

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.

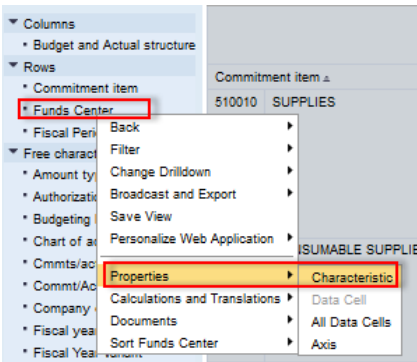
Instructions

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

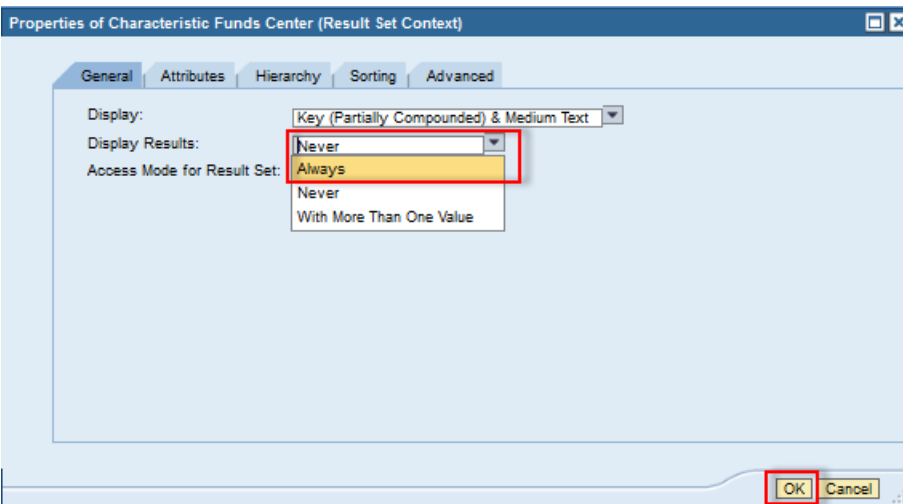
Examining the Characteristics listed in the **Rows** area, find the item for which you want to add a subtotal. Right-click on the Characteristic following this item. In this example, right-click on **Funds Center**, which follows **Commitment Item**.

			Actual - CYTD 000/2012 - 008/2012	Commitments - CYTD 008/2012
			\$	\$
510010	SUPPLIES	Funds Center	19,627.42	(1,262.46)
			8,742.85	1,173.25
			9,443.36	120.84
510030	CONSUMABLE SUPPLIES - OFFICE		35,373.43	(7,964.14)
			17,528.57	(2,739.51)
			19,292.23	13,060.68
			1,128.00	(1,128.00)
510040	CONSUMABLE SUPPLIES - RESEARCH LABORATOR			270.91
			770.91	(270.91)
			68.26	
		(500.00)		
		7,376.30	(838.41)	

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 Results¹** drop-down arrow and change the setting to *Always* (recommended: always select *always*).

Click **OK**.

Sample output:

Commitment item Δ	Funds Center.7	Fiscal Period/Year Δ	Actual -	Commitments -	
			CYTD	CYTD	
			000/2012 - 008/2012 Δ ²	008/2012 Δ ²	
			\$	\$	
510010 SUPPLIES	[Fiscal Period]	005/2012	19,827.42	(1,282.46)	
		006/2012	6,742.85	1,173.25	
		007/2012	9,443.38	120.84	
	[Fiscal Period]	005/2012	35,373.43	(7,984.14)	
		006/2012	17,528.57	(2,739.51)	
		007/2012	19,292.23	13,060.68	
	Result			108,007.88	2,388.68
510030 CONSUMABLE SUPPLIES - OFFICE	[Fiscal Period]	005/2012	1,128.00	(1,128.00)	
		006/2012		270.91	
		007/2012	770.91	(270.91)	
	[Fiscal Period]	005/2012	88.28		
		007/2012	(500.00)		
		Result			1,487.17

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

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.

Vendor	PO #	Shopping Cart Value
10000001 System Biosciences LLC	8500187213	287.00
10000041 Dry Ice Corp.	8600012293	0.00
10000044 EMS Acquisition Corp	8500166140	75.00
	8500182824	985.00
10000050 Newport Corporation	8500175157	139.94
	8500189560	251.00
10000055 Polysciences Incorporated	8500177850	515.00
	8500178299	515.00
10000061 Thermo Fisher Scientific Chemicals,	8500175583	217.10

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

Vendor	PO #	Shopping Cart Value
10000001 System Biosciences LLC	8500187213	287.00
10000041 Dry Ice Corp.	8600012293	0.00
10000044 EMS Acquisition Corp	8500166140	75.00
	8500182824	985.00
10000050 Newport Corporation	8500175157	139.94
	8500189560	251.00
10000055 Polysciences Incorporated	8500177850	515.00
	8500178299	515.00
Fisher Scientific Chemicals,	8500175583	217.10

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

▼ Columns			• Shopping Cart Value
▼ Rows			\$
Vendor	10000001	System Biosciences LLC	8500187213 287.00
PO #	10000041	Dry Ice Corp.	8600012293 0.00
Free characteristics	10000044	EMS Acquisition Corp	8500166140 75.00
			8500182824 985.00
Asset Sub-Number	10000050	Newport Corporation	8500175157 139.94
			8500189560 251.00
Basis of Award	10000055	Polysciences Incorporated	8500177850 515.00
			8500178299 515.00
Buyer	10000061	Thermo Fisher Scientific Chemicals,	8500175583 217.10
Campus	Overall Result		2,985.04
Catalog			
Clearing #			
Clearing date			

A grand total (**Overall Result**) line is displayed.

Results and Next Steps

None