

Calculate Payment Made Total

Applies To: Access 2016 Access 2013 Access 2010

1. Open your table in in DESIGN View create a PAYMENT MADE Column

Field Name	Data Type
Title	Short Text
First Name	Short Text
Last Name	Short Text
Address 1	Short Text
Town	Short Text
Postcode	Short Text
Payment Made	Currency

Set DATA TYPE to CURRENCY

Property	Value
Format	Currency
Decimal Places	Auto
Input Mask	
Caption	
Default Value	0
Validation Rule	
Validation Text	
Required	No
Indexed	No
Text Align	General

Microsoft Access

i You must first save the table.
Do you want to save the table now?

Yes No

YES

id	Payment Made
R	£456.00
L	£345.00
J	£234.00
T	£456.00
	£0.00

Enter the payments made by each person in your group

Tell me what you want to do

References

Totals

Address 1	Town	Postcode	Payment Made
23, Pound Street	Belfast	BT14 6DR	£456.00
34, Dover Street	Bangor	BT20 8KL	£345.00
44, Apple Street	Bangor	BT20 9UJ	£234.00
12, Happy Street	Newtownards	BT22 5RT	£456.00
			£0.00

1. SELECT COLUMN

2. Click on Totals

References

Totals

Address 1	Town	Postcode	Payment Made
23, Pound Street	Belfast	BT14 6DR	£456.00
34, Dover Street	Bangor	BT20 8KL	£345.00
44, Apple Street	Bangor	BT20 9UJ	£234.00
12, Happy Street	Newtownards	BT22 5RT	£456.00
			£0.00

TO ADD – Drop down and select SUM

TOTAL ROW CREATED

The column total will show

- None
- Sum
- Average
- Count
- Maximum
- Minimum
- Standard Deviation
- Variance

Mr	David	Stephens	44, Apple Street	Bangor	BT20 9UJ	£234.00
Mrs	Tara	Dunn	12, Happy Street	Newtownards	BT22 5RT	£456.00
*						£0.00
Total						£1,491.00

Tell me what you want to do

Microsoft Word ribbon showing the 'Totals' group. The ribbon includes options for 'Totals', 'Spelling', 'Find', 'Replace', 'Go To', and 'Text Formatting'. The 'Totals' group is expanded, showing a dropdown menu with the following options: None, Sum, Average, Count, Maximum, Minimum, Standard Deviation, and Variance. The 'Average' option is currently selected and highlighted in black.

Address 1	Town	Postcode	Payment M
23, Pound Street	Belfast	BT14 6DR	£456.00
34, Dover Street	Bangor	BT20 8KL	£345.00
44, Apple Street	Bangor	BT20 9UJ	£234.00
12, Happy Street	Newtownards	BT22 5RT	£456.00
			£0.00
			£372.75

OTHER FUNCTIONS