

## Total and Subtotals in Tabular Reports

### Total

Create Total for a column

You can create a sum based on a table column or more columns in a Web Intelligence report in Design mode.


1. Open a Web Intelligence document in Design mode.
2. Select the column you want to define total.
3. Choose 'Sum' function from Analysis tab -> Functions sub-tab.
4. Repeat from step 2 if you want total for more columns.

	Job Pay Type	Job Pay Area	Job Pay Group	Cal Mth/Yr	Number of Positions	Job Min Pay Level	Job Max Pay Level	Job Sal Ref	Average Salary
	Graded	Annual Salaries	GR54	02/2015	10	24,190	33,687	28,938	0
	Flat Rate	Flat Rate	FLATRATE	02/2015	1	20,000	350,000	0	47,830.67
strator	T-Grade	Annual Salaries	TG80	02/2015	1	59,969	99,446	79,708	91,000
	Graded	Judicial	JB20	02/2015	1	45,768	74,017	59,893	53,637
stant	Graded	Judicial	JB15	02/2015	1	35,079	53,284	44,182	44,916
ion	Flat Rate	Judicial	30013271	02/2015	5	37,942	59,747	0	39,366.58
	Banded	Career Banding	31000025	02/2015	319	37,012	96,811	59,342	58,269.95
liance	T-Grade	Annual Salaries	TG65	02/2015	7	33,001	50,881	41,941	37,447

Refresh the report when the total summation appears as pounds "#####".

cial	30013271	02/2015	5	
eer Banding	31000025	02/2015	319	
ual Salaries	TG65	02/2015	7	
		<b>Total:</b>	#####	

30013271	02/2015	5	37,942	59,747	0	39,366.58
31000025	02/2015	319	37,012	96,811	59,342	58,269.95
TG65	02/2015	7	33,001	50,881	41,941	37,447
	<b>Total:</b>	<b>345</b>				<b>57,522.9</b>




**Create Total in a Section**

You can create a sum based on a table column or more columns inside a section in a Web Intelligence report in Design mode.

1. Open a Web Intelligence document in Design mode.
2. Select the column you want to define Section.

[B0165-1: Job Attributes w/o OrgUnit](#)

Job	Job Desc	Job Pay Type	Job Pay Area	Job Pay Group	Cal Mth/Yr	Number of Positions	Job Pay Le
30005459	Accountant	Flat Rate	Flat Rate	FLATRATE	02/2015	1	21
30009718	ABC Chief Administrator	T-Grade	Annual Salaries	TG80	02/2015	1	
30012947	Accountant	Graded	Judicial	JB20	02/2015	1	
30013040	AOC Division Assistant	Graded	Judicial	JB15	02/2015	1	35
30013271	Access and Visitation Coordinator	Flat Rate	Judicial	30013271	02/2015	5	5
31000025	Accountant	Banded	Career Banding	31000025	02/2015	319	
31002975	ABC Permit Compliance Officer	T-Grade	Annual Salaries	TG65	02/2015	7	37



3. Choose 'Set as Section' from Tools subtab in Report Elements tab or from Context menu.

Annual Salaries						
Job	Job Desc	Job Pay Type	Job Pay Group	Cal Mth/Yr	Number of Positions	Job Pay
30009718	ABC Chief Administrator	T-Grade	TG80	02/2015	1	
31002975	ABC Permit Compliance Officer	T-Grade	TG65	02/2015	7	

Flat Rate						
Job	Job Desc	Job Pay Type	Job Pay Group	Cal Mth/Yr	Number of Positions	Job Pay
30005459	Accountant	Flat Rate	FLATRATE	02/2015	1	

Judicial						
Job	Job Desc	Job Pay Type	Job Pay Group	Cal Mth/Yr	Number of Positions	Job Pay
30012947	Accountant	Graded	JB20	02/2015	1	
30013040	AOC Division Assistant	Graded	JB15	02/2015	1	
30013271	Access and Visitation Coordinator	Flat Rate	30013271	02/2015	5	

- Select the column you want to define total.
- Choose 'Sum' function from Analysis tab -> Functions sub-tab.

Annual Salaries						
Job	Job Desc	Job Pay Type	Job Pay Group	Cal Mth/Yr	Number of Positions	Job Pay
30009718	ABC Chief Administrator	T-Grade	TG80	02/2015	1	
31002975	ABC Permit Compliance Officer	T-Grade	TG65	02/2015	7	
				<b>Total:</b>	8	

Flat Rate						
Job	Job Desc	Job Pay Type	Job Pay Group	Cal Mth/Yr	Number of Positions	Job Pay
30005459	Accountant	Flat Rate	FLATRATE	02/2015	1	
				<b>Total:</b>	1	

Judicial						
Job	Job Desc	Job Pay Type	Job Pay Group	Cal Mth/Yr	Number of Positions	Job Pay

You can also create subtotals in a break inserted column inside a section. See below for Subtotal

Subtotal

Create Subtotal for a break inserted column

You can create a subtotal based on a break inserted table column in a Web Intelligence report in Design mode.

1. Open a Web Intelligence document in Design mode.
2. Select the column you want to insert a break total

	Job Pay Type	Job Pay Area	Job Pay Group	Cal Mth/Yr	Number of Positions	Job Min Pay Level	Job Max Pay Level	Job Sal Ref	Average Salary
	Graded	Annual Salaries	GR54	02/2015	10	24,190	33,687	28,938	0
	Flat Rate	Flat Rate	FLATRATE	02/2015	1	20,000	350,000	0	47,830.67
	T-Grade	Annual Salaries	TG80	02/2015	1	59,969	99,446	79,708	91,000
	Graded	Judicial	JB20	02/2015	1	45,768	74,017	59,893	53,637
	Graded	Judicial	JB15	02/2015	1	35,079	53,284	44,182	44,916
	Flat Rate	Judicial	30013271	02/2015	5	37,942	59,747	0	39,366.58
	Banded	Career Banding	31000025	02/2015	319	37,012	96,811	59,342	58,269.95
	T-Grade	Annual Salaries	TG65	02/2015	7	33,001	50,881	41,941	37,447
				<b>Total:</b>	<b>345</b>				<b>57,522.9</b>

3. Choose 'Break' either from context menu or at the Display sub-tab from Analysis tab to insert a break on column on which the subtotals of the table can be defined.

Job Pay Type	Job Pay Area	Job Pay Group	Cal Mth/Yr	Number of Positions	Job Min Pay Level	Job Max Pay Level	Job Sal Ref	Average Salary	Average Salary
Flat Rate	Flat Rate	FLATRATE	02/2015	1	20,000	350,000	0	47,830.67	47,830.67
	Flat Rate								
Job Pay Type	Job Pay Area	Job Pay Group	Cal Mth/Yr	Number of Positions	Job Min Pay Level	Job Max Pay Level	Job Sal Ref	Average Salary	Average Salary
Graded	Judicial	JB20	02/2015	1	45,768	74,017	59,893	53,637	53,637
Graded		JB15	02/2015	1	35,079	53,284	44,182	44,916	44,916
Flat Rate		30013271	02/2015	5	37,942	59,747	0	39,366.58	39,366.58
	Judicial								
Job Pay Type	Job Pay Area	Job Pay Group	Cal Mth/Yr	Number of Positions	Job Min Pay Level	Job Max Pay Level	Job Sal Ref	Average Salary	Average Salary
Banded	Career Banding	31000025	02/2015	319	37,012	96,811	59,342	58,269.95	58,269.95
	Career Banding								
			Total:	335				57,522.9	

- Select the column you want to define subtotal.
- Choose 'Sum' function from Analysis tab -> Functions sub-tab. First time when you select the Sum, it might remove the existing total on the column. However, when you choose again Sum from Analysis tab, it will show both subtotal and total

Job Pay Type	Job Pay Area	Job Pay Group	Cal Mth/Yr	Number of Positions	Job Min Pay Level	Job Max Pay Level	Job Sal Ref	Average Salary	Average Salary
Flat Rate	Flat Rate	FLATRATE	02/2015	1	20,000	350,000	0	47,830.67	47,830.67
	Flat Rate		Total:	1					
Job Pay Type	Job Pay Area	Job Pay Group	Cal Mth/Yr	Number of Positions	Job Min Pay Level	Job Max Pay Level	Job Sal Ref	Average Salary	Average Salary
Graded	Judicial	JB20	02/2015	1	45,768	74,017	59,893	53,637	53,637
Graded		JB15	02/2015	1	35,079	53,284	44,182	44,916	44,916
Flat Rate		30013271	02/2015	5	37,942	59,747	0	39,366.58	39,366.58
	Judicial		Total:	#####					
Job Pay Type	Job Pay Area	Job Pay Group	Cal Mth/Yr	Number of Positions	Job Min Pay Level	Job Max Pay Level	Job Sal Ref	Average Salary	Average Salary
Banded	Career Banding	31000025	02/2015	319	37,012	96,811	59,342	58,269.95	58,269.95
	Career Banding		Total:	319					
			Total:	335				57,522.9	

- When "#####" sign appears, you may want to refresh the tabular report again to see the value.

