

Changing from EMP_ID to SID in FMSqueryVer3_0 using Access 2007

Notes:

- Many forms, reports and queries were never accessed through the menus. These objects are not maintained by SBCTC-ITD and may be obsolete.
- FMSquery was written in a much older version of Access. This database has not been converted from the old .mdb format to the new .accdb format, because colleges are using many different versions of Access.
- When opening a new FMSqueryVer3_0, be sure to link to a new SID pay table, NOT the old EMP_ID pay table. Linking to an old table may create problems with the new changes as Access does behind the scenes adjustments.

Critical Objects Which Are Accessed Via Menus - Directly or Indirectly

TABLES

■ Pay Table

- Change your ZX2113J job procedure from FM2006R to FM2006R2.
- Check that the job runs properly.
- Open the pay.dbf file in excel to check for SID.
- Since the link to the Pay.dbf file is dynamic, no further changes should be required to the Pay table.

QUERIES — press double-down carets in left hand navigation pane to open list of queries

■ qryPayrollBySS-B (DD)2

- Right click on query name, select Design View.
- Press arrow in first field in the data grid 'Expr1: PAY.EMP_ID ' and select 'SID'.
- Press arrow in last field of data grid '[PAY].[EMP_ID]' and select 'SID'. In the criteria row change to the following [Forms]![frm-PayrollBySS-B (DD)2]![SIDcombo].
- Press Save Icon in the top left corner of the Access window, next to the Office Button.
- Close the query.

FORMS — press double-down carets in left hand navigation pane to open list of forms

■ frm-PayrollBySS-B (DD)2

- Right click on report name, select Design View.
- Right click on the Employee ID text box and select Delete. Repeat for the label.
- Press use wizard button on the design menu tab area.
- Press the combo box and then put your design cursor in the report area.
- Draw a combo box field for the SID.
- The wizard will pop up.
 - ◇ Select 'I want the combo box to look up the values...', next button
 - ◇ Select the 'pay' table, next button
 - ◇ Select 'SID' and 'EMP_NAME', next button
 - ◇ Size the columns in combo box, next button

- ◇ Select SID to uniquely identify row, next button
 - ◇ Select how you want the values sorted, next button
 - ◇ Select column width in combo, next button
 - ◇ Select SID, next button
 - ◇ For combo box label, enter 'Enter or Select SID (no hyphens)', next button
 - ◇ Press Finish button
- Cut, paste and move the label above the combo box. Adjust for size and positioning.
 - Right click on the sid combo box, select 'All' tab.
 - Enter 'SIDcombo' for Name.
 - Save and close.

REPORTS — press double-down caret in left hand navigation pane to open list of reports

■ rpt-PayrollBySS-B2

- Right click on report name, select Design View
- Right click on Employee ID text box and select properties
- Go to the data tab...control source and press arrow to select 'SID'.
- Save and close.

Objects Which Are Not Accessed By Menu and May Be Obsolete

QUERIES with EMP_ID, but are not accessed via menu and may be obsolete

■ Q-PARTTIME SALARIES changes

- change to EMP_ID to SID

■ qryPayForIVCpayroll (Capital)

- change to EMP_ID to SID
- change ACCT-PER to ACCT-PER1

■ qryPayForLSCpayroll (Capital)

- change to EMP_ID to SID

■ qryPayForPAPayroll (Capital)

- change to EMP_ID to SID

■ qryPayrollBySS-B

- change EMP_ID to SID
- change criteria: [Forms]![frm-PayrollBySS-B (DD)]![EmployeeIDcombo] to [Forms]![frm-PayrollBySS-B (DD)]![SIDcombo]

■ qryPayrollBySS-B (DD)

- change to EMP_ID to SID
- change criteria: [Forms]![frm-PayrollBySS-B (DD)]![EmployeeIDcombo] to [Forms]![frm-PayrollBySS-B (DD)]![SIDcombo]

■ qryPayrollBySSnumber

- change criteria: [Enter employee SS number without hyphens] to [Enter employee SID without hyphens]

FORMS with EMP_ID, but are not accessed via menu and may be obsolete

- frm-PayrollBySS-B
 - Delete Employee ID combo box and follow procedure in frm- PayrollBySS-B (DD)2.
- frm-PayrollBySS-B (DD)
 - Delete Employee ID combo box and follow procedure in frm- PayrollBySS-B (DD)2.

REPORTS with EMP_ID, but are not accessed via menu and may be obsolete

- Report on Part-Time Salaries (TC)
- rpt-IVC Payroll (Capital)
- rpt-LSC Payroll (Capital)
- rpt-PA Payroll (Capital)
- rpt-PayrollBySS-B
- rpt-PayrollBySS-B (DD)
- rpt-PayrollBySSnumber