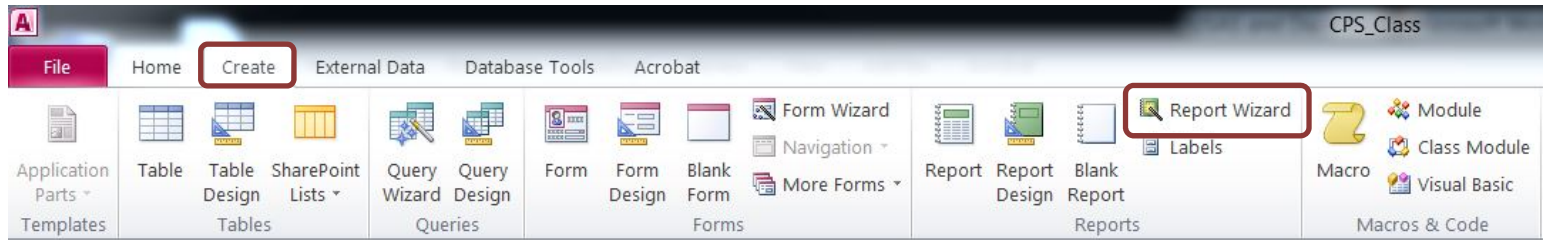
In the first screen, you'll be prompted for the source of the data. For this example, we'll use the "PO_HEADER_VENDORS" query created earlier.

Click the [>>] button to select all of the fields.
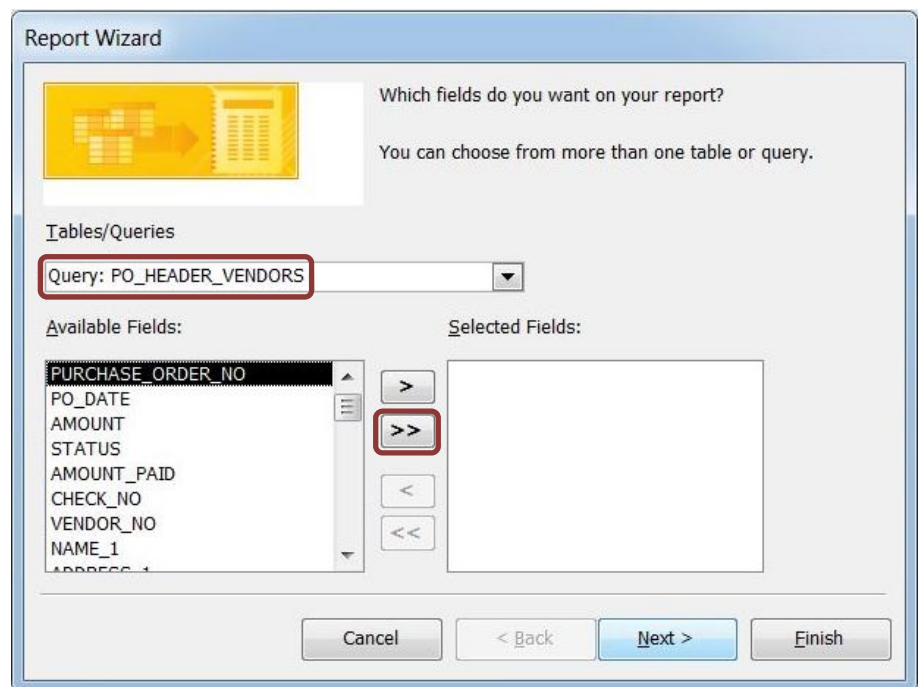
All of the fields should now appear in the "Selected Fields" pane.

Click [Next].

The data can be broken out by one or more groups to make the report easier to read.

For this example, we'll select the "VENDOR_NO" field and click the [>] button.

The wizard shows an example of how it will look.

Click [Next].

One or more sort options can be chosen.

Select the "PO_Date" for the first sort option.

Click the [Summary Options …] button to add subtotals to the report.

Select "Sum" for the "AMOUNT" and "AMOUNT_PAID" fields.

Click [OK].
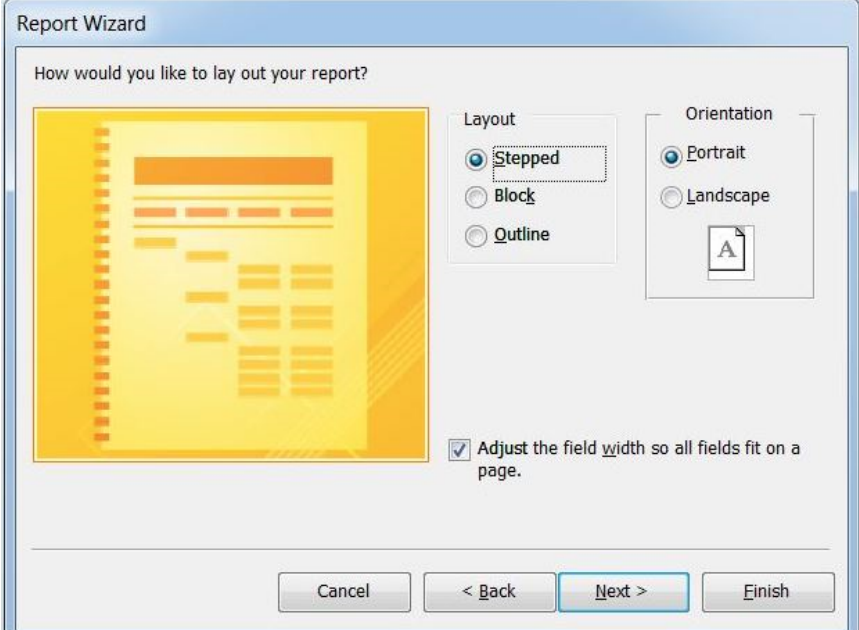
The overall layout of the report along with the page orientation can be chosen here.
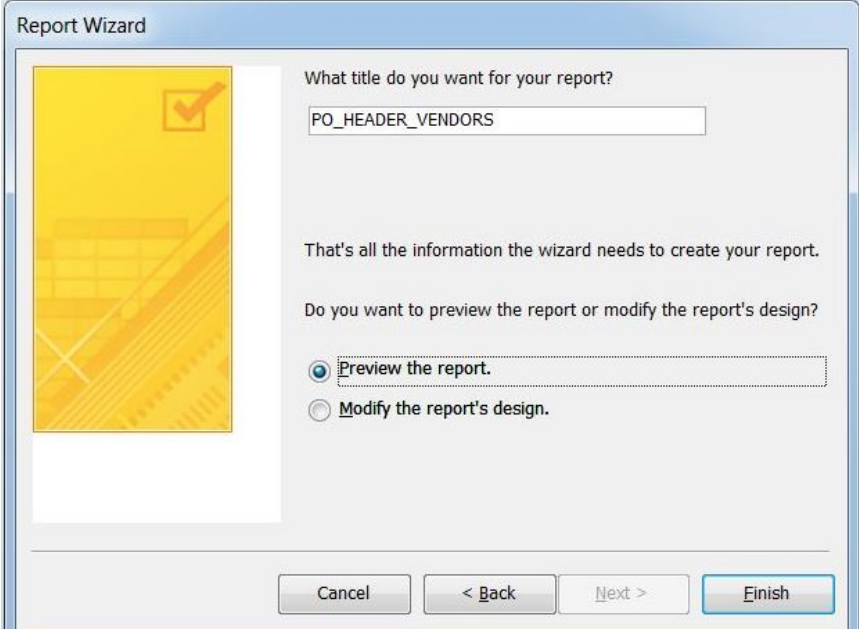
Click [Next] to use the defaults.

The Wizard uses the name of the data source for the name of the report by default.

Click [Finish] to use the defaults.

As mentioned, the report generated by the Wizard isn't a thing of beauty, but it provides a good starting point.

Click the [Close Print Preview] button…

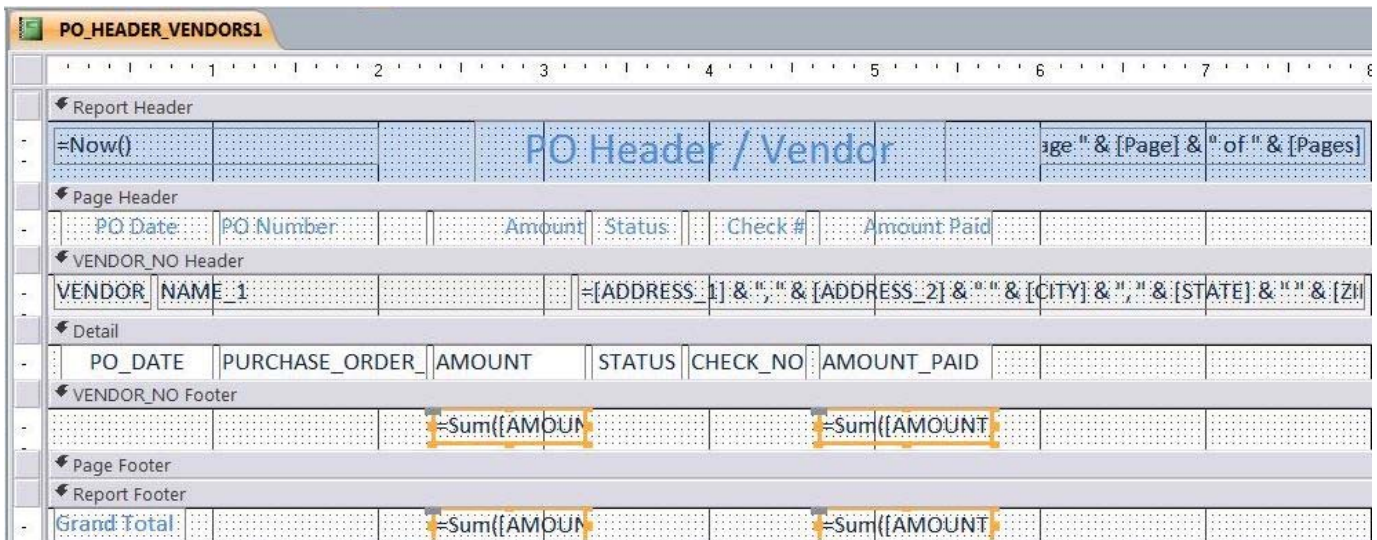… and the report will be opened in the Design editor.
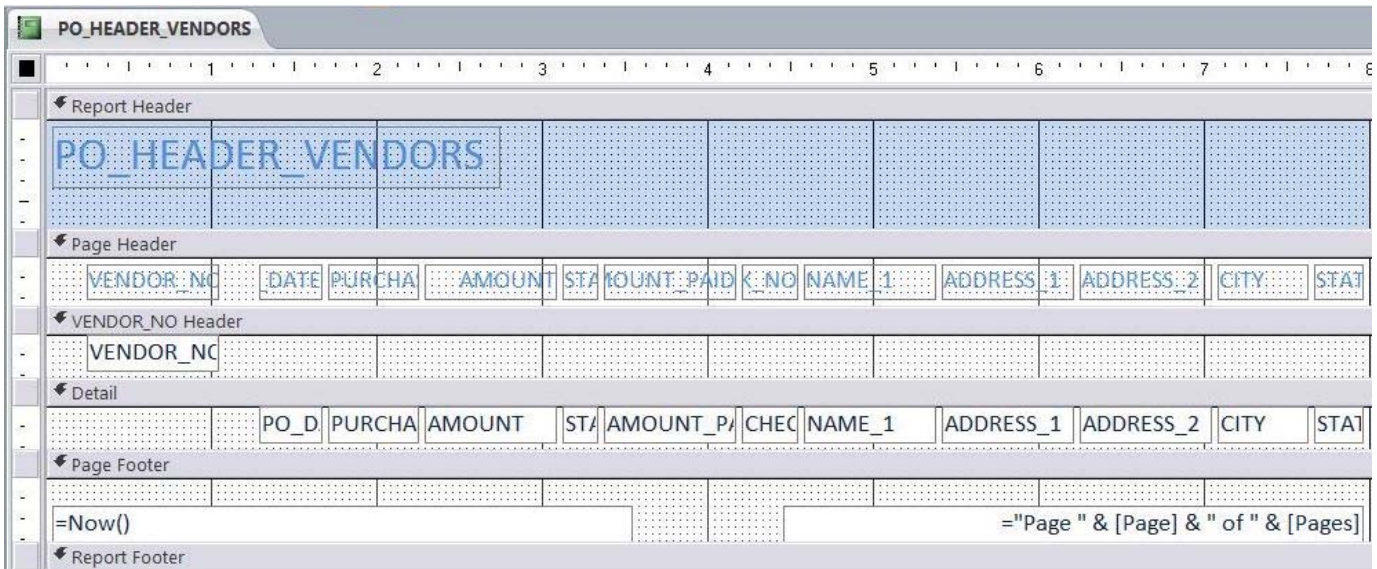
Fields can be moved around, fonts changed, background colors altered, etc.

Much better!

PO Date	P.O. Number	Amount	Status	Amount Paid	Check #
100052	IBEW Local 212 - PAYROLL	212 Crown Point Pl #101, Cincinnati, OH 45241			
1/15/2015 9124721		497.04	4	497.04	842657
2/13/2015 9124790		745.56	4	745.56	843751
		1242.6		1242.6	
100053	Plumbers Pipefitters - PAYROLL	1228 Central Parkway Rm 200, Cincinnati, OH 45210			
1/15/2015 9124720		685.56	4	685.56	842736
2/13/2015 9124789		829.71	4	829.71	843793
		1515.27		1515.27	

Add the report to the Main Menu

For the final touch, we'll add a button to the Main Menu that will open the new report in Preview mode.
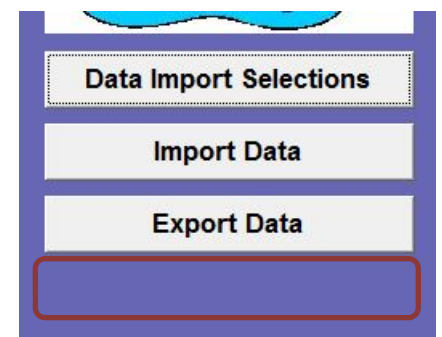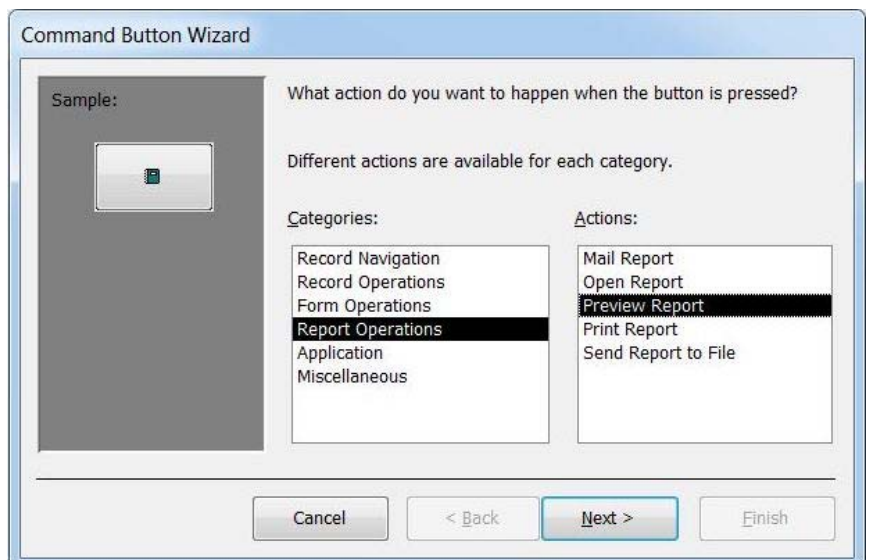
Click the Button control…
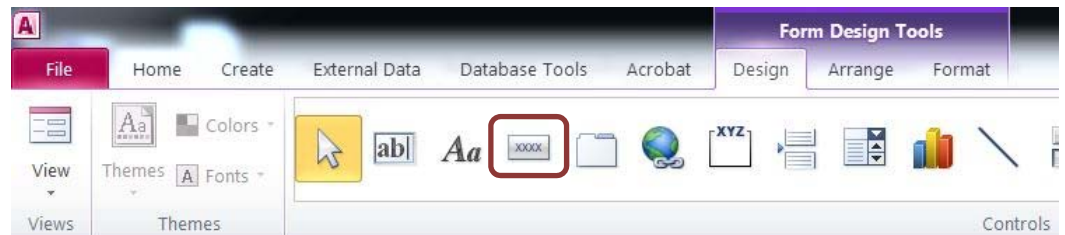
Click-n-drag a rectangle on the form where you want the button positioned.

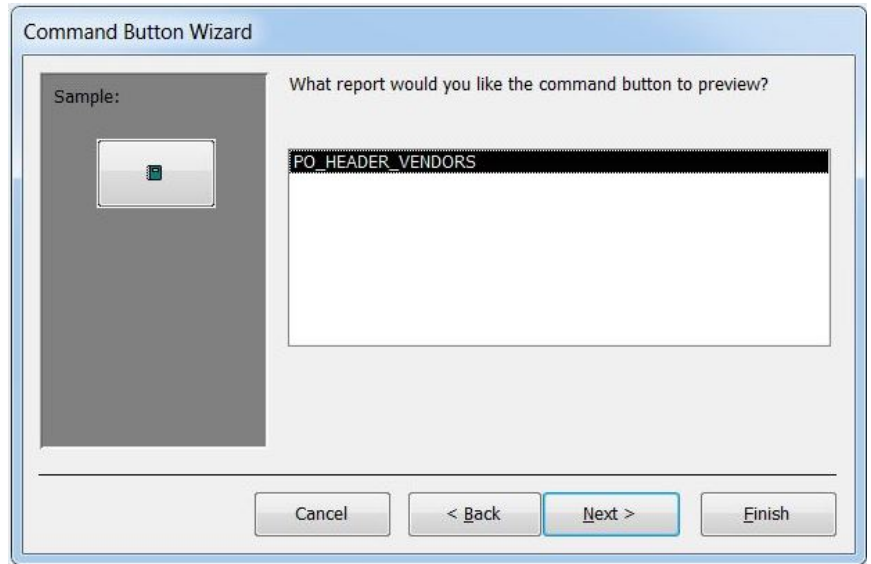When you release the mouse button, the Command Button Wizard will open.

Select "Report Operations" and "Preview Report".
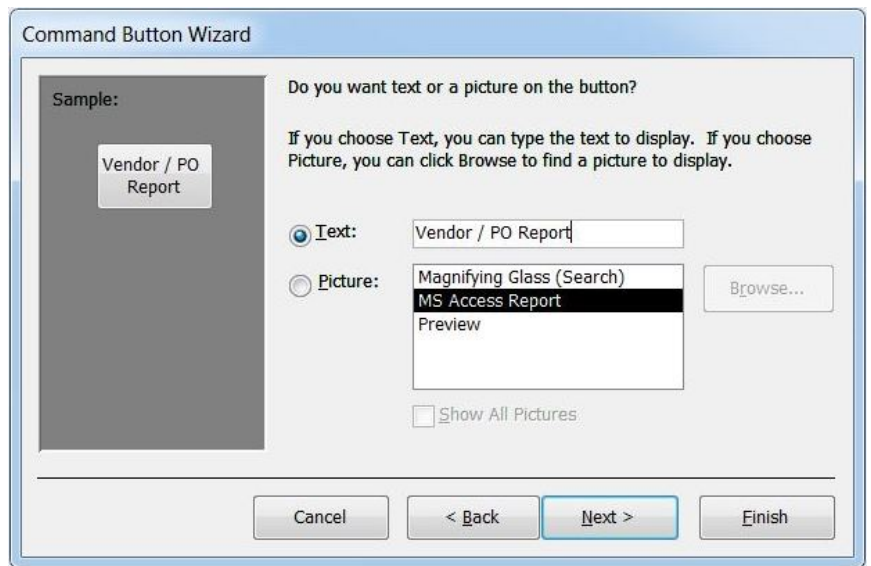
Click [Next].

Select the "PO_HEADER_VENDORS" report.

Click [Next].

You can choose between having an icon displayed on the button, or text.

Since the other buttons display text labels, enter "Vendor / PO Report" in the Text field.

Click [Next].

The Wizard generates a generic name for the button.
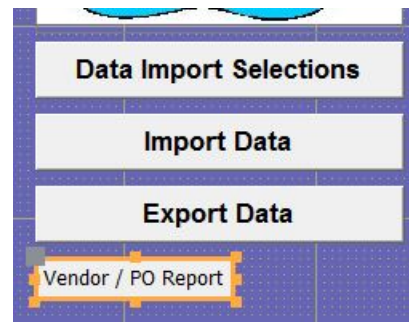
Leave it as-is and click [Finish].
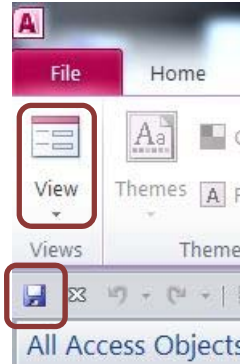
The new button will be displayed on the form.

Manually resize the button to match the existing buttons.

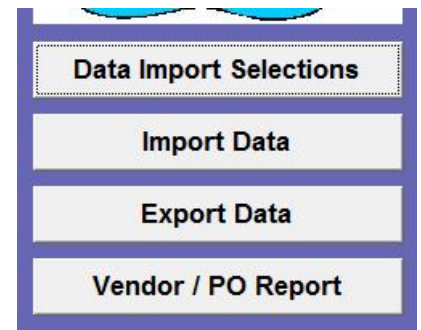Change the font to match the other buttons as well.

Click the disk icon to save the changes.

Click the [View] button to run the form.

Click the new [Vendor / PO Report] button and the new report will be opened in Print Preview mode.

I heavily recommend setting the button to open the report in "Print Preview" mode as opposed to "Print Report" mode. The reason is that if the "Print Report" mode is used, the report is instantly sent to the printer. "Print Preview" mode displays the report to the screen first and allow you to send it to the printer if desired. This can prevent wasting a lot of paper if a button is clicked accidentally!

Many reports can be created and added to a menu, making them easy to access.