

Access Query for Total Multiple Criteria

Need a total based on criteria? A Totals query works fine until the criteria involve a range of values instead of just one. For instance, let's suppose you want to sum percentage values by regional status. If you just want to sum percentages for all the records that pertain to one region, a Totals query will work just fine. If you want to sum all the percentages for more than one region, you may run into difficulty. A Totals query will return the result you need--you just need to rethink the criteria.

For instance, in this situation, you'd simply group the Totals query by the Region field and Sum the Percentage field. To narrow the criteria, you'd still select Sum from the Percentage field's Total field. But here's the trick: Specify the criteria in the Percentage field's Criteria cell. For instance, to sum all the percentages for Kentucky, Indiana, and Ohio, you'd use an expression similar to this:

[Region] = "KY" Or "IN" Or "OH"

The results of the query will be one value--the sum of the percentage values in Kentucky, Indiana, and Ohio.

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