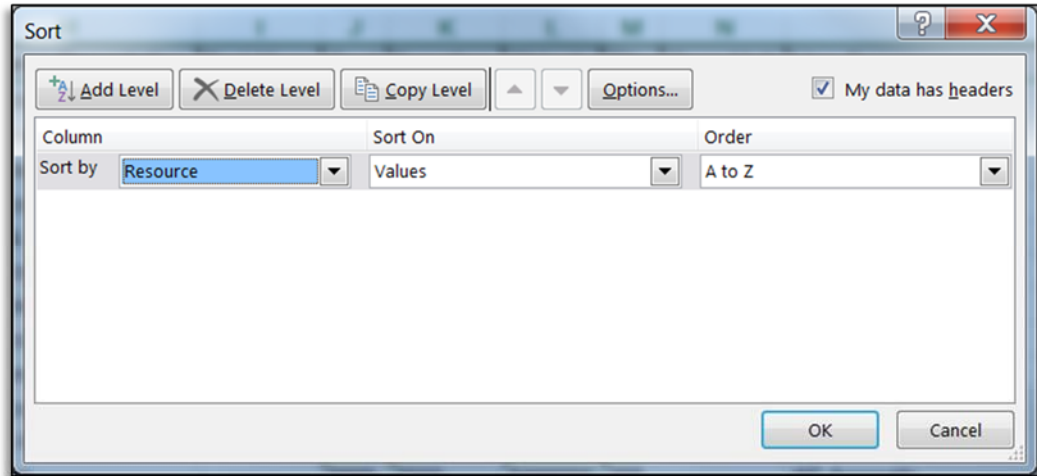


SUBTOTAL

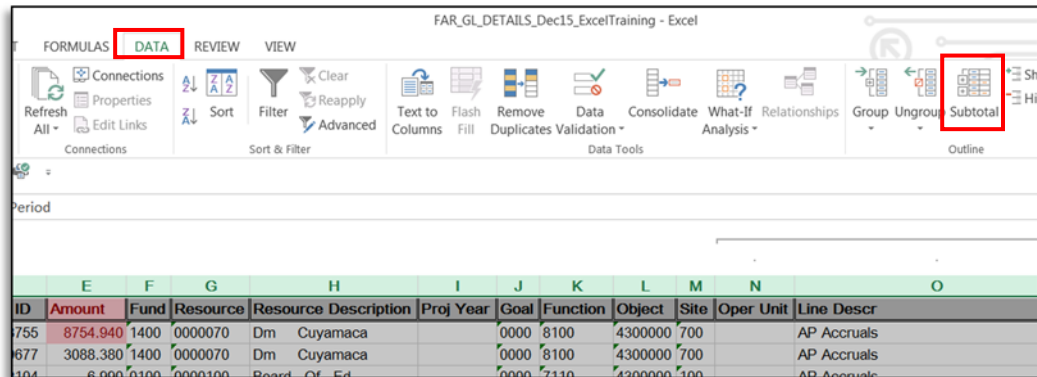
This Excel function will allow you to count, sum, etc. by a change in a particular field.

STEPS

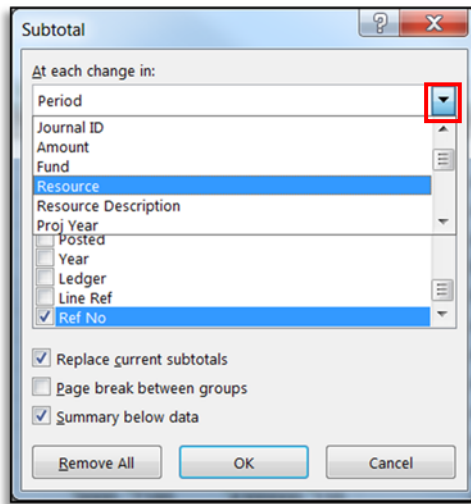
- Start by making sure your data is sorted by whatever field you are going to be subtotaling by. In the example below I will be subtotaling by Resource, so I will need to sort my document by Resource.



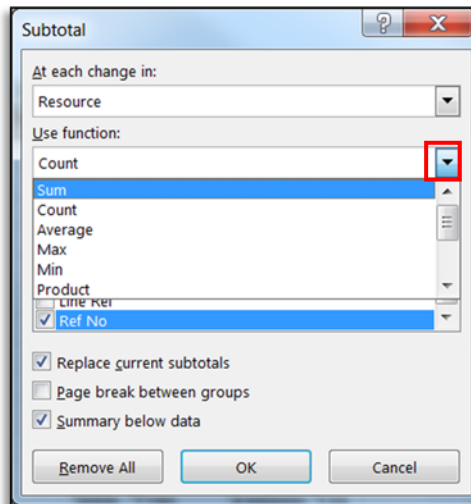
- Once the document is sorted correctly, click on the Data tab and click "Subtotal".



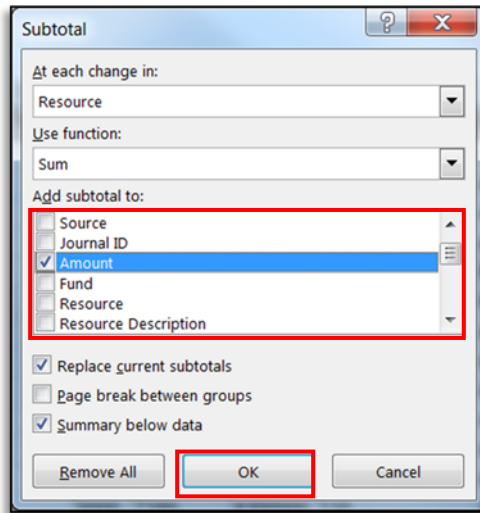
- Enter your parameters.
 - From the drop down, select which field you want subtotaled. In this case “Resource”.



- Select what function you want performed, sum, count, etc. In this case “Sum”.



- Select which field you want the function to be applied to. In this case “Amount”.



- Click “OK”.
- You will now notice that there is a row of data after each different resource code with a total amount of transactions for that resource.

1	2	3	A	B	C	D	E	F	G	H	I	J	K	L	M	N	
1			Period	Date	Source	Journal ID	Amount	Fund	Resource	Resource Description	Proj Year	Goal	Function	Object	Site	Oper Unit	Line
2			2	8/18/2015	AP	AP00088755	8754,940	1400	0000070	Dm Cuyamaca		0000	8100	4300000	700		AP A
3			4	10/19/2015	AP	AP00129677	3088,380	1400	0000070	Dm Cuyamaca		0000	8100	4300000	700		AP A
4							11843,320		0000070	Total							
5			3	9/3/2015	AP	AP00092104	6,990	0100	0000100	Board Of Ed		0000	7110	4300000	100		AP A
6			3	9/30/2015	AP	AP00100904	6,990	0100	0000100	Board Of Ed		0000	7110	4300000	100		AP A
7			4	10/6/2015	IBS	0000101934	9,950	0100	0000100	Board Of Ed		0000	7110	4300000	100		Petty
8			4	10/6/2015	IBS	0000101934	6,250	0100	0000100	Board Of Ed		0000	7110	4300000	100		Petty
9			4	10/8/2015	AP	AP00103167	46,780	0100	0000100	Board Of Ed		0000	7110	4300011	100		AP A
10			4	10/21/2015	AP	AP00130460	82,990	0100	0000100	Board Of Ed		0000	7110	4300000	100		AP A
11							159,950		0000100	Total							
12			4	10/7/2015	AP	AP00102825	323,990	0100	0000110	Supt Of Schools		0000	7150	4300000	110		AP A
13			4	10/19/2015	AP	AP00129677	846,880	0100	0000110	Supt Of Schools		0000	7150	4300000	110		AP A
14							1170,870		0000110	Total							
15			2	8/18/2015	AP	AP00088755	288,230	0100	0000111	Communications		0000	7180	4300000	110		AP A
16			2	8/27/2015	AP	AP00090712	30,000	0100	0000111	Communications		0000	7180	4300000	110		AP A
17			3	9/1/2015	AP	AP00091577	52,370	0100	0000111	Communications		0000	7180	4300000	110		AP A
18			3	9/2/2015	AP	AP00091866	80,000	0100	0000111	Communications		0000	7180	4300000	110		AP A

- You will also notice that over to the left in the margins there is now a 1, 2 and 3. In boxes.

1	2	3	A	B	C
1			Period	Date	Sour
2			2	8/18/2015	AP
3			4	10/19/2015	AP
4					
5			3	9/3/2015	AP
6			3	9/30/2015	AP
7			4	10/6/2015	IBS
8			4	10/6/2015	IBS
9			4	10/8/2015	AP
10			4	10/21/2015	AP
11					
12			4	10/7/2015	AP
13			4	10/19/2015	AP
14					
15			2	8/18/2015	AP
16			2	8/27/2015	AP

If you click on these it will collapse or expand your subtotal results.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	
1	Period	Date	Source	Journal ID	Amount	Fund	Resource	Resource Description	Proj Year	Goal	Function	Object	Site	Oper Unit	Line Descr
4					11843.320		0000070	Total							
11					159.950		0000100	Total							
14					1170.870		0000110	Total							
24					927.490		0000111	Total							
50					16311.990		0000200	Total							
67					9337.490		0000201	Total							
71					426.870		0000203	Total							
107					25236.550		0000300	Total							

- If you would like to remove the subtotal. Simply highlight the spreadsheet.
- Click on the data tab and click “Subtotal”
- Click “Remove All”.

Subtotal

At each change in:
 Resource

Use function:
 Sum

Add subtotal to:

- Date
- Source
- Journal ID
- Amount
- Fund
- Resource

Replace current subtotals
 Page break between groups
 Summary below data

Remove All OK Cancel

	A	B	C	D	E	F	G	H	I	J
1	Period	Date	Source	Journal ID	Amount	Fund	Resource	Resource Description	Proj Year	Goal
2	2	8/18/2015	AP	AP00088755	8754.940	1400	0000070	Dm Cuyamaca		0000
3	4	10/19/2015	AP	AP00129677	3088.380	1400	0000070	Dm Cuyamaca		0000
4	3	9/3/2015	AP	AP00092104	6.990	0100	0000100	Board Of Ed		0000
5	3	9/30/2015	AP	AP00100904	6.990	0100	0000100	Board Of Ed		0000
6	4	10/6/2015	IBS	0000101934	9.950	0100	0000100	Board Of Ed		0000
7	4	10/6/2015	IBS	0000101934	6.250	0100	0000100	Board Of Ed		0000
8	4	10/8/2015	AP	AP00103167	46.780	0100	0000100	Board Of Ed		0000
9	4	10/21/2015	AP	AP00130460	82.990	0100	0000100	Board Of Ed		0000