

Reports with a running total

A report with a running total

When you create a report with a running total, you can see at a glance how much you have spent or received, as each new entry is included!

Training Expenditure Details since January 2000	
CourseDate:	05/01/00
FirstName:	Sandy
LastName:	Beman
Price:	£100.00
<hr/>	
Running Total - Training Expenditure	£100.00
<hr/>	
CourseDate:	10/01/00
FirstName:	Susan
LastName:	Campbell
Price:	£320.00
<hr/>	
Running Total - Training Expenditure	£420.00
<hr/>	
CourseDate:	05/02/00
FirstName:	Becky
LastName:	Bicksby
Price:	£120.00
<hr/>	
Running Total - Training Expenditure	£540.00

Creating a report with a running total

Summary of the 2 steps

Creating a report with a running total has two main steps:

- Create a query with a number and date field
- Create a report based on the query and use the Running Sum property

Step 1 – Create a query with a date and number field

1. Create a new query
2. Add the fields you want to see in the query

Field:	FirstName	LastName	Price	CourseDate
Table:	tblEmployee	tblEmployee	tblTrainingCourseDe	tblTrainingCourseDe
Sort:				
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Include a number and date field

3. Add any sorting and criteria to the query

We've chosen to Sort on the CourseDate field and find just the Courses attended in the year 2000

CourseDate
tblTrainingCourseDe
Ascending
<input checked="" type="checkbox"/>
Like "*/*/00"

4. Click on the Run button  (to test your query out)