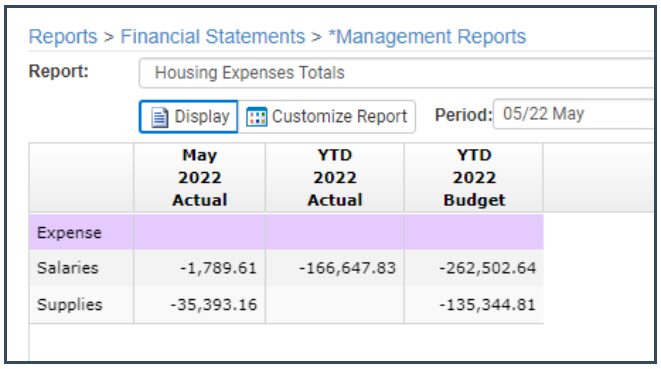
Last Modified on 09/28/2026 10:32 am EDT

Report with Custom Totals

Reporting > Report Folders

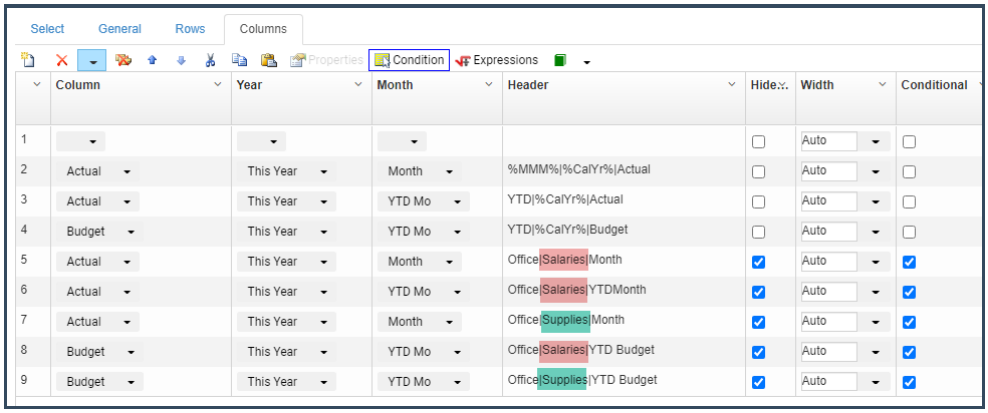
The following report was created with Custom totals.



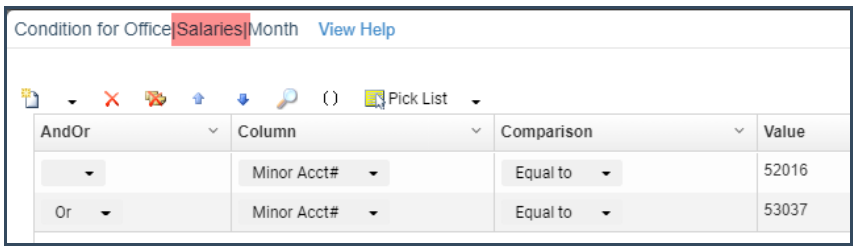
	May 2022 Actual	YTD 2022 Actual	YTD 2022 Budget
Expense			
Salaries	-1,789.61	-166,647.83	-262,502.64
Supplies	-35,393.16		-135,344.81

Columns are created for the items that you wish to include. These columns will remain unhidden. 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.

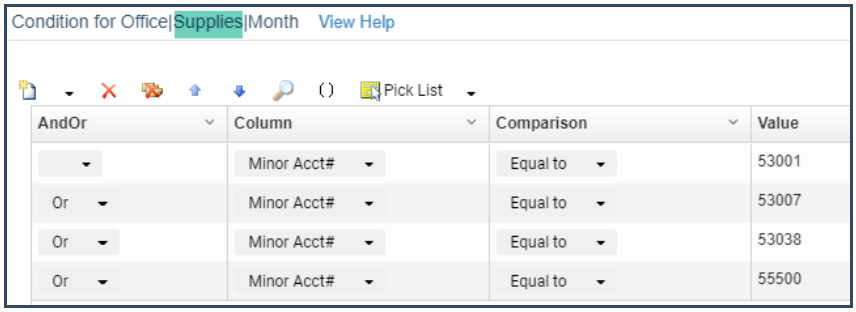
NOTE: *In the example below, there is no Office Supplies YTDMonth.*



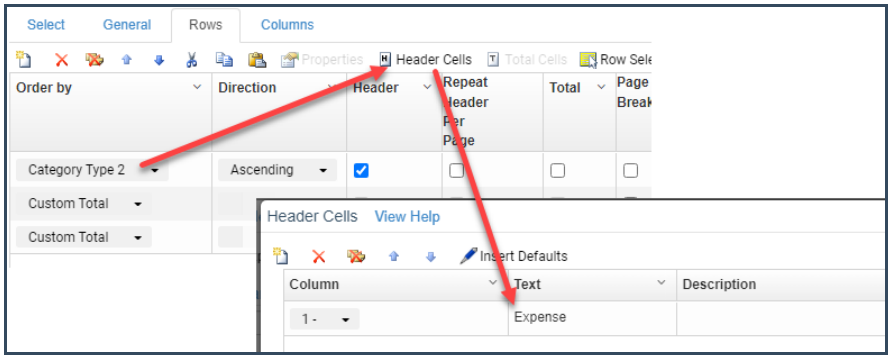
	Column	Year	Month	Header	Hide	Width	Conditional
1					☐	Auto	☐
2	Actual	This Year	Month	%MMM%|%CalYr%|Actual	☐	Auto	☐
3	Actual	This Year	YTD Mo	YTD|%CalYr%|Actual	☐	Auto	☐
4	Budget	This Year	YTD Mo	YTD|%CalYr%|Budget	☐	Auto	☐
5	Actual	This Year	Month	Office|Salaries|Month	☑	Auto	☑
6	Actual	This Year	YTD Mo	Office|Salaries|YTDMonth	☑	Auto	☑
7	Actual	This Year	Month	Office|Supplies|Month	☑	Auto	☑
8	Budget	This Year	YTD Mo	Office|Salaries|YTD Budget	☑	Auto	☑
9	Budget	This Year	YTD Mo	Office|Supplies|YTD Budget	☑	Auto	☑



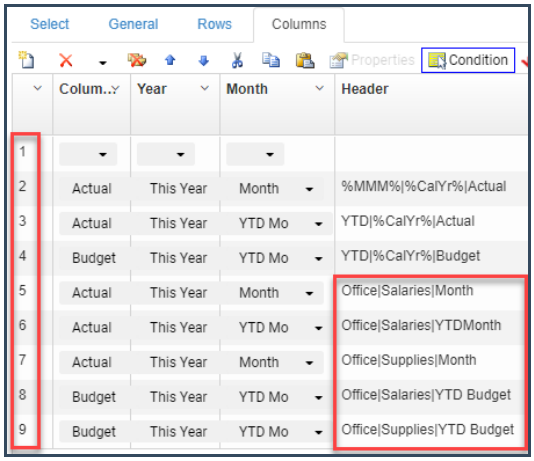
AndOr	Column	Comparison	Value
	Minor Acct#	Equal to	52016
Or	Minor Acct#	Equal to	53037



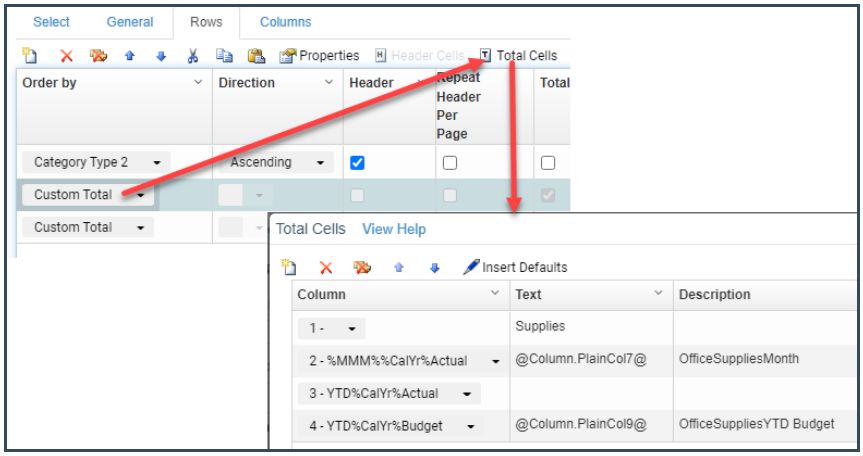
On the rows tab, the first line is set to some item that will remain the same for the group of accounts. This will be the report **Heading** row. On the **Header Cells** screen, it is set to display the word '**Expenses**'.

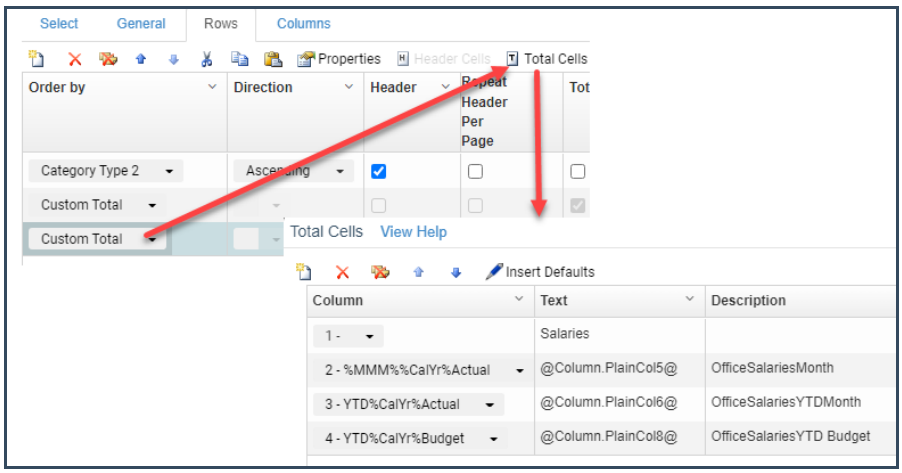


When creating the hidden columns for the report, it is helpful to enter a heading that is descriptive of the information.

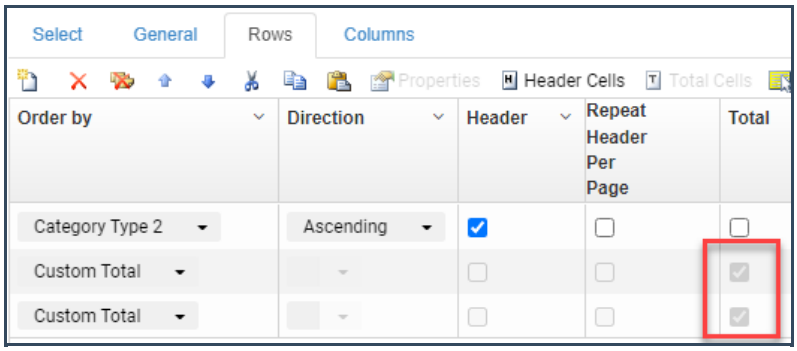


On the Total Cells screen, columns 1 through 4 are being overridden with values pulled from the hidden columns.
Since no conditional column exists for Office Supplies YTDMonth, it is necessary to specify that the third row is being overridden (with nothing) or the '**real**' value of that row will be displayed.

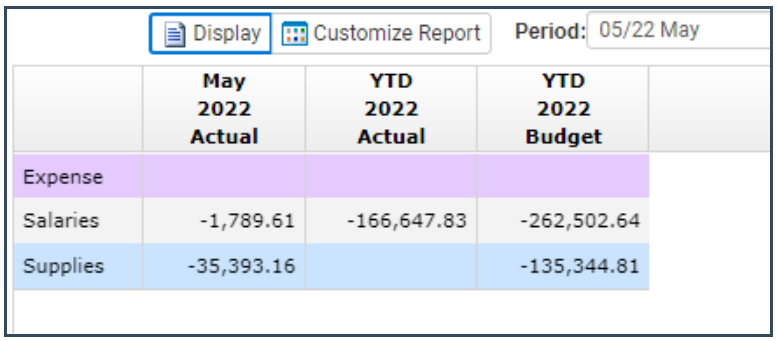




Since each one of the custom totals is defined as a level in the sort/subtotal function of the system, by default, colors will be assigned to everything except for the last level.

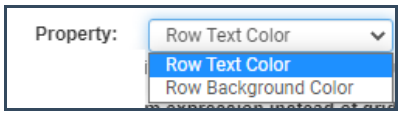


As a result, in this example, the Supplies line is shown in blue.

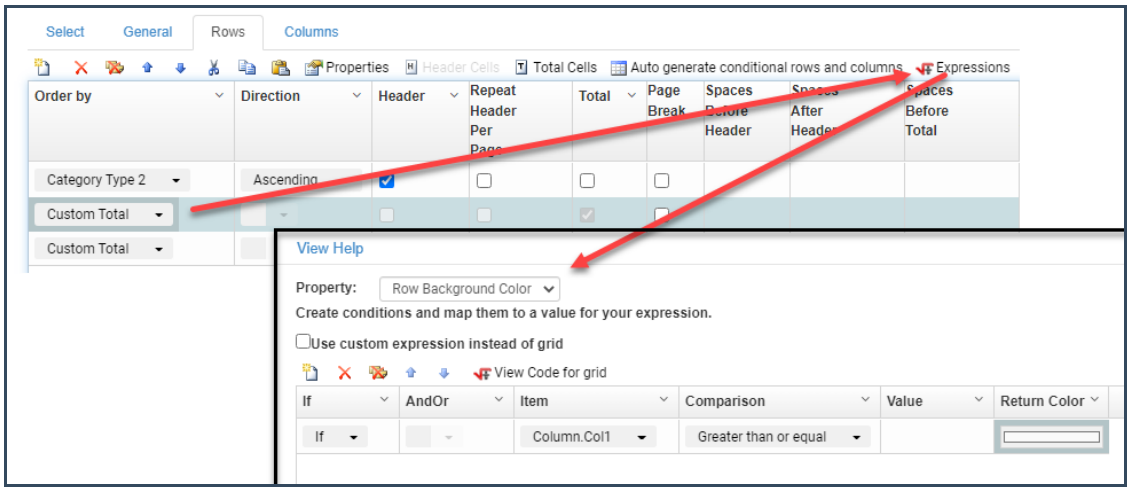


It is possible to override the defaulted text and/or background color by applying an expression to the

total row.



The condition below tells the system to use a white background color when the value in column 1 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.

