

Reporting with Custom Totals

Last Modified on 01/28/2025 11:26 am EST

Report with Custom Totals

Reporting > Report Folders

The following report is created with Custom totals.

Reports > Financial Statements > *Management Reports

Report:

Period: 05/22 May

	May 2022 Actual	YTD 2022 Actual	YTD 2022 Budget
Expense			
Salaries	-1,789.61	-166,647.83	-262,502.64
Supplies	-35,393.16		-135,344.81

Columns are created for the items that you wish to include. These columns will remain un-hidden. Following the items that represent the columns to be shown, the same columns are defined again, but these columns will be hidden. The hidden columns will contain the Conditional criteria.

NOTE: In the example below there is no Office Supplies YTDMonth.

Column	Year	Month	Header	Hide..	Width	Conditional
1				<input type="checkbox"/>	Auto	<input type="checkbox"/>
2	Actual	This Year	Month	<input type="checkbox"/>	Auto	<input type="checkbox"/>
3	Actual	This Year	YTD Mo	<input type="checkbox"/>	Auto	<input type="checkbox"/>
4	Budget	This Year	YTD Mo	<input type="checkbox"/>	Auto	<input type="checkbox"/>
5	Actual	This Year	Month	<input checked="" type="checkbox"/>	Auto	<input checked="" type="checkbox"/>
6	Actual	This Year	YTD Mo	<input checked="" type="checkbox"/>	Auto	<input checked="" type="checkbox"/>
7	Actual	This Year	Month	<input checked="" type="checkbox"/>	Auto	<input checked="" type="checkbox"/>
8	Budget	This Year	YTD Mo	<input checked="" type="checkbox"/>	Auto	<input checked="" type="checkbox"/>
9	Budget	This Year	YTD Mo	<input checked="" type="checkbox"/>	Auto	<input checked="" type="checkbox"/>

Condition for Office|Salaries|Month [View Help](#)

AndOr	Column	Comparison	Value
	Minor Acct#	Equal to	52016
Or	Minor Acct#	Equal to	53037

AndOr	Column	Comparison	Value
	Minor Acct#	Equal to	53001
Or	Minor Acct#	Equal to	53007
Or	Minor Acct#	Equal to	53038
Or	Minor Acct#	Equal to	55500

On the rows tab, the first line is set to some item that will remain the same for the group of accounts. This will be the report Heading row. On the Header Cells screen it is set to display the word 'Expenses'.

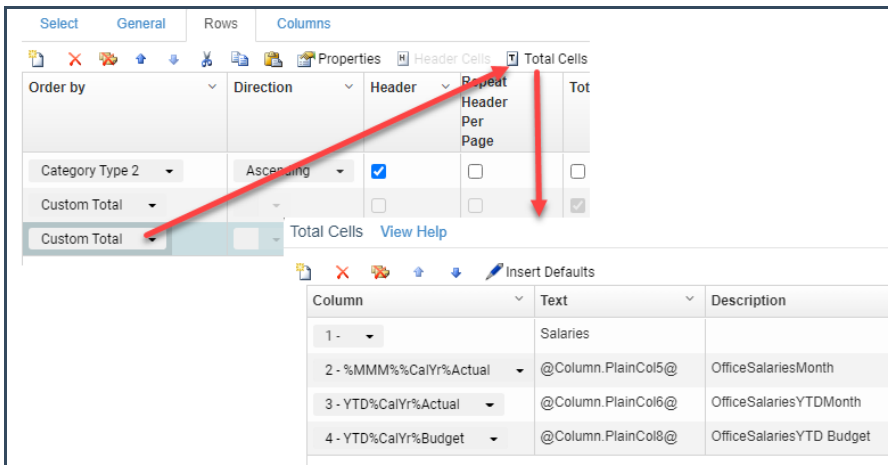
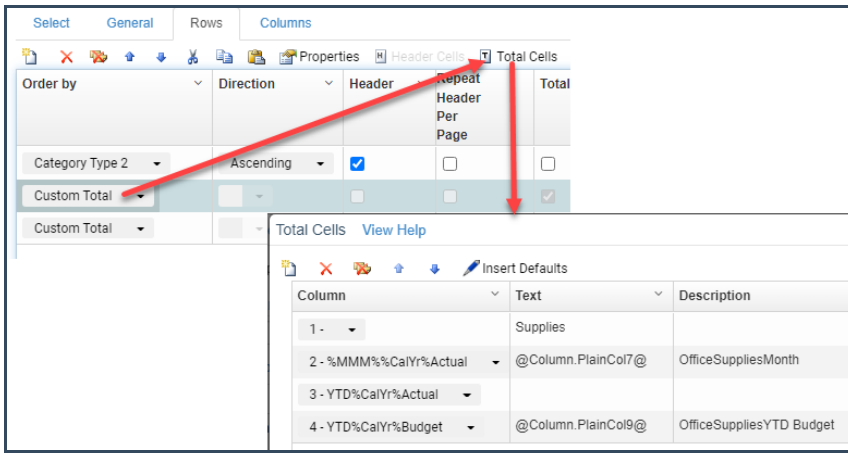
Column	Text	Description
1 -	Expense	

When creating the hidden columns for the report, it is helpful to enter a heading that is descriptive of the information.

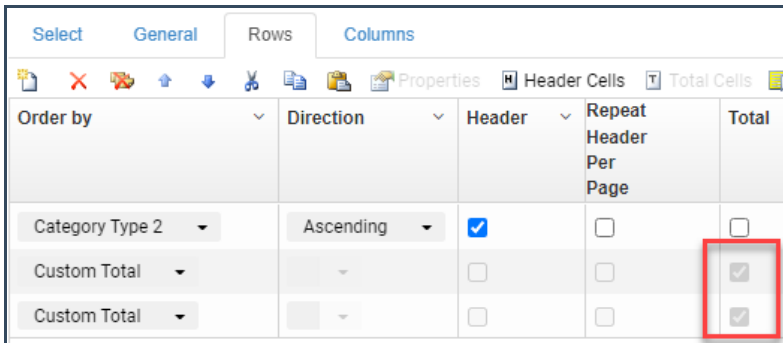
	Column..	Year	Month	Header
1				
2	Actual	This Year	Month	%MMM% CaYr% Actual
3	Actual	This Year	YTD Mo	YTD CaYr% Actual
4	Budget	This Year	YTD Mo	YTD CaYr% Budget
5	Actual	This Year	Month	Office Salaries Month
6	Actual	This Year	YTD Mo	Office Salaries YTDMonth
7	Actual	This Year	Month	Office Supplies Month
8	Budget	This Year	YTD Mo	Office Salaries YTD Budget
9	Budget	This Year	YTD Mo	Office Supplies YTD Budget

On the Total Cells screen, columns 1 through 4 are being overridden with values pulled from the hidden columns.

Since no conditional column exists for Office Supplies YTDMonth, it is necessary to specify that the third row is being overridden (with nothing) or the 'real' value of that row will be displayed.



Since each one of the custom totals is defined as a level in the sort/subtotal function of the system, by default, colors will be assigned to everything except for the last level.

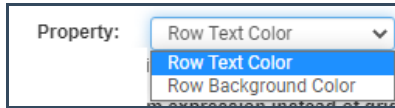


As a result, in this example, the Supplies line is shown in blue.

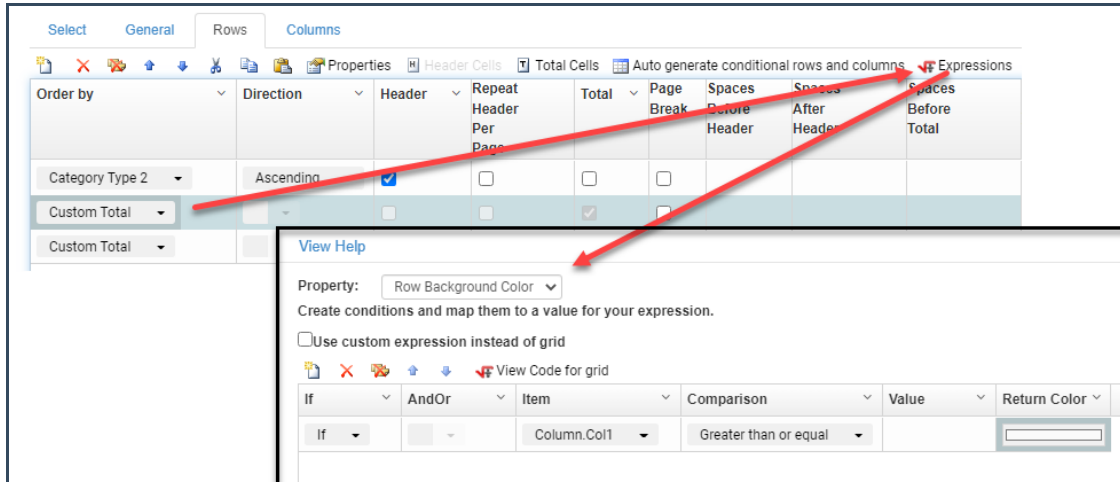
	May 2022 Actual	YTD 2022 Actual	YTD 2022 Budget
Expense			
Salaries	-1,789.61	-166,647.83	-262,502.64
Supplies	-35,393.16		-135,344.81

It is possible to override the defaulted text and/or background color by applying an expression to the

total row.



The condition below tells the system to use a white background color when the value in column1 is greater than or equal to nothing. (In other words, always)



The colors can be selected by entering the numbers for the color or by dragging the color selector to a desired shade.

