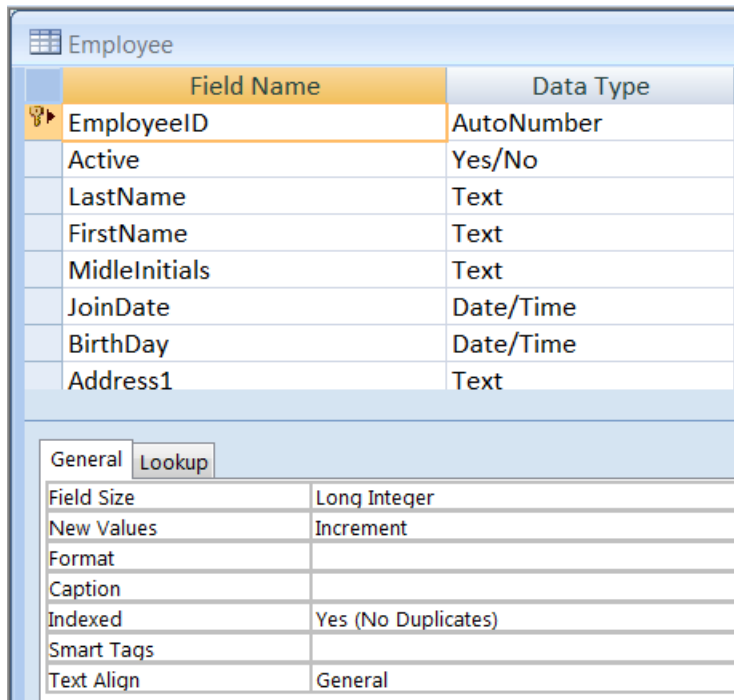


## Background:

I am attempting to load an ACCESS 2007 table with data. In the existing ACCESS database it is named Employee. I have attached a screenshot below. EmployeeID field is primary key, type Integer, and Active field is type boolean. The rest are Text or Date.

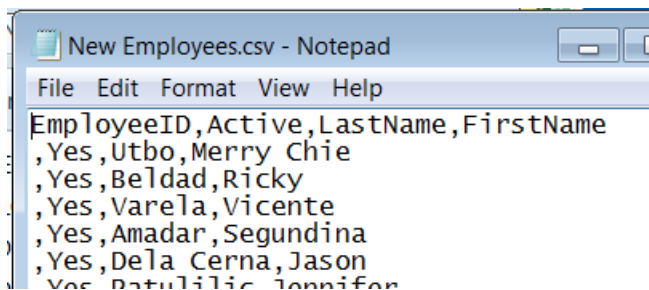


Field Name	Data Type
EmployeeID	AutoNumber
Active	Yes/No
LastName	Text
FirstName	Text
MiddleInitials	Text
JoinDate	Date/Time
BirthDay	Date/Time
Address1	Text

General	
Field Size	Long Integer
New Values	Increment
Format	
Caption	
Indexed	Yes (No Duplicates)
Smart Tags	
Text Align	General

I started with a totally empty Employee table in the ACCESS database. I tried, numerous times unsuccessfully, to load data by IMPORTING from a CSV file. A screenshot of a portion of the actual data in the CSV:



```
EmployeeID,Active,LastName,FirstName
,Yes,Utbo,Merry Chie
,Yes,Beldad,Ricky
,Yes,Varela,Vicente
,Yes,Amadar,Segundina
,Yes,Dela Cerna,Jason
,Yes,Batubalic,Jennifer
```

What is shown in the above is one of several failed attempts using the “Import from CSV” approach. In the above, I left the EmployeeID (primary key) empty, based on one blog expert’s suggestion. I also tried importing only the 3 other fields, i.e., without the EmployeeID, all without success.

Further searches led me to the following Microsoft article:

<https://support.office.com/en-us/article/add-records-to-a-table-by-using-an-append-query-98a5bd66-2190-4243-9638-8ef649cf3596>

and a few other blogs that seem to agree on using the “Append query” approach for populating data to an existing ACCESS database table. In fact, one blog expert stated that this is the only way to either partially (i.e., some fields only) populate the table, or to deal with an Autonumber field without specifying its value, i.e., ACCESS would take care of it. I went about implementing the Append Query.

I understood the Microsoft article to mean that my data source must also be an existing ACCESS database table before it can be imported to the destination table in a specific database. So the first step for me was to create a table (in the

same database) that resembled the CSV file data, as well as the destination Employee table (which already exists, but is empty). The result of this step – is the **New Employees** table (in the same database):

New Employees			
EmployeeID	Active	LastName	FirstName
	-1	Utbo	Merry Chie
	-1	Beldad	Ricky
	-1	Varela	Vicente
	-1	Amadar	Segundina
	-1	Dela Cerna	Jason

I left the **EmployeeID** (primary key) blank, and the **Active** (Boolean) field was translated to -1 from ‘Yes’ in the CSV.

Two screenshots most relevant to the **APPEND QUERY** follow:

Employee and Job

Query1

New Employees

EmployeeID

Active

LastName

FirstName

Append

Append To

Table Name: Employee

☒ Current Database

☐ Another Database:

File Name:

Browse...

OK

Cancel

Field:	Active	LastName	FirstName		
Table:	New Employees	New Employees	New Employees		
Sort:					
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criteria:					

Employee and Job

Query1

New Employees

EmployeeID

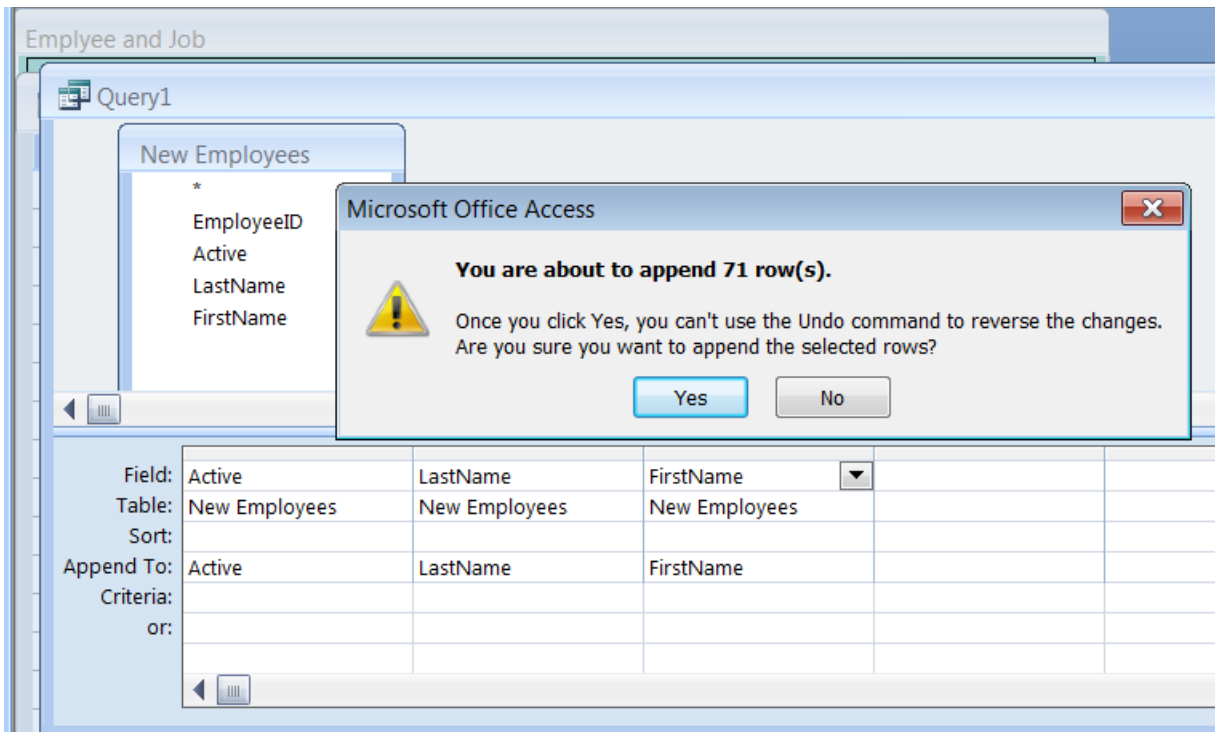
Active

LastName

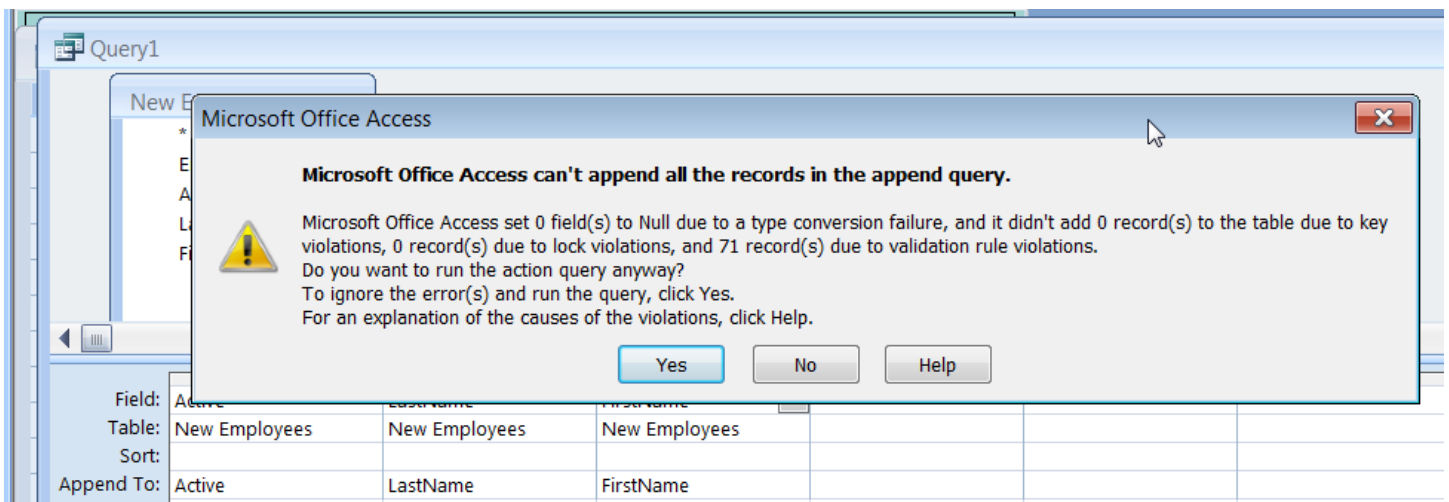
FirstName

Field:	Active	LastName	FirstName	
Table:	New Employees	New Employees	New Employees	
Sort:				
Append To:	Active	LastName	FirstName	
Criteria:				
or:				

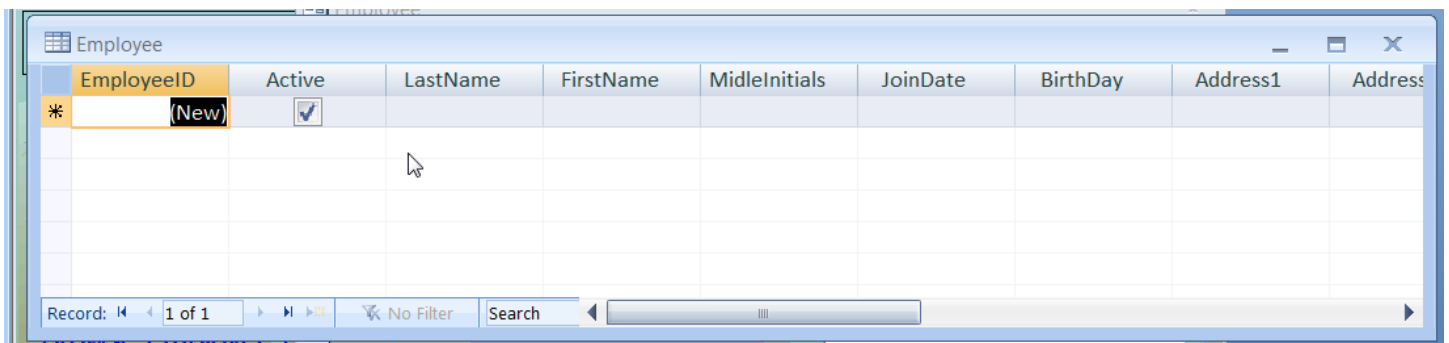
The screenshot that follows (when I clicked **Run Query!**) is:



I **clicked Yes**, and got:



I **clicked Yes**, and the screen flickered for about a second (there were only 71 records in the New Employees table to be appended to the Employee table) and everything went back to normal. I checked the contents of Employee and got nothing appended:



In addition to the above information, please note that the system as described above is:

- (1) running on a Windows 7 SP1 PC with 8 GB RAM, Access 2007, and no other software.
- (2) ACCESS 2007 with embedded Visual Basic for dealing with the Winforms for data entry.
- (3) strictly stand-alone, single user since day one (2003!).
- (4) accessed always by a user login with Administrator rights

Would be grateful for any useful advice, tips or suggestions.