

CREATING A CALCULATED FIELD BY INPUTTING EXPRESSIONS MANUALLY

This query will be used to divide payments received over the last 90 days into groups according to the client's ID number. It will also show the sum of what each client has paid. We will be using the [Access Training](#) database. This database is located in the folder that was downloaded from the [Access 2007 Training Web Page](#).

- ❖ Click the **Home Tab**.
- ❖ In the **Other Group**, click **Query Design**.
- ❖ From the **Show Tables** list, add the **Payments** and **Clients** tables to the **Design Grid**.
- ❖ If necessary, create a Join Line between the **IDClient** field in the **Clients** box to the **ClientID** field in the **Payments** box.
 - Click the **IDClient** field in the **Clients** table.
 - Drag this over to the **ClientID** in the **Payments** table.
 - A line should appear between the two boxes linking these two fields.
- ❖ Add the **Totals** row to the **Design Grid**.
- ❖ Add the field **ID Client** from the **Clients** table for the first **Field**.
- ❖ In the **second** column, click the **Field** cell.
- ❖ Type **Total paid: Sum([Payments]![Amount paid])**.
- ❖ In the same column, click the **Total** cell.
- ❖ From the drop-down list, choose the **Expression** option.
- ❖ In the **third** column, click the **Field** cell.
- ❖ From the drop-down list, choose **Payments.Date of payment**.
- ❖ In the **Total** cell for this column, choose **Where**.
- ❖ In the same column, click the **Criteria** cell and input **<=Date()-90**.
- ❖ Save the query as **Show clients' payments in last 90 days**.
- ❖ Test the query by viewing it in Datasheet View.
 - As in the previous query, you may not see any results.
 - This is because of when the query is being run.
- ❖ Close the query.