

APPENDIX B

Table Structures

This appendix gives you a complete listing of all the tables included in the hypothetical time and billing application. Each table includes the following:

- ▶ A list of the field names, types, and lengths of each field in the table
- ▶ A detailed list of the properties associated with each field in the table

IN THIS APPENDIX

- ▶ The tblClients Table
- ▶ The tblClientAddresses Table
- ▶ The tblAddressTypes Table
- ▶ The tblClientPhones Table
- ▶ The tblPhoneTypes Table
- ▶ The tblCorrespondence Table
- ▶ The tblCorrespondenceTypes Table
- ▶ The tblTerms Table
- ▶ The tblContactType Table
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- ▶ The tblEmployees Table
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- ▶ The tblPayments Table
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- ▶ The tblTimeCards Table
- ▶ The tblWorkCodes Table

The tblClients Table

The tblClients table stores pertinent information about each client, such as the company name, contact name, and phone numbers.

TABLE B.1 The tblClients Table

Field Name	Type	Size (Bytes)
AssociatedWith	Text	30
ClientID	AutoNumber (Long)	4
CompanyName	Text	50
ContactFirstName	Text	30
ContactLastName	Text	50
ContactTitle	Text	50
ContactTypeID	Number (Long)	4
DefaultRate	Currency	8
HomePage	Hyperlink	
IntroDate	Date/Time	8
Miles	Number (Long)	4
Notes	Memo	(Varies)
ReferredBy	Text	30
TermTypeID	Number (Long)	4

TABLE B.2 The Field Properties for Each Field in the tblClients Table

Property	Value
ClientID	Number (Long)
AllowZeroLength	False
Attributes	Fixed size, auto-increment
Caption	Client ID
CollatingOrder	General
ColumnHidden	False
ColumnOrder	Default
ColumnWidth	Default
OrdinalPosition	0
Required	False
SourceField	ClientID
SourceTable	tblClients
CompanyName	Text
AllowZeroLength	False
Attributes	Variable length
Caption	Company Name

TABLE B.2 Continued

Property	Value
CompanyName	Text
CollatingOrder	General
ColumnHidden	False
ColumnOrder	Default
ColumnWidth	Default
DisplayControl	Text Box
OrdinalPosition	1
Required	True
SourceField	CompanyName
SourceTable	tblClients
ContactFirstName	Text
AllowZeroLength	False
Attributes	Variable length
Caption	Contact First Name
CollatingOrder	General
ColumnHidden	False
ColumnOrder	Default
ColumnWidth	Default
DisplayControl	Text Box
OrdinalPosition	7
Required	False
SourceField	ContactFirstName
SourceTable	tblClients
ContactLastName	Text
AllowZeroLength	False
Attributes	Variable length
Caption	Contact Last Name
CollatingOrder	General
ColumnHidden	False
ColumnOrder	Default
ColumnWidth	Default
DisplayControl	Text Box
OrdinalPosition	8
Required	False
SourceField	ContactLastName
SourceTable	tblClients

TABLE B.2 Continued

Property	Value
ContactTitle	Text
AllowZeroLength	False
Attributes	Variable length
Caption	Contact Title
CollatingOrder	General
ColumnHidden	False
ColumnOrder	Default
ColumnWidth	Default
DisplayControl	Text Box
OrdinalPosition	9
Required	False
SourceField	ContactTitle
SourceTable	tblClients
ContactTypeID	Long Integer
AllowZeroLength	False
Attributes	Fixed size
Caption	Contact Type ID
CollatingOrder	General
ColumnHidden	False
ColumnOrder	Default
ColumnWidth	Default
DataUpdatable	False
DecimalPlaces	Auto
DisplayControl	Text Box
OrdinalPosition	6
Required	False
ReferredBy	Text
AllowZeroLength	False
Attributes	Variable length
Caption	Referred By
CollatingOrder	General
ColumnHidden	False
ColumnOrder	Default
ColumnWidth	Default
DisplayControl	Text Box
OrdinalPosition	15
Required	False
SourceField	ReferredBy
SourceTable	tblClients

TABLE B.2 Continued

Property	Value
AssociatedWith	
AllowZeroLength	False
Attributes	Variable length
Caption	Associated With
CollatingOrder	General
ColumnHidden	False
ColumnOrder	Default
ColumnWidth	Default
DisplayControl	Text Box
OrdinalPosition	16
Required	False
SourceField	Associated With
SourceTable	tblClients
IntroDate	
AllowZeroLength	False
Attributes	Fixed size
Caption	Intro Date
CollatingOrder	General
ColumnHidden	False
ColumnOrder	Default
ColumnWidth	Default
DefaultValue	=Date()
OrdinalPosition	17
Required	True
SourceField	IntroDate
SourceTable	tblClients
ValidationRule	<=Date()
ValidationText	Date Entered Must Be On Or Before Today
DefaultRate	
AllowZeroLength	False
Attributes	Fixed size
Caption	Default Rate
CollatingOrder	General
ColumnHidden	False
ColumnOrder	Default
ColumnWidth	Default
DecimalPlaces	255
DefaultValue	125
Currency	

TABLE B.2 Continued

Property	Value
DefaultRate	Currency
Format	Currency
OrdinalPosition	18
Required	False
SourceField	DefaultRate
SourceTable	tblClients
ValidationRule	Between 75 and 150
ValidationText	Rate must be between 75 and 150
Notes	Memo
AllowZeroLength	False
Attributes	Variable length
CollatingOrder	General
ColumnHidden	False
ColumnOrder	Default
ColumnWidth	Default
OrdinalPosition	19
Required	False
SourceField	Notes
SourceTable	tblClients
Miles	Long Integer
AllowZeroLength	False
Attributes	Fixed size
CollatingOrder	General
ColumnHidden	False
ColumnOrder	Default
ColumnWidth	Default
DataUpdatable	False
DecimalPlaces	Auto
DisplayControl	Text Box
OrdinalPosition	17
Required	False
SourceField	Miles
SourceTable	tblClients
TermTypeID	Long Integer
AllowZeroLength	False
Attributes	Fixed size
Caption	Term Type ID

TABLE B.2 Continued

Property	Value
TermTypeID	Long Integer
CollatingOrder	General
ColumnHidden	False
ColumnOrder	Default
ColumnWidth	Default
DataUpdatable	False
DecimalPlaces	Auto
DisplayControl	Text Box
OrdinalPosition	18
Required	False
SourceField	TermTypeID
SourceTable	tblClients
HomePage	Hyperlink
AllowZeroLength	False
Attributes	Variable length
Caption	Home Page
CollatingOrder	General
ColumnHidden	False
ColumnOrder	Default
ColumnWidth	Default
OrdinalPosition	20
Required	False
SourceField	HomePage
SourceTable	tblClients

The tblClientAddresses Table

The tblClientAddresses table stores the addresses for a client. One client can have multiple addresses. Each address has a specific address type.

TABLE B.3 The tblClientAddresses Table

Field Name	Type	Size (Bytes)
Address1	Text	50
Address2	Text	50
AddressID	Auto Number (Long)	4
AddressTypeID	Long Integer	4
ClientID	Long Integer	4

TABLE B.3 Continued

Field Name	Type	Size (Bytes)
PostalCode	Text	20
StateProvince	Text	20
Country	Text	20

TABLE B.4 The Field Properties for Each Field in the tblClientAddresses Table

Property	Value
AddressID	Long Integer
AllowZeroLength	False
Attributes	Fixed size, auto-increment
Caption	Address ID
CollatingOrder	General
ColumnHidden	False
ColumnOrder	Default
ColumnWidth	Default
DataUpdatable	False
OrdinalPosition	1
Required	False
SourceField	AddressID
SourceTable	tblClientAddresses
ClientID	Long Integer
AllowZeroLength	False
Attributes	Fixed size
Caption	Client ID
CollatingOrder	General
ColumnHidden	False
ColumnOrder	Default
ColumnWidth	Default
DataUpdatable	False
DecimalPlaces	Auto
DisplayControl	Text Box
OrdinalPosition	2
Required	False
SourceField	ClientID
SourceTable	tblClientAddresses
Address1	Text
AllowZeroLength	False
Attributes	Variable length

TABLE B.4 Continued

Property	Value
Address1	Text
Caption	Address 1
CollatingOrder	General
ColumnHidden	False
ColumnOrder	Default
ColumnWidth	Default
DataUpdatable	False
DisplayControl	Text Box
IMEMode	0
IMESentenceMode	3
OrdinalPosition	3
Required	False
SourceField	Address1
SourceTable	tblClientAddresses
UnicodeCompression	True
Address2	Text
AllowZeroLength	False
Attributes	Variable length
Caption	Address 2
CollatingOrder	General
ColumnHidden	False
ColumnOrder	Default
ColumnWidth	Default
DataUpdatable	False
DisplayControl	Text Box
IMEMode	0
IMESentenceMode	3
OrdinalPosition	4
Required	False
SourceField	Address2
SourceTable	tblClientAddresses
UnicodeCompression	True
City	Text
AllowZeroLength	False
Attributes	Variable length
CollatingOrder	General
ColumnHidden	False
ColumnOrder	Default

TABLE B.4 Continued

Property	Value
City	Text
ColumnWidth	Default
DataUpdatable	False
DisplayControl	Text Box
IMEMode	0
IMESentenceMode	3
OrdinalPosition	5
Required	False
SourceField	City
SourceTable	tblClientAddresses
UnicodeCompression	True
StateProvince	Text
AllowZeroLength	False
Attributes	Variable length
Caption	State/Province
CollatingOrder	General
ColumnHidden	False
ColumnOrder	Default
ColumnWidth	Default
DataUpdatable	False
DisplayControl	Text Box
IMEMode	0
IMESentenceMode	3
OrdinalPosition	6
Required	False
SourceTable	tblClientAddresses
UnicodeCompression	True
PostalCode	Text
AllowZeroLength	False
Attributes	Variable length
Caption	Postal Code
CollatingOrder	General
ColumnHidden	False
ColumnOrder	Default
ColumnWidth	Default
DataUpdatable	False
DisplayControl	Text Box
IMEMode	0

TABLE B.4 Continued

Property	Value
PostalCode	Text
IMESentenceMode	3
OrdinalPosition	7
Required	False
SourceField	PostalCode
SourceTable	tblClientAddresses
UnicodeCompression	True
Country	Text
AllowZeroLength	False
Attributes	Variable length
CollatingOrder	General
ColumnHidden	False
ColumnOrder	Default
ColumnWidth	Default
DataUpdatable	False
DisplayControl	Text Box
IMEMode	0
IMESentenceMode	3
OrdinalPosition	8
Required	False
SourceField	Country
SourceTable	tblClientAddresses
UnicodeCompression	True
AddressTypeID	Long Integer
AllowZeroLength	False
Attributes	Fixed size
Caption	Address Type ID
CollatingOrder	General
ColumnHidden	False
ColumnOrder	Default
ColumnWidth	Default
DataUpdatable	False
DecimalPlaces	Auto
DisplayControl	Text Box
OrdinalPosition	9
Required	False
SourceField	AddressTypeID
SourceTable	tblClientAddresses

The tblAddressTypes Table

The tblAddressTypes table stores the valid address types. It relates to the tblClientAddresses table and is a lookup table for the AddressTypeID stored in the tblClientAddresses table.

TABLE B.5 The tblAddressTypes Table

Field Name	Type	Size (Bytes)
AddressType	Text	50
AddressTypeID	AutoNumber (Long)	4

TABLE B.6 The Field Properties for Each Field in the tblAddressTypes Table

Property	Value
AddressTypeID	Long Integer
AllowZeroLength	False
Attributes	Fixed size, auto-increment
Caption	Address Type ID
CollatingOrder	General
ColumnHidden	False
ColumnOrder	Default
ColumnWidth	Default
DataUpdatable	False
OrdinalPosition	1
Required	False
SourceField	AddressTypeID
SourceTable	tblAddressTypes
AddressType	Text
AllowZeroLength	False
Attributes	Variable length
Caption	Address Type
CollatingOrder	General
ColumnHidden	False
ColumnOrder	Default
ColumnWidth	Default
DataUpdatable	False
DisplayControl	Text Box
IMEMode	0
IMESentenceMode	3
OrdinalPosition	2
Required	False

TABLE B.6 Continued

Property	Value
AddressType	Text
SourceField	AddressType
SourceTable	tblAddressTypes
UnicodeCompression	True

The tblClientPhones Table

The tblClientPhones table stores the phone numbers for a client. One client can have multiple phone numbers. Each address has a specific phone type.

TABLE B.7 The Field Properties for Each Field in the tblClientPhones Table

Field Name	Type	Size (Bytes)
ClientID	Long Integer	4
PhoneID	AutoNumber (Long)	4
PhoneNumber	Text	50
PhoneTypeID	Long Integer	4

TABLE B.8 The Field Properties for Each Field in the tblClientPhones Table

Property	Value
PhoneID	Long Integer
AllowZeroLength	False
Attributes	Fixed size, auto-increment
Caption	Phone ID
CollatingOrder	General
ColumnHidden	False
ColumnOrder	Default
ColumnWidth	Default
DataUpdatable	False
OrdinalPosition	1
Required	False
SourceField	PhoneID
SourceTable	tblClientPhones
ClientID	Long Integer
AllowZeroLength	False
Attributes	Fixed size
Caption	Client ID
CollatingOrder	General

TABLE B.8 Continued

Property	Value
ClientID	Long Integer
ColumnHidden	False
ColumnOrder	Default
ColumnWidth	Default
DataUpdatable	False
DecimalPlaces	Auto
DisplayControl	Text Box
OrdinalPosition	2
Required	False
SourceField	ClientID
SourceTable	tblClientPhones
PhoneNumber	Text
AllowZeroLength	False
Attributes	Variable length
Caption	Phone Number
CollatingOrder	General
ColumnHidden	False
ColumnOrder	Default
ColumnWidth	Default
DataUpdatable	False
DisplayControl	Text Box
IMEMode	0
IMESentenceMode	3
OrdinalPosition	3
Required	False
SourceField	PhoneNumber
SourceTable	tblClientPhones
UnicodeCompression	True
PhoneTypeID	Long Integer
AllowZeroLength	False
Attributes	Fixed size
Caption	Phone Type ID
CollatingOrder	General
ColumnHidden	False
ColumnOrder	Default
ColumnWidth	Default
DataUpdatable	False
DecimalPlaces	Auto

TABLE B.8 Continued

Property	Value
PhoneTypeID	Long Integer
DisplayControl	Text Box
OrdinalPosition	4
Required	False
SourceField	PhoneTypeID
SourceTable	tblClientPhones

The tblPhoneTypes Table

The tblPhoneTypes table stores the valid phone types. It relates to the tblClientPhones table and is a lookup table for the PhoneTypeID stored in the tblClientPhones table.

TABLE B.9 The tblPhoneTypes Table

Field Name	Type	Size (Bytes)
PhoneType	Text	50
PhoneTypeID	AutoNumber (Long)	4

TABLE B.10 The Field Properties for Each Field in the tblPhoneTypes Table

Property	Value
PhoneTypeID	Long Integer
AllowZeroLength	False
Attributes	Fixed size, auto-increment
Caption	Phone Type ID
CollatingOrder	General
ColumnHidden	False
ColumnOrder	Default
ColumnWidth	Default
DataUpdatable	False
OrdinalPosition	1
Required	False
SourceField	PhoneTypeID
SourceTable	tblPhoneTypes
PhoneType	Text
AllowZeroLength	False
Attributes	Variable length
Caption	Phone Type
CollatingOrder	General
ColumnHidden	False

TABLE B.10 Continued

Property	Value
PhoneType	Text
ColumnOrder	Default
ColumnWidth	Default
DataUpdatable	False
DisplayControl	Text Box
IMEMode	0
IMESentenceMode	3
OrdinalPosition	2
Required	False
SourceField	PhoneType
SourceTable	tblPhoneTypes
UnicodeCompression	True

The tblCorrespondence Table

The tblCorrespondence table contains a history of correspondence made to a particular client. It relates to the tblClients table.

TABLE B.11 The tblCorrespondence Table

Field Name	Type	Size (Bytes)
ClientID	Long Integer	4
ConsultantID	Long Integer	4
CorrespondenceID	AutoNumber (Long)	4
CorrespondenceTypeID	Long Integer	4
DateSent	Date/Time	8
Description	Text	50
Document	OLE Object	—
Notes	Memo	(Varies)

TABLE B.12 The Field Properties for Each Field in the tblCorrespondence Table

Property	Value
CorrespondenceID	Long Integer
AllowZeroLength	False
Attributes	Fixed size, auto-increment
CollatingOrder	General
ColumnHidden	False
ColumnOrder	Default
ColumnWidth	Default

TABLE B.12 Continued

Property	Value
CorrespondenceID	Long Integer
DataUpdatable	False
OrdinalPosition	1
Required	False
SourceField	CorrespondenceID
SourceTable	tblCorrespondence
ClientID	Long Integer
AllowZeroLength	False
Attributes	Fixed size
Caption	Client ID
CollatingOrder	General
ColumnHidden	False
ColumnOrder	Default
ColumnWidth	Default
DataUpdatable	False
DecimalPlaces	Auto
DisplayControl	Text Box
OrdinalPosition	2
Required	False
SourceField	ClientID
SourceTable	tblCorrespondence
Description	Text
AllowZeroLength	False
Attributes	Variable length
CollatingOrder	General
ColumnHidden	False
ColumnOrder	Default
ColumnWidth	Default
DataUpdatable	False
DisplayControl	Text Box
IMEMode	0
IMESentenceMode	3
OrdinalPosition	3
Required	False
SourceField	Description
SourceTable	tblCorrespondence
UnicodeCompression	True

TABLE B.12 Continued

Property	Value
Notes	Memo
AllowZeroLength	False
Attributes	Variable length
CollatingOrder	General
ColumnHidden	False
ColumnOrder	Default
ColumnWidth	Default
DataUpdatable	False
IMEMode	0
IMESentenceMode	3
OrdinalPosition	4
Required	False
SourceField	Notes
SourceTable	tblCorrespondence
UnicodeCompression	True
DateSent	Date/Time
AllowZeroLength	False
Attributes	Fixed size
Caption	Date Sent
CollatingOrder	General
ColumnHidden	False
ColumnOrder	Default
ColumnWidth	Default
DataUpdatable	False
IMEMode	0
IMESentenceMode	3
InputMask	99/99/0000
OrdinalPosition	5
Required	False
SourceField	DateSent
SourceTable	tblCorrespondence
CorrespondenceTypeID	Long Integer
AllowZeroLength	False
Attributes	Fixed size
Caption	Correspondence Type ID
CollatingOrder	General
ColumnHidden	False

TABLE B.12 Continued

Property	Value
CorrespondenceTypeID	Long Integer
ColumnOrder	Default
ColumnWidth	Default
DataUpdatable	False
DecimalPlaces	Auto
DisplayControl	Text Box
OrdinalPosition	6
Required	False
SourceField	CorrespondenceTypeID
SourceTable	tblCorrespondence
ConsultantID	Long Integer
AllowZeroLength	False
Attributes	Fixed size
Caption	Consultant ID
CollatingOrder	General
ColumnHidden	False
ColumnOrder	Default
ColumnWidth	Default
DataUpdatable	False
DecimalPlaces	Auto
DisplayControl	Text Box
OrdinalPosition	7
Required	False
SourceField	ConsultantID
SourceTable	tblCorrespondence
Document	OLE Object
AllowZeroLength	False
Attributes	Variable length
CollatingOrder	General
ColumnHidden	False
ColumnOrder	Default
ColumnWidth	Default
DataUpdatable	False
OrdinalPosition	8
Required	False
SourceField	Document
SourceTable	tblCorrespondence

The tblCorrespondenceTypes Table

The tblCorrespondenceTypes table stores the valid correspondence types. It relates to the tblCorrespondence table and is a lookup table for the CorrespondenceTypeID stored in the tblCorrespondence table.

TABLE B.13 The tblCorrespondenceTypes Table

Field Name	Type	Size (Bytes)
CorrespondenceType	Text	50
CorrespondenceTypeID	AutoNumber (Long)	4

TABLE B.14 The Field Properties for Each Field in the tblCorrespondenceTypes Table

Property	Value
CorrespondenceTypeID	Long Integer
AllowZeroLength	False
Attributes	Fixed size, auto-increment
Caption	Correspondence Type ID
CollatingOrder	General
ColumnHidden	False
ColumnOrder	Default
ColumnWidth	Default
DataUpdatable	False
OrdinalPosition	1
Required	False
SourceField	CorrespondenceTypeID
SourceTable	tblCorrespondenceTypes
CorrespondenceType	Text
AllowZeroLength	False
Attributes	Variable length
Caption	Correspondence Type
CollatingOrder	General
ColumnHidden	False
ColumnOrder	Default
ColumnWidth	Default
DataUpdatable	False
DisplayControl	Text Box
IMEMode	0
IMESentenceMode	3
OrdinalPosition	2
Required	False

TABLE B.14 Continued

Property	Value
CorrespondenceType	Text
SourceField	CorrespondenceType
SourceTable	tblCorrespondenceTypes
UnicodeCompression	True

The tblTerms Table

The tblTerms table stores the valid term types. It relates to the tblClients table and is a lookup table for the TermTypeID stored in the tblClients table.

TABLE B.15 The tblTerms Table

Field Name	Type	Size (Bytes)
TermType	Text	50
TermTypeID	AutoNumber (Long)	4

TABLE B.16 The Field Properties for Each Field in the tblTerms Table

Property	Value
TermTypeID	Long Integer
AllowZeroLength	False
Attributes	Fixed size, auto-increment
Caption	Term Type ID
CollatingOrder	General
ColumnHidden	False
ColumnOrder	Default
ColumnWidth	Default
DataUpdatable	False
OrdinalPosition	1
Required	False
SourceField	TermTypeID
SourceTable	tblTerms
TermType	Text
AllowZeroLength	False
Attributes	Variable length
Caption	Term Type
CollatingOrder	General
ColumnHidden	False
ColumnOrder	Default

TABLE B.16 Continued

Property	Value
TermType	Text
ColumnWidth	Default
DataUpdatable	False
DisplayControl	Text Box
IMEMode	0
IMESentenceMode	3
OrdinalPosition	2
Required	False
SourceField	TermType
SourceTable	tblTerms
UnicodeCompression	True

The tblContactType Table

The tblContactType table stores the valid contact types. It relates to the tblClients table and is a lookup table for the ContactTypeID stored in the tblClients table.

TABLE B.17 The tblContactType Table

Field Name	Type	Size (Bytes)
ContactType	Text	50
ContactTypeID	AutoNumber (Long)	4

TABLE B.18 The Field Properties for Each Field in the tblContactType Table

Property	Value
ContactTypeID	Long Integer
AllowZeroLength	False
Attributes	Fixed size, auto-increment
Caption	Contact Type ID
CollatingOrder	General
ColumnHidden	False
ColumnOrder	Default
ColumnWidth	Default
DataUpdatable	False
OrdinalPosition	1
Required	False
SourceField	ContactTypeID
SourceTable	tblContactType

TABLE B.18 Continued

Property	Value
ContactType	Text
AllowZeroLength	False
Attributes	Variable length
Caption	Contact Type
CollatingOrder	General
ColumnHidden	False
ColumnOrder	Default
ColumnWidth	Default
DataUpdatable	False
DisplayControl	Text Box
IMEMode	0
IMESentenceMode	3
OrdinalPosition	2
Required	False
SourceField	ContactType
SourceTable	tblContactType
UnicodeCompression	True

The tblCompanyInfo Table

The tblCompanyInfo table stores information about your company, including addresses and default payment terms.

TABLE B.19 The tblCompanyInfo Table

Field Name	Type	Size (Bytes)
SetupID	AutoNumber (Long)	4
CompanyName	Text	50
Address	Text	255
City	Text	50
StateProvince	Text	20
PostalCode	Text	20
Country	Text	50
PhoneNumber	Text	30
FaxNumber	Text	30
DefaultPaymentTerms	Text	255
DefaultInvoiceDescription	Memo	(Varies)

TABLE B.20 The Properties of Each Field in the tblCompanyInfo Table

Property	Value
SetupID	Number (Long)
AllowZeroLength	False
Attributes	Fixed size, auto-increment
Caption	SetupID
CollatingOrder	General
ColumnHidden	False
ColumnOrder	Default
ColumnWidth	Default
OrdinalPosition	0
Required	False
SourceField	SetupID
SourceTable	tblCompanyInfo
CompanyName	Text
AllowZeroLength	False
Attributes	Variable length
Caption	Company Name
CollatingOrder	General
ColumnHidden	False
ColumnOrder	Default
ColumnWidth	Default
DisplayControl	Text Box
OrdinalPosition	1
Required	False
SourceField	CompanyName
SourceTable	tblCompanyInfo
Address	Text
AllowZeroLength	False
Attributes	Variable length
CollatingOrder	General
ColumnHidden	False
ColumnOrder	Default
ColumnWidth	Default
DisplayControl	Text Box
OrdinalPosition	2
Required	False
SourceField	Address
SourceTable	tblCompanyInfo

TABLE B.20 Continued

Property	Value
City	
AllowZeroLength	False
Attributes	Variable length
CollatingOrder	General
Column Hidden	False
ColumnOrder	Default
ColumnWidth	Default
DisplayControl	Text Box
OrdinalPosition	3
Required	False
SourceField	City
SourceTable	tblCompanyInfo
StateProvince	
AllowZeroLength	False
Attributes	Variable length
Caption	State/Province
CollatingOrder	General
ColumnHidden	False
ColumnOrder	Default
ColumnWidth	Default
DisplayControl	Text Box
OrdinalPosition	4
Required	False
SourceField	StateProvince
SourceTable	tblCompanyInfo
PostalCode	
AllowZeroLength	False
Attributes	Variable length
Caption	Postal Code
CollatingOrder	General
ColumnHidden	False
ColumnOrder	Default
ColumnWidth	Default
DisplayControl	Text Box
InputMask	00000\ -9999
OrdinalPosition	5
Required	False

TABLE B.20 Continued

Property	Value
PostalCode	
SourceField	PostalCode
SourceTable	tblCompanyInfo
Country	
AllowZeroLength	False
Attributes	Variable length
CollatingOrder	General
ColumnHidden	False
ColumnOrder	Default
ColumnWidth	Default
DisplayControl	Text Box
OrdinalPosition	6
Required	False
SourceField	Country
SourceTable	tblCompanyInfo
PhoneNumber	
AllowZeroLength	False
Attributes	Variable length
Caption	Phone Number
CollatingOrder	General
ColumnHidden	False
ColumnOrder	Default
ColumnWidth	Default
DisplayControl	Text Box
InputMask	!\(999\) "000\ -0000
OrdinalPosition	7
Required	False
SourceField	PhoneNumber
SourceTable	tblCompanyInfo
FaxNumber	
AllowZeroLength	False
Attributes	Variable length
Caption	Fax Number
CollatingOrder	General
ColumnHidden	False

TABLE B.20 Continued

Property	Value
FaxNumber	Text
ColumnOrder	Default
ColumnWidth	Default
DisplayControl	Text Box
InputMask	!(999") "000\ -0000
OrdinalPosition	8
Required	False
SourceField	FaxNumber
SourceTable	tblCompanyInfo
DefaultPaymentTerms	Text
AllowZeroLength	False
Attributes	Variable length
Caption	Default Payment Terms
CollatingOrder	General
ColumnHidden	False
ColumnOrder	Default
ColumnWidth	Default
DisplayControl	Text Box
OrdinalPosition	9
Required	False
SourceField	DefaultPaymentTerms
SourceTable	tblCompanyInfo
DefaultInvoiceDescription	Memo
AllowZeroLength	False
Attributes	Variable length
Caption	Default Invoice Description
CollatingOrder	General
ColumnHidden	False
ColumnOrder	Default
ColumnWidth	Default
OrdinalPosition	10
Required	False
SourceField	DefaultInvoiceDescription
SourceTable	tblCompanyInfo

The tblEmployees Table

The tblEmployees table includes relevant employee information, such as name, address, and billing rate.

TABLE B.21 The tblEmployees Table

Field Name	Type	Size (Bytes)
Address	Text	255
BillingRate	Currency	8
City	Text	50
Country	Text	50
EmailName	Text	50
EmployeeID	AutoNumber (Long)	4
Extension	Text	30
FirstName	Text	50
HomePhone	Text	30
LastName	Text	50
PostalCode	Text	20
StateOrProvince	Text	20
Title	Text	50
WorkPhone	Text	30

TABLE B.22 The Properties of Each Field in the tblEmployees Table

Property	Value
EmployeeID	Number (Long)
AllowZeroLength	False
Attributes	Fixed size, auto-increment
Caption	Employee ID
CollatingOrder	General
OrdinalPosition	0
Required	False
SourceField	EmployeeID
SourceTable	tblEmployees
FirstName	Text
AllowZeroLength	False
Attributes	Variable length
Caption	First Name
CollatingOrder	General
OrdinalPosition	1
Required	False
SourceField	FirstName
SourceTable	tblEmployees

TABLE B.22 Continued

Property	Value
LastName	Text
AllowZeroLength	False
Attributes	Variable length
Caption	Last Name
CollatingOrder	General
OrdinalPosition	2
Required	False
SourceField	LastName
SourceTable	tblEmployees
Title	Text
AllowZeroLength	False
Attributes	Variable length
CollatingOrder	General
OrdinalPosition	3
Required	False
SourceField	Title
SourceTable	tblEmployees
EmailName	Text
AllowZeroLength	False
Attributes	Variable length
Caption	Email Name
CollatingOrder	General
OrdinalPosition	4
Required	False
SourceField	EmailName
SourceTable	tblEmployees
Extension	Text
AllowZeroLength	False
Attributes	Variable length
CollatingOrder	General
OrdinalPosition	5
Required	False
SourceField	Extension
SourceTable	tblEmployees
Address	Text
AllowZeroLength	False
Attributes	Variable length

TABLE B.22 Continued

Property	Value
Address	Text
CollatingOrder	General
OrdinalPosition	6
Required	False
SourceField	Address
SourceTable	tblEmployees
City	Text
AllowZeroLength	False
Attributes	Variable length
CollatingOrder	General
OrdinalPosition	7
Required	False
SourceField	City
SourceTable	tblEmployees
StateOrProvince	Text
AllowZeroLength	False
Attributes	Variable length
Caption	State/Province
CollatingOrder	General
OrdinalPosition	8
Required	False
SourceField	StateOrProvince
SourceTable	tblEmployees
PostalCode	Text
AllowZeroLength	False
Attributes	Variable length
Caption	Postal Code
CollatingOrder	General
InputMask	00000-9999
OrdinalPosition	9
Required	False
SourceField	PostalCode
SourceTable	tblEmployees
Country	Text
AllowZeroLength	False
Attributes	Variable length

TABLE B.22 Continued

Property	Value
Country	
CollatingOrder	General
OrdinalPosition	10
Required	False
SourceField	Country
SourceTable	tblEmployees
HomePhone	
AllowZeroLength	False
Attributes	Variable length
Caption	Home Phone
CollatingOrder	General
InputMask	!(999) 000-0000
OrdinalPosition	11
Required	False
SourceField	HomePhone
SourceTable	tblEmployees
WorkPhone	
AllowZeroLength	False
Attributes	Variable length
Caption	Work Phone
CollatingOrder	General
InputMask	!(999) 000-0000
OrdinalPosition	12
Required	False
SourceField	WorkPhone
SourceTable	tblEmployees
BillingRate	
AllowZeroLength	False
Attributes	Fixed size
Caption	Billing Rate
CollatingOrder	General
DecimalPlaces	2
Format	Currency
OrdinalPosition	13
Required	False
SourceField	BillingRate
SourceTable	tblEmployees

The tblErrorLog Table

The tblErrorLog table logs all application errors encountered while using the hypothetical time and billing application, including error number and the name of the routine and module where the error occurred.

TABLE B.23 The tblErrorLog Table

Field Name	Type	Size (Bytes)
ErrorDate	Date/Time	8
ErrorLogID	AutoNumber (Long)	4
ErrorNum	Number (Integer)	2
ErrorString	Text	30
ErrorTime	Date/Time	8
ModuleName	Text	50
RoutineName	Text	50
UserName	Text	30

TABLE B.24 The Properties and Values Associated with Each Field in the tblErrorLog Table

Property	Value
ErrorLogID	AutoNumber (Long)
AllowZeroLength	False
Attributes	Fixed size, auto-increment
CollatingOrder	General
ColumnHidden	False
ColumnOrder	Default
ColumnWidth	Default
Description	Unique identifier for the error
OrdinalPosition	0
Required	False
SourceField	ErrorSeq
SourceTable	tblErrorLog
ErrorDate	Date/Time
AllowZeroLength	False
Attributes	Fixed size
CollatingOrder	General
ColumnHidden	False
ColumnOrder	Default
ColumnWidth	Default
Description	Date that the error occurred
Format	Medium date
OrdinalPosition	1

TABLE B.24 Continued

Property	Value
ErrorDate	Date/Time
Required	False
SourceField	ErrorDate
SourceTable	tblErrorLog
ErrorTime	Date/Time
AllowZeroLength	False
Attributes	Fixed size
CollatingOrder	General
ColumnHidden	False
ColumnOrder	Default
ColumnWidth	Default
Description	Time that the error occurred
Format	Long Time
OrdinalPosition	2
Required	False
SourceField	ErrorTime
SourceTable	tblErrorLog
UserName	Text
AllowZeroLength	False
Attributes	Variable length
CollatingOrder	General
ColumnHidden	False
ColumnOrder	Default
ColumnWidth	Default
Description	Name of the user
DisplayControl	Text Box
OrdinalPosition	3
Required	False
SourceField	UserName
SourceTable	tblErrorLog
ErrorNum	Number (Integer)
AllowZeroLength	False
Attributes	Fixed size
CollatingOrder	General
ColumnHidden	False
ColumnOrder	Default

TABLE B.24 Continued

Property	Value
ErrorNum	Number (Integer)
ColumnWidth	Default
DecimalPlaces	255
DefaultValue	0
Description	VBA Error Code
DisplayControl	Text Box
OrdinalPosition	4
Required	False
SourceField	ErrorNum
SourceTable	tblErrorLog
ErrorString	Text
AllowZeroLength	False
Attributes	Variable length
CollatingOrder	General
ColumnHidden	False
ColumnOrder	Default
ColumnWidth	Default
Description	VBA Error Description
DisplayControl	Text Box
OrdinalPosition	5
Required	False
SourceField	ErrorString
SourceTable	tblErrorLog
ModuleName	Text
AllowZeroLength	False
Attributes	Variable length
CollatingOrder	General
ColumnHidden	False
ColumnOrder	Default
ColumnWidth	Default
Description	Module in which the error occurred
DisplayControl	Text Box
OrdinalPosition	6
Required	False
SourceField	Module
SourceTable	tblErrorLog

TABLE B.24 Continued

Property	Value
RoutineName	Text
AllowZeroLength	False
Attributes	Variable length
CollatingOrder	General
ColumnHidden	False
ColumnOrder	Default
ColumnWidth	Default
Description	Routine in which the error occurred
DisplayControl	Text Box
OrdinalPosition	7
Required	False
SourceField	Routine
SourceTable	tblErrorLog

The tblErrors Table

The tblErrors table gives you information about how your application should respond to error numbers.

TABLE B.25 The tblErrors Table

Field Name	Type	Size (Bytes)
ErrorNum	AutoNumber (Long)	4
Response	Number (Long)	4

TABLE B.26 The Properties and Values Associated with Each Field in the tblErrors Table

Property	Value
ErrorNum	Number (Long)
AllowZeroLength	False
Attributes	Fixed size
CollatingOrder	General
ColumnHidden	False
ColumnOrder	Default
ColumnWidth	Default
DecimalPlaces	255
DefaultValue	0
Description	Number of the error
DisplayControl	Text Box
OrdinalPosition	0

TABLE B.26 Continued

Property	Value
ErrorNum	Number (Long)
Required	False
SourceField	ErrorNum
SourceTable	tblErrors
Response	Number (Long)
AllowZeroLength	False
Attributes	Fixed size
CollatingOrder	General
ColumnHidden	False
ColumnOrder	Default
ColumnWidth	Default
DecimalPlaces	255
DefaultValue	0
Description	Action to take
DisplayControl	Text Box
OrdinalPosition	1
Required	False
SourceField	Response
SourceTable	tblErrors

The tblExpenseCodes Table

The tblExpenseCodes table contains all the valid expense codes used in the hypothetical time and billing application.

TABLE B.27 The tblExpenseCodes Table

Field Name	Type	Size (Bytes)
ExpenseCode	Text	30
ExpenseCodeID	AutoNumber (Long)	4

TABLE B.28 The Field Properties of the tblExpenseCodes Table

Property	Value
ExpenseCodeID	Number (Long)
AllowZeroLength	False
Attributes	Fixed size, auto-increment
Caption	Expense Code ID
CollatingOrder	General

TABLE B.28 Continued

Property	Value
ExpenseCodeID	Number (Long)
OrdinalPosition	0
Required	False
SourceField	ExpenseCodeID
SourceTable	tblExpenseCodes
ExpenseCode	Text
AllowZeroLength	False
Attributes	Variable length
Caption	Expense Code
CollatingOrder	General
OrdinalPosition	1
Required	False
SourceField	ExpenseCode
SourceTable	tblExpenseCodes

The tblPaymentMethods Table

The tblPaymentMethods table lists the valid payment methods.

TABLE B.29 The tblPaymentMethods Table

Field Name	Type	Size (Bytes)
CreditCard	Yes/No	1
PaymentMethod	Text	50
PaymentMethodID	AutoNumber (Long)	4

TABLE B.30 The Field Properties of the tblPaymentMethods Table

Property	Value
PaymentMethodID	Number (Long)
AllowZeroLength	False
Attributes	Fixed size, auto-increment
Caption	Payment Method ID
CollatingOrder	General
OrdinalPosition	0
Required	False
SourceField	PaymentMethodID
SourceTable	tblPaymentMethods

TABLE B.30 Continued

Property	Value
PaymentMethod	Text
AllowZeroLength	False
Attributes	Variable length
Caption	Payment Method
CollatingOrder	General
OrdinalPosition	1
Required	False
SourceField	PaymentMethod
SourceTable	tblPaymentMethods
CreditCard	Yes/No
AllowZeroLength	False
Attributes	Fixed size
Caption	Credit Card?
CollatingOrder	General
Format	Yes/No
OrdinalPosition	2
Required	False
SourceField	CreditCard
SourceTable	tblPaymentMethods

The tblPayments Table

The tblPayments table stores client payment information, such as the amount and date of payment for particular projects.

TABLE B.31 The tblPayments Table

Field Name	Type	Size (Bytes)
CardholdersName	Text	50
CreditCardExpDate	Date/Time	8
CreditCardNumber	Text	30
PaymentAmount	Currency	8
PaymentDate	Date/Time	8
PaymentID	AutoNumber (Long)	4
PaymentMethodID	Number (Long)	4
ProjectID	Number (Long)	4

TABLE B.32 The Field Properties of the tblPayments Table

Property	Value
PaymentID	Number (Long)
AllowZeroLength	False
Attributes	Fixed size, auto-increment
Caption	Payment ID
CollatingOrder	General
ColumnHidden	False
ColumnOrder	Default
ColumnWidth	Default
OrdinalPosition	0
Required	False
SourceField	PaymentID
SourceTable	tblPayments
ProjectID	Number (Long)
AllowZeroLength	False
Attributes	Fixed size
Caption	Project ID
CollatingOrder	General
ColumnHidden	False
ColumnOrder	Default
ColumnWidth	Default
DecimalPlaces	255
DisplayControl	Text Box
OrdinalPosition	1
Required	False
SourceField	ProjectID
SourceTable	tblPayments
PaymentAmount	Currency
AllowZeroLength	False
Attributes	Fixed size
Caption	Payment amount
CollatingOrder	General
ColumnHidden	False
ColumnOrder	Default
ColumnWidth	Default
DecimalPlaces	2
Format	Currency
OrdinalPosition	2

TABLE B.32 Continued

Property	Value
PaymentAmount	Currency
Required	False
SourceField	PaymentAmount
SourceTable	tblPayments
PaymentDate	Date/Time
AllowZeroLength	False
Attributes	Fixed size
Caption	Payment date
CollatingOrder	General
ColumnHidden	False
ColumnOrder	Default
ColumnWidth	Default
Format	Short date
InputMask	99/99/00
OrdinalPosition	3
Required	False
SourceField	PaymentDate
SourceTable	tblPayments
CreditCardNumber	Text
AllowZeroLength	False
Attributes	Variable length
Caption	Credit Card #
CollatingOrder	General
ColumnHidden	False
ColumnOrder	Default
ColumnWidth	Default
DisplayControl	Text Box
OrdinalPosition	4
Required	False
SourceField	CreditCardNumber
SourceTable	tblPayments
CardholdersName	Text
AllowZeroLength	False
Attributes	Variable length
Caption	Cardholder Name
CollatingOrder	General
ColumnHidden	False

TABLE B.32 Continued

Property	Value
CardholdersName	Text
ColumnOrder	Default
ColumnWidth	Default
DisplayControl	Text Box
OrdinalPosition	5
Required	False
SourceField	CardholdersName
SourceTable	tblPayments
CreditCardExpDate	Date/Time
AllowZeroLength	False
Attributes	Fixed size
Caption	Card Exp. Date
CollatingOrder	General
ColumnHidden	False
ColumnOrder	Default
ColumnWidth	Default
Format	Short date
InputMask	99/99/00
OrdinalPosition	6
Required	False
SourceField	CreditCardExpDate
SourceTable	tblPayments
PaymentMethodID	Number (Long)
AllowZeroLength	False
Attributes	Fixed size
BoundColumn	1
Caption	Payment Method ID
CollatingOrder	General
ColumnCount	3
ColumnHeads	False
ColumnHidden	False
ColumnOrder	Default
ColumnWidth	Default
ColumnWidths	0;1440;0
DecimalPlaces	255
DisplayControl	Combo Box
LimitToList	True
ListRows	8

TABLE B.32 Continued

Property	Value
PaymentMethodID	Number (Long)
ListWidth	1
OrdinalPosition	7
Required	False
RowSourceType	Table/Query
RowSource	SELECT DISTINCTROW tblPaymentMethods.* FROM tblPaymentMethods ORDER BY tblPaymentMethods.PaymentMethod;
SourceField	PaymentMethodID
SourceTable	tblPayments

The tblProjects Table

The tblProjects table stores information about each project, including a cost estimate and important dates.

TABLE B.33 The tblProjects Table

Field Name	Type	Size (Bytes)
ClientID	Number (Long)	4
EmployeeID	Number (Long)	4
ProjectBeginDate	Date/Time	8
ProjectDescription	Memo	(Varies)
ProjectEndDate	Date/Time	8
ProjectID	AutoNumber (Long)	4
ProjectName	Text	50
ProjectTotalEstimate	Currency	8
PurchaseOrderNumber	Text	30

TABLE B.34 The Field Properties of the tblProjects Table

Property	Value
ProjectID	Number (Long)
AllowZeroLength	False
Attributes	Fixed size, auto-increment
Caption	Project ID
CollatingOrder	General
ColumnHidden	False
ColumnOrder	Default
ColumnWidth	Default
OrdinalPosition	0

TABLE B.34 Continued

Property	Value
ProjectID	Number (Long)
Required	False
SourceField	ProjectID
SourceTable	tblProjects
ProjectName	Text
AllowZeroLength	False
Attributes	Variable length
Caption	Project Name
CollatingOrder	General
ColumnHidden	False
ColumnOrder	Default
ColumnWidth	Default
DisplayControl	Text Box
OrdinalPosition	1
Required	True
SourceField	ProjectName
SourceTable	tblProjects
ProjectDescription	Memo
AllowZeroLength	False
Attributes	Variable length
Caption	Project Description
CollatingOrder	General
ColumnHidden	False
ColumnOrder	Default
ColumnWidth	Default
OrdinalPosition	2
Required	False
SourceField	ProjectDescription
SourceTable	tblProjects
ClientID	Number (Long)
AllowZeroLength	False
Attributes	Fixed size
BoundColumn	1
Caption	Client ID
CollatingOrder	General
ColumnCount	2
ColumnHeads	False

TABLE B.34 Continued

Property	Value
ClientID	Number (Long)
ColumnHidden	False
ColumnOrder	Default
ColumnWidth	Default
ColumnWidths	;14400
DecimalPlaces	255
DefaultValue	0
DisplayControl	Combo Box
LimitToList	True
ListRows	8
ListWidth	1
OrdinalPosition	3
Required	True
RowSourceType	Table/Query
RowSource	SELECT DISTINCTROW [tblClients].[ClientID], [tblClients].[CompanyName] FROM [tblClients];
SourceField	ClientID
SourceTable	tblProjects
PurchaseOrderNumber	Text
AllowZeroLength	False
Attributes	Variable length
Caption	Purchase Order Number
CollatingOrder	General
ColumnHidden	False
ColumnOrder	Default
ColumnWidth	Default
DisplayControl	Text Box
OrdinalPosition	4
Required	False
SourceField	PurchaseOrderNumber
SourceTable	tblProjects
ProjectTotalEstimate	Currency
AllowZeroLength	False
Attributes	Fixed size
Caption	ProjectTotalEstimate
CollatingOrder	General

TABLE B.34 Continued

Property	Value
ProjectTotalEstimate	Currency
ColumnHidden	False
ColumnOrder	Default
ColumnWidth	Default
DecimalPlaces	255
DefaultValue	0
Format	Currency
OrdinalPosition	5
Required	False
SourceField	ProjectTotalEstimate
SourceTable	tblProjects
EmployeeID	Number (Long)
AllowZeroLength	False
Attributes	Fixed size
Caption	Employee ID
CollatingOrder	General
ColumnHidden	False
ColumnOrder	Default
ColumnWidth	Default
DecimalPlaces	255
DefaultValue	0
DisplayControl	Text Box
OrdinalPosition	6
Required	False
SourceField	EmployeeID
SourceTable	tblProjects
ProjectBeginDate	Date/Time
AllowZeroLength	False
Attributes	Fixed size
Caption	Project Begin Date
CollatingOrder	General
ColumnHidden	False
ColumnOrder	Default
ColumnWidth	Default
OrdinalPosition	7
Required	False
SourceField	ProjectBeginDate
SourceTable	tblProjects

TABLE B.34 Continued

Property	Value
ProjectEndDate	Date/Time
AllowZeroLength	False
Attributes	Fixed size
Caption	Project End Date
CollatingOrder	General
ColumnHidden	False
ColumnOrder	Default
ColumnWidth	Default
OrdinalPosition	8
Required	False
SourceField	ProjectEndDate
SourceTable	tblProjects

The tblTimeCardExpenses Table

The tblTimeCardExpenses table stores necessary information for billable project expenses, such as the date and amount of the expense.

TABLE B.35 The tblTimeCardExpenses Table

Field Name	Type	Size (Bytes)
ExpenseAmount	Currency	8
ExpenseCodeID	Number (Long)	4
ExpenseDate	Date/Time	8
ExpenseDescription	Text	255
ProjectID	Number (Long)	4
TimeCardExpenseID	AutoNumber (Long)	4
TimeCardID	Number (Long)	4

TABLE B.36 The Field Properties of the tblTimeCardExpenses Table

Property	Value
TimeCardExpenseID	Number (Long)
AllowZeroLength	False
Attributes	Fixed size, auto-increment
Caption	Time Card Expense ID
CollatingOrder	General
ColumnHidden	False
ColumnOrder	Default
ColumnWidth	Default

TABLE B.36 Continued

Property	Value
TimeCardExpenseID	Number (Long)
OrdinalPosition	0
Required	False
SourceField	TimeCardExpenseID
SourceTable	tblTimeCardExpenses
TimeCardID	Number (Long)
AllowZeroLength	False
Attributes	Fixed size
Caption	Time Card ID
CollatingOrder	General
ColumnHidden	False
ColumnOrder	Default
ColumnWidth	Default
DecimalPlaces	255
DisplayControl	Text Box
OrdinalPosition	1
Required	False
SourceField	TimeCardID
SourceTable	tblTimeCardExpenses
ExpenseDate	Date/Time
AllowZeroLength	False
Attributes	Fixed size
Caption	Expense Date
CollatingOrder	General
ColumnHidden	False
ColumnOrder	Default
ColumnWidth	Default
Format	Short date
InputMask	99/99/00
OrdinalPosition	2
Required	False
SourceField	ExpenseDate
SourceTable	tblTimeCardExpenses
ProjectID	Number (Long)
AllowZeroLength	False
Attributes	Fixed size
BoundColumn	1

TABLE B.36 Continued

Property	Value
ProjectID	Number (Long)
Caption	Project ID
CollatingOrder	General
ColumnCount	3
ColumnHeads	False
ColumnHidden	False
ColumnOrder	Default
ColumnWidth	Default
ColumnWidths	0;1020;3156
DecimalPlaces	255
DisplayControl	Combo Box
LimitToList	True
ListRows	8
ListWidth	3
OrdinalPosition	3
Required	False
RowSourceType	Table/Query
RowSource	SELECT DISTINCTROW tblProjects.* FROM tblProjects ORDER BY tblProjects.ProjectName;
SourceField	ProjectID
SourceTable	tblTimeCardExpenses
ExpenseDescription	Text
AllowZeroLength	False
Attributes	Variable length
Caption	Expense Description
CollatingOrder	General
ColumnHidden	False
ColumnOrder	Default
ColumnWidth	Default
DisplayControl	Text Box
OrdinalPosition	4
Required	False
SourceField	ExpenseDescription
SourceTable	tblTimeCardExpenses
ExpenseAmount	Currency
AllowZeroLength	False
Attributes	Fixed size

TABLE B.36 Continued

Property	Value
ExpenseAmount	Currency
Caption	Expense Amount
CollatingOrder	General
ColumnHidden	False
ColumnOrder	Default
ColumnWidth	Default
DecimalPlaces	2
Format	Currency
OrdinalPosition	5
Required	False
SourceField	ExpenseAmount
SourceTable	tblTimeCardExpenses
ExpenseCodeID	Number (Long)
AllowZeroLength	False
Attributes	Fixed size
BoundColumn	1
Caption	Expense Code ID
CollatingOrder	General
ColumnCount	2
ColumnHeads	False
ColumnHidden	False
ColumnOrder	Default
ColumnWidth	Default
ColumnWidths	0;2880
DecimalPlaces	255
DisplayControl	Combo Box
LimitToList	True
ListRows	8
ListWidth	2
OrdinalPosition	6
Required	False
RowSourceType	Table/Query
RowSource	SELECT DISTINCTROW tblExpenseCodes.* FROM tblExpenseCodes ORDER BY tblExpenseCodes.ExpenseCode;
SourceField	ExpenseCodeID
SourceTable	tblTimeCardExpenses

The tblTimeCardHours Table

The tblTimeCardHours table stores a record of billable hours for a project, including dates and billing rates.

TABLE B.37 The tblTimeCardHours Table

Field Name	Type	Size (Bytes)
BillableHours	Number (Double)	8
BillingRate	Currency	8
DateWorked	Date/Time	8
ProjectID	Number (Long)	4
TimeCardDetailID	AutoNumber (Long)	4
TimeCardID	Number (Long)	4
WorkCodeID	Number (Long)	4
WorkDescription	Text	255

TABLE B.38 The Field Properties of the tblTimeCardHours Table

Property	Value
TimeCardDetailID	Number (Long)
AllowZeroLength	False
Attributes	Fixed size, auto-increment
Caption	Time Card Detail ID
CollatingOrder	General
ColumnHidden	False
ColumnOrder	Default
ColumnWidth	Default
OrdinalPosition	0
Required	False
SourceField	TimeCardDetailID
SourceTable	tblTimeCardHours
TimeCardID	Number (Long)
AllowZeroLength	False
Attributes	Fixed size
Caption	Time Card ID
CollatingOrder	General
ColumnHidden	False
ColumnOrder	Default
ColumnWidth	Default
DecimalPlaces	255
DisplayControl	Text Box

TABLE B.38 Continued

Property	Value
TimeCardID	Number (Long)
OrdinalPosition	1
Required	False
SourceField	TimeCardID
SourceTable	tblTimeCardHours
DateWorked	Date/Time
AllowZeroLength	False
Attributes	Fixed size
Caption	Date Worked
CollatingOrder	General
ColumnHidden	False
ColumnOrder	Default
ColumnWidth	Default
Format	Short date
InputMask	99/99/00
OrdinalPosition	2
Required	False
SourceField	DateWorked
SourceTable	tblTimeCardHours
ProjectID	Number (Long)
AllowZeroLength	False
Attributes	Fixed size
BoundColumn	1
Caption	Project ID
CollatingOrder	General
ColumnCount	3
ColumnHeads	False
ColumnHidden	False
ColumnOrder	Default
ColumnWidth	Default
ColumnWidths	0;1020;3156
DecimalPlaces	255
DisplayControl	Combo Box
LimitToList	True
ListRows	8
ListWidth	3
OrdinalPosition	3

TABLE B.38 Continued

Property	Value
ProjectID	Number (Long)
Required	False
RowSourceType	Table/Query
RowSource	SELECT DISTINCTROW tblProjects.* FROM tblProjects ORDER BY tblProjects.ProjectName;
SourceField	ProjectID
SourceTable	tblTimeCardHours
WorkDescription	Text
AllowZeroLength	False
Attributes	Variable length
Caption	Work Description
CollatingOrder	General
ColumnHidden	False
ColumnOrder	Default
ColumnWidth	Default
DisplayControl	Text Box
OrdinalPosition	4
Required	False
SourceField	WorkDescription
SourceTable	tblTimeCardHours
BillableHours	Number (Double)
AllowZeroLength	False
Attributes	Fixed size
Caption	Billable Hours
CollatingOrder	General
ColumnHidden	False
ColumnOrder	Default
ColumnWidth	Default
DecimalPlaces	255
DisplayControl	Text Box
OrdinalPosition	5
Required	False
SourceField	BillableHours
SourceTable	tblTimeCardHours

TABLE B.38 Continued

Property	Value
BillingRate	Currency
AllowZeroLength	False
Attributes	Fixed size
Caption	Billing Rate
CollatingOrder	General
ColumnHidden	False
ColumnOrder	Default
ColumnWidth	Default
DecimalPlaces	2
Format	Currency
OrdinalPosition	6
Required	False
SourceField	BillingRate
SourceTable	tblTimeCardHours
WorkCodeID	Number (Long)
AllowZeroLength	False
Attributes	Fixed size
BoundColumn	1
Caption	Work Code ID
CollatingOrder	General
ColumnCount	2
ColumnHeads	False
ColumnHidden	False
ColumnOrder	Default
ColumnWidth	Default
ColumnWidths	0;2880
DecimalPlaces	255
DisplayControl	Combo Box
LimitToList	True
ListRows	8
ListWidth	2
OrdinalPosition	7
Required	False
RowSourceType	Table/Query
RowSource	SELECT DISTINCTROW tblWorkCodes.* FROM tblWorkCodes ORDER BY tblWorkCodes.WorkCode;
SourceField	WorkCodeID
SourceTable	tblTimeCardHours

The tblTimeCards Table

The tblTimeCards table stores time card information for each employee.

TABLE B.39 The tblTimeCards Table

Field Name	Type	Size (Bytes)
DateEntered	Date/Time	8
EmployeeID	Number (Long)	4
TimeCardID	Auto Number (Long)	4

TABLE B.40 The Field Properties of the tblTimeCards Table

Property	Value
TimeCardID	Number (Long)
AllowZeroLength	False
Attributes	Fixed size, auto-increment
Caption	Time Card ID
CollatingOrder	General
ColumnHidden	False
ColumnOrder	Default
ColumnWidth	Default
OrdinalPosition	0
Required	False
SourceField	TimeCardID
SourceTable	tblTimeCards
EmployeeID	Number (Long)
AllowZeroLength	False
Attributes	Fixed size
BoundColumn	1
Caption	Employee ID
CollatingOrder	General
ColumnCount	3
ColumnHeads	False
ColumnHidden	False
ColumnOrder	Default
ColumnWidth	Default
ColumnWidths	0;2000;700
DecimalPlaces	255
DisplayControl	Combo Box
LimitToList	True

TABLE B.40 Continued

Property	Value
EmployeeID	Number (Long)
ListRows	8
ListWidth	2
OrdinalPosition	1
Required	False
RowSourceType	Table/Query
RowSource	SELECT tblEmployees.EmployeeID, [LastName] & ", " & [FirstName] AS EmployeeName, tblEmployees.BillingRate FROM tblEmployees ORDER BY [LastName] & ", " & [FirstName];
SourceField	EmployeeID
SourceTable	tblTimeCards
DateEntered	Date/Time
AllowZeroLength	False
Attributes	Fixed size
Caption	Date Entered
CollatingOrder	General
ColumnHidden	False
ColumnOrder	Default
ColumnWidth	Default
Format	Short date
InputMask	99/99/00
OrdinalPosition	2
Required	False
SourceField	DateEntered
SourceTable	tblTimeCards

The tblWorkCodes Table

The tblWorkCodes table supplies valid work codes for the application.

TABLE B.41 The tblWorkCodes Table

Field Name	Type	Size (Bytes)
WorkCode	Text	30
WorkCodeID	AutoNumber (Long)	4

TABLE B.42 The Field Properties of the tblWorkCodes Table

Property	Value
WorkCodeID	Number (Long)
AllowZeroLength	False
Attributes	Fixed size, auto-increment
Caption	Work Code ID
CollatingOrder	General
OrdinalPosition	0
Required	False
SourceField	WorkCodeID
SourceTable	tblWorkCodes
WorkCode	Text
AllowZeroLength	False
Attributes	Variable length
Caption	Work Code
CollatingOrder	General
OrdinalPosition	1
Required	False
SourceField	WorkCode
SourceTable	tblWorkCodes