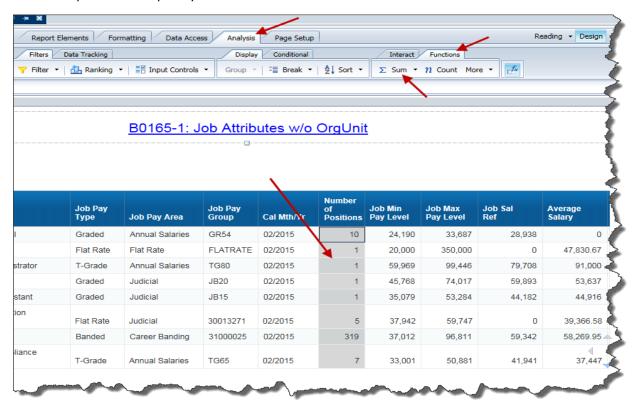
Total and Subtotals in Tabular Reports

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.



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

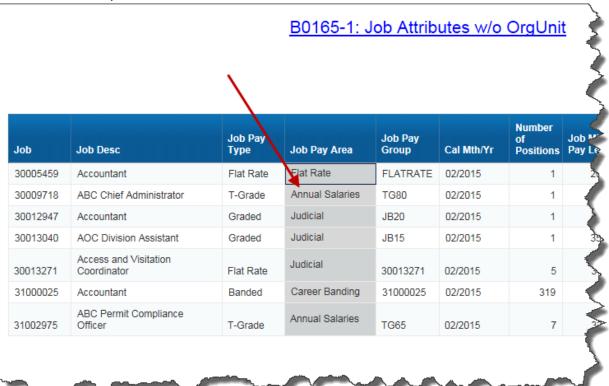


			,		,	
30013271	02/2015	5	37,942	59,747	0	39,366.58
31000025	02/2015	319	37,012	96,811	59,342	58,269.95
TG65	02/2015	7	33,001	50,881	41,941	37,447
\rightarrow	Total:	345				57,522.9
		*			-	₹
VA						-

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.

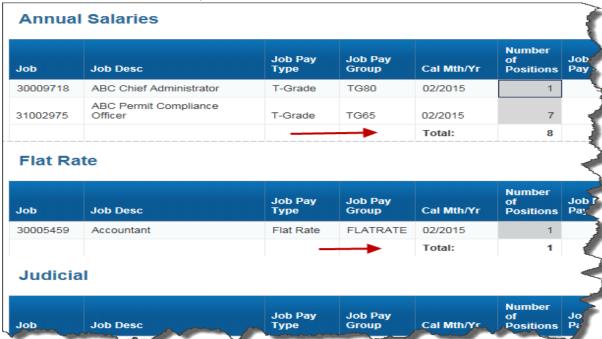
- 1. Open a Web Intelligence document in Design mode.
- 2. Select the column you want to define Section.



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

Job Desc	Job Pay Type	Job Pay Group	Cal Mth/Yr	Number of Positions	Joi Pa
ABC Chief Administrator	T-Grade	TG80	02/2015	1	:
ABC Permit Compliance Officer	T-Grade	TG65	02/2015	7	
te				Number	
Job Desc	Job Pay Type	Job Pay Group	Cal Mth/Yr	of Positions	Jot Pay
Accountant	Flat Rate	FLATRATE	02/2015	1	
I					
Job Desc	Job Pay Type	Job Pay Group	Cal Mth/Yr	Number of Positions	Jol Pay
Accountant	Graded	JB20	02/2015	1	
	ABC Chief Administrator ABC Permit Compliance Officer Te Job Desc Accountant Job Desc	ABC Chief Administrator ABC Permit Compliance Officer T-Grade T-Grade	ABC Chief Administrator ABC Permit Compliance Officer T-Grade T	ABC Chief Administrator ABC Permit Compliance Officer T-Grade T	ABC Chief Administrator ABC Permit Compliance Officer T-Grade T

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



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	С
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	44,910
Flat Rate	Judicial	30013271	02/2015	5	37,942	59,747	0	39,366.5
Banded	Career Banding	31000025	02/2015	319	37,012	96,811	59,342	58,269.9
T-Grade	Annual Salaries	TG65	02/2015	7	33,001	50,881	41,941	37,44
			Total:	345				57,522.9

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	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								

- 4. Select the column you want to define subtotal.
- 5. 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



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