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:

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
GMA	Groom Medium Animal			
		$30.00	1	$30.00
		$30.00	1	$30.00

Group, Sort, and Total

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

Add a group   Add a sort

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

5. Notice where it says 'with no totals' (circled above).
6. Click on the arrow next to the phrase 'with no totals'.
7. A box will appear with options. You need to select the following:
    a. Total On: AppMonth
        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

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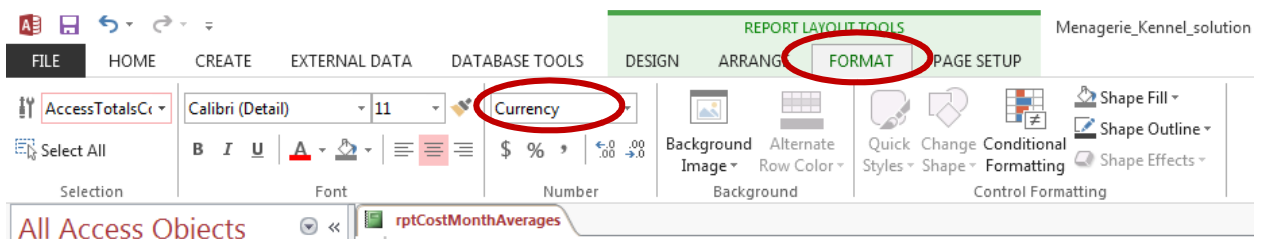
rptCostMonthAverages

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			
		$40.00	1	$40.00

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:

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