CREATE CALCULATED FIELD - INPUT 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 Access Training-Database1 for this lesson. This database is located in the folder that was downloaded from the Access 2013 Training Web Page.

❖ Click the Home Tab.
❖ In the Queries 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.**
- The query should look like the one in the illustration below.

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.