

Creating calculated fields in queries in the Menagerie_Kennel database

1. Open the query in Design View
2. Locate the first empty column in the design grid

The screenshot shows the Design View of a query named 'qryAmountDue'. The design grid is as follows:

Field:	First Name	Last Name	Pet Name	Service End Date	Total Cost	Amount Paid	
Table:	Owners	Owners	Pets	Appointments	Payment Details	Payment Details	
Sort:							
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Criteria:				<=Now()			
or:							

3. Type the expression for the calculated field into the first row of the empty column. In the above example, qryAmountDue, the expression is:
 - a. Amount Due: [Total Cost]-[Amount Paid]
4. The screen should then look like this:

The screenshot shows the Design View of the query 'qryAmountDue' after adding a calculated field. The design grid is now:

Field:	First Name	Last Name	Pet Name	Service End Date	Total Cost	Amount Paid	Amount Due: [Total C
Table:	Owners	Owners	Pets	Appointments	Payment Details	Payment Details	
Sort:							
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria:				<=Now()			
or:							

5. Add criteria to the new field if necessary. In the qryAmountDue, the kennel wants to know who owes money. So, the criteria for the new field is >0.
6. Add the criteria to the Service End Date as shown in the above image: <=Now(). In Access Now() returns the current date/time according to the computer system. So, <=Now() tells Access to find dates earlier than today.
7. Run the query.
8. Close the query.
9. When asked to save changes click 'Yes'.
10. Complete the steps for the other two queries using the following information:
 - a. qryCostMonth
 - i. Calculated field: Cost: [Standard Cost]*[AppMonth]
 - ii. Criteria: Not Like "BON" And Not Like "bdc" And Not Like "won" And Not Like "wdc" on the Service Code field (restricts it to only services offered monthly)
 - b. qryCostWeeks
 - i. Calculated field: Cost: [Standard Cost]*[AppDays]
 - ii. Criteria: "BON" Or "BDC" Or "WON" Or "WDC" on the Service Code field (restricts it to only services offered weekly)