## **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.

S	ort	_	1	1	к	1			_	? ×
	+ <u>A</u> ↓ <u>A</u> dd	Level	Delete Level	<u> </u>	opy Level		Options		📝 My d	ata has <u>h</u> eaders
II.	Column			Sort	On			Order		
H.	Sort by	Resource		▼ Valu	les		•	A to Z		-
L										
Ľ										
									OK	Cancel
				-		-	and the second se		-	111

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

	FAR_GL_DETAILS_Dec15_ExcelTraining - Excel																
r	FORMULAS	DATA	REVIEW	VIEV	V										t) °		
	resh	erties	AJ ZAZ ZJ Sort	Filter	Clear Reapply Advanced	Text	to Flash	Remov Duplica	re Data tes Validation	Consolio			tionships	Group	Ungroup	subtotal	*∃ Sh •∃ Hi
	Connections	5		Sort & F	ilter				Data	Tools					(	Outline	
se al an	÷																
Perio	d																
												·					
	E	F	G		н		1	J	K	L	М	N			0		
ID	Amount	Fund	Resource	Reso	urce Descrip	tion	Proj Year	Goal	Function	Object	Site	Oper Unit	Line D	escr			
755	8754.940	1400	0000070	Dm	Cuyamaca			0000	8100	4300000	700		AP Acc	ruals			
677	3088.380	1400	0000070	Dm	Cuvamaca			0000	8100	4300000	700		AP Acc	Accruals			

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

Subtotal	X
At each change in:	
Period	-
Journal ID	<b>_</b>
Amount	=
Fund Resource	
Resource Description	_
Proj Year	-
Posted Year	
Ledger	
Line Ref	=
Ref No	~
Replace current subtotals	
Page break between groups	
Summary below data	
Remove All OK Cance	el

 Select what function you want performed, sum, count, etc. In this case "Sum".

Subtotal	? ×
At each change in:	
Resource	•
Use function:	
Count	-
Sum	A
Count	
Average	=
Max	
Min	
Product	+
Ref No	~
<ul> <li>Replace current subtotals</li> <li>Page break between groups</li> <li>Summary below data</li> </ul>	
Bemove All OK	Cancel

 Select which field you want the function to be applied to. In this case "Amount".

Subtotal	? ×
At each change in:	
Resource	•
Use function:	
Sum	-
Add subtotal to:	
Source Journal ID	<b>•</b>
Fund Resource Resource Description	-
Replace <u>c</u> urrent subtotals     Page break between groups     Summary below data	
Remove All OK	Cancel

- 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.

2	3	1	Α	В	С	D	E	F	G	н	1	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
Γ		2	2	8/18/2015	AP	AP00088755	8754.940	1400	0000070	Dm Cuyamaca		0000	8100	4300000	700		AP A
L		3	4	10/19/2015	AP	AP00129677	3088.380	1400	0000070	Dm Cuyamaca		0000	8100	4300000	700		AP A
-		4					11843.320		0000070 1	otal							
Γ		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
-	1	11					159.950		0000100 1	otal							
٢		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 1	otal							
	·	15	2	8/18/2015	AP	AP00088755	288.230	0100	0000111	Communications		(())	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	1	А	В	С
	1	Period	Date	Sour
Γſ·	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	9/07/0015	۸D

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

1	2 3		A	В	С	D	E	F	G	Н	1	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 1	fotal							
10	+	11					159.950		0000100 1	otal							
[	+	14 24 50 67					1170.870		0000110 1	otal							
10	+	24					927.490		0000111 1	otal							
10	+	50					16311.990		0000200 1	fotal							
10	+	67					9337.490		0000201 1	otal							
1 (	+	71					426.870		0000203 1	otal							
11	+	107					25236.550		0000300 1	otal							

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

Subtotal	
At each change in:	
Resource	•
Use function:	
Sum	-
Add subtotal to:	
Date Source Journal ID	
Fund Resource	-
<ul> <li>Replace current subtotals</li> <li>Page break between groups</li> <li>Summary below data</li> </ul>	
Remove All OK Cancel	

	Α	В	С	D	E	F	G	Н	1.1	J
1	Period	Date	Source	Journal ID	Amount	Fund	Resource	<b>Resource Description</b>	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
B	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
-		10/70/00/0		1000100000		Taxaa	Tananan			To a co