

## Adding totals to reports in the Menagerie\_Kennel database

1. Select the report to which you want to add a total. Open that report in Layout View. As an example, open the rptCostMonthAverages.
2. Click on the Group & Sort button on the Report Layout Tools: Design ribbon.
3. With the Group on Service Code applied to the report and the Product Name data moved up to the same line as the Service Code, the screen should look like this:

The screenshot displays the 'Average Monthly Charges' report in Layout View. The report is grouped by Service Code. The 'Standard Cost' column contains values like \$20.00, \$15.00, \$10.00, \$40.00, and \$30.00. The 'Group, Sort, and Total' ribbon is visible at the bottom, with 'Group on Service Code' selected and a 'More' button circled in red.

Service Code	Product Name	Standard Cost	AppMonth	Cost
BLA	Bathe Large Animal	\$20.00	1	\$20.00
		\$20.00	1	\$20.00
		\$20.00	1	\$20.00
BMA	Bathe Medium Animal	\$15.00	1	\$15.00
		\$15.00	1	\$15.00
BSA	Bathe Small Animal	\$10.00	1	\$10.00
		\$10.00	1	\$10.00
		\$10.00	1	\$10.00
GLA	Groom Large Animal	\$40.00	1	\$40.00
GMA	Groom Medium Animal	\$30.00	1	\$30.00

Group, Sort, and Total

Group on Service Code with A on top **More**

Add a group Add a sort

- Click on the 'More' option in the Group, Sort, & Total section. (circled above) The screen will then look like this:

rptCostMonthAverages

### Average Monthly Charges

Service Code	Product Name	Standard Cost	AppMonth	Cost
BLA	Bathe Large Animal	\$20.00	1	\$20.00
		\$20.00	1	\$20.00
		\$20.00	1	\$20.00
BMA	Bathe Medium Animal	\$15.00	1	\$15.00
		\$15.00	1	\$15.00
BSA	Bathe Small Animal	\$10.00	1	\$10.00
		\$10.00	1	\$10.00
		\$10.00	1	\$10.00
GLA	Groom Large Animal	\$40.00	1	\$40.00
		\$30.00	1	\$30.00
GMA	Groom Medium Animal	\$30.00	1	\$30.00

Group, Sort, and Total

Group on **Service Code** with A on top, by entire value, **with no totals**, with title [click to add](#), with a header section, with a footer section, do not keep group together on one page, Less

Add a group Add a sort

- Notice where it says 'with no totals' (circled above).
- Click on the arrow next to the phrase 'with no totals'.
- A box will appear with options. You need to select the following:
  - Total On: AppMonth
    - Type: Averages
    - Check: Show Grand Totals
    - Check: Show subtotals in group footer
  - Total On: Cost
    - Type: Averages
    - Check: Show Grand Totals
    - Check: Show subtotals in group footer

8. Once you have completed the tasks in step 7 the screen should look like this:

rptCostMonthAverages

### Average Monthly Charges

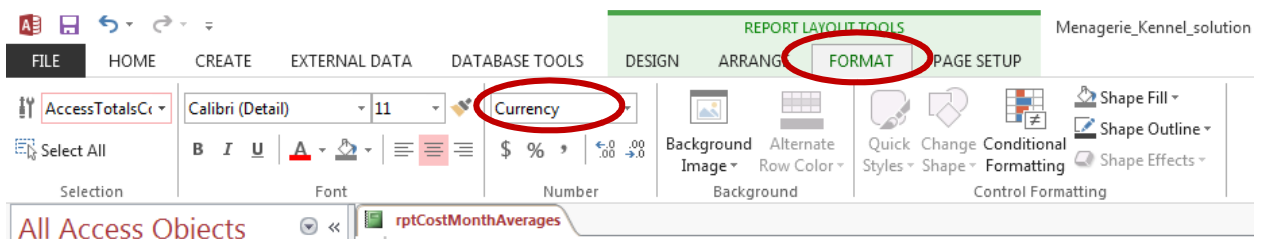
Service Code	Product Name	Standard Cost	AppMonth	Cost
BLA	Bathe Large Animal	\$20.00	1	\$20.00
		\$20.00	1	\$20.00
		\$20.00	1	\$20.00
			1	20
BMA	Bathe Medium Animal	\$15.00	1	\$15.00
		\$15.00	1	\$15.00
			1	15
BSA	Bathe Small Animal	\$10.00	1	\$10.00
		\$10.00	1	\$10.00
		\$10.00	1	\$10.00
			1	10
GLA	Groom Large Animal	\$10.00	1	\$10.00

Group, Sort, and Total

Group on Service Code with A on top, More

Add a group Add a sort

9. Click on the box containing the 20 and format the new subtotal field as Currency.



10. The report should now look like this:

rptCostMonthAverages				
Average Monthly Charges				
Service Code	Product Name	Standard Cost	AppMonth	Cost
BLA	Bathe Large Animal	\$20.00	1	\$20.00
		\$20.00	1	\$20.00
		\$20.00	1	\$20.00
			1	\$20.00
BMA	Bathe Medium Animal	\$15.00	1	\$15.00
		\$15.00	1	\$15.00
			1	\$15.00
			1	\$15.00
BSA	Bathe Small Animal	\$10.00	1	\$10.00
		\$10.00	1	\$10.00
		\$10.00	1	\$10.00
			1	\$10.00
GLA	Groom Large Animal	\$10.00	1	\$10.00
		\$10.00	1	\$10.00
<b>Group, Sort, and Total</b>		\$10.00	1	\$10.00

11. Close the report. If prompted to save changes select 'Yes'.

12. Follow these steps to add totals to the rptCostWeeksAverages using this information:

- a. Total On: AppDays
  - i. Type: Averages
  - ii. Check: Show Grand Totals
  - iii. Check: Show subtotals in group footer
- b. Total On: Cost
  - i. Type: Averages
  - ii. Check: Show Grand Totals
  - iii. Check: Show subtotals in group footer