

## Subtotal (Line Item Reports Only)

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The **Subtotal** function allows a report to be both **sorted and subtotaled** by the data in the column or columns selected. **This function is only available for line item reports.**

If the **Subtotal** function is used to change the sort and subtotal of a line item report, then there are two ways a user can return to the original sort and subtotal for the report. Please note that the original sort and subtotal is determined by the Layout selected for the line item report, such as the default, standard layout of **/DUKE**. This section covers how to subtotal line item reports, as well as how to **reset the subtotalling** if needed.

In addition, if the subtotal is changed using the steps in this section, the user can also follow steps in the section for the **Layout** function to **save these preferences in their own Layout**.

## Subtotal: Set

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***Background:*** The **Subtotal** function allows a report to be sorted and **subtotaled** by data in a selected column(s).

1. Observe how the report is subtotaled originally (per the Layout that was selected and the yellow subtotal lines displayed).
2. To select the desired column(s) to be subtotaled, **click once** on the column heading(s).

*Note:* To select more than one column, you must hold the **CTRL** key down while selecting more columns.

3. To subtotal the report per the column selected, click on the  **Subtotal** button (**Ctrl+F1**).

*Note:* The report is now displayed with yellow subtotal lines based on the column(s) selected. An Information dialog box or message at bottom of screen will state that list has been sorted.

## Subtotal: Reset

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***Background:*** If the **Subtotal** function is used in a report, then there are several **ways to reset** the sort and subtotal to the original default for that report. Please note that the original sort and subtotal default is determined by the Layout that was selected for the report, such as /DUKE.

**To return to the original sort/subtotal for a report per the Layout chosen, follow one of these options:**

1. Click on the  **Select Layout** button and double click on **/DUKE or the original Layout selected** (See *Choose Layout steps covered in this Guide if needed*).

**OR**

2. Click on the **column heading(s)** for which the report was originally subtotaled and repeat the above steps.

**OR**

3. Simply **exit the report** to the report selection screen, ensure the selection fields are correct, and **execute the report again**.

*Note:* Once a report is exited and executed again, then the **report will default to the original settings per the Layout chosen** (e.g., /DUKE).