Introduction

Process and Trigger
This document describes how to add a subtotal (across rows) or grand total to a report.

Prerequisites
None

Menu Path
None

Transaction
None

Tips and Tricks
- SAP uses the terms Result and Overall Result to indicate a subtotal or grand total, respectively.
- The yellow Results lines are always displayed one column to the right of the column being subtotaled.
- Subtotals can be generated by operating on a report column header or on the corresponding characteristic in the Rows list. The examples below demonstrate how the Rows list is used (this method is recommended).
- Subtotals are tied to characteristics, or columns, within a report. Moving a column from one position to another will result in the corresponding subtotal being moved. This sometimes leads to an unintended subtotal display. In this case, drag the Result line out of the report and add a subtotal where you want it. To learn more about moving and removing report columns, refer to the online help guide BW How to - Add, Remove, or Move a Column in a Report.
- Instructions calling for a mouse right-click can be executed on a Macintosh computer with a one-button mouse by holding down the CTRL key while clicking.

Instructions

Example 1: create a subtotal by Commitment Item in the figure below.

Examining the Characteristics listed in the Rows area, find the item for which you want to add a subtotal. Right-click on the Characteristic following this item. In this example, right-click on Funds Center, which follows Commitment Item.

The Result will be added for Commitment Item, so we will operate on Funds Center, the first characteristic following Commitment Item in the Rows list.
Right click on **Funds Center** to display the context menu. Release the mouse button and slide the cursor down to **Properties** and click on **Characteristic**.

On the **General** tab, click the **Display Results** drop-down arrow and change the setting to **Always** (recommended: always select **always**). Click **OK**.

Sample output:

Subtotals are generated for each entry in the **Commitment Item** list.

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1 In SAP, the term “result” is used to indicate a subtotal. Thus, the “Display Results” line indicates “display subtotals.”
Example 2: create a grand total (Overall Result) for the report in the figure below.

Unlike the process involved in adding a subtotal, a grand total is created by operating on the top-most characteristic in the Rows list.

Right-click on Vendor to display the context menu. Release the mouse button and slide the cursor down to Properties. Then click on Characteristic.

On the General tab, click on the Display Results drop-down arrow and change the setting from Never to Always.

Click OK.
Sample output

A grand total (Overall Result) line is displayed.

Results and Next Steps

None