

1st - Sort by SSID - add a level and then

2nd - sort by Enrol Start Date

Subtotaling

Subtotal Function in Excel is a wonderful formula that can be used to return a subtotal in a list. For example, the FTE detail report potentially has multiple lines for a single SSID. We can use subtotaling to view all relevant rows of data, and the total FTE generated for a single SSID.

The screenshot shows an Excel spreadsheet with the following data:

	Bldg	SEVERITY	SSID	Emis ID	LEA	LEVEL 2 REC TYPE	RESULT CODE	RESULT FUND	ENRL START	ENRL END	ORIG FTE	ADJSTD	
29	123456	I	AA1234594	Not Available	123456	FTED-001	FT0000	FTE Detail	COMM	00/00/0000	00/00/0000	1	1
30	112233	I	AA1234595	Not Available	112233	FTED-001	FT0000	FTE Detail	COMM	00/00/0000	00/00/0000	0.209659	0.209659
31	112233	I	AA1234595	Not Available	112233	FTED-001	FT0000	FTE Detail	COMM	00/00/0000	00/00/0000	0.011564	0.011564
32	112233	I	AA1234595	Not Available	112233	FTED-001	FT0000	FTE Detail	COMM	00/00/0000	00/00/0000	0.71	0.71
33	666666	I	AA1234598	Not Available	666666	FTED-001	FT0000	FTE Detail	COMM	00/00/0000	00/00/0000	1	1
34	112233	I	AA1234599	Not Available	112233	FTED-001	FT0000	FTE Detail	COMM	00/00/0000	00/00/0000	0.14648	0.14648
35	123456	I	AA1234602	Not Available	123456	FTED-001	FT0000	FTE Detail	COMM	00/00/0000	00/00/0000	1	1
36	112233	I	AA1234603	Not Available	112233	FTED-001	FT0000	FTE Detail	COMM	00/00/0000	00/00/0000	0.7	0.7
37	112233	I	AA1234604	Not Available	112233	FTED-001	FT0000	FTE Detail	COMM	00/00/0000	00/00/0000	0.15419	0.15419
38	224466	I	AA1234605	Not Available	224466	FTED-001	FT0000	FTE Detail	COMM	00/00/0000	00/00/0000	0.404494	0.404494
39	666666	I	AA1234606	Not Available	666666	FTED-001	FT0000	FTE Detail	COMM	00/00/0000	00/00/0000	0.49162	0.49162
40	224466	I	AA1234607	Not Available	224466	FTED-001	FT0000	FTE Detail	COMM	00/00/0000	00/00/0000	0.483146	0.483146
41	666666	I	AA1234608	Not Available	666666	FTED-001	FT0000	FTE Detail	COMM	00/00/0000	00/00/0000	0.259	0.259
42	112233	I	AA1234609	Not Available	112233	FTED-001	FT0000	FTE Detail	COMM	00/00/0000	00/00/0000	0.223575	0.223575

Applying Subtotals

To apply subtotals, chose “Subtotals” on the data tab of the ribbon. Next, fill in the prompts in the wizard. For each change in SSID, I want to SUM the Original FTE and Adjusted FTE. Choose OK.

The screenshot shows the Microsoft Excel interface with the 'Data' tab selected. The 'Subtotal' button on the ribbon is highlighted with a red box. A 'Subtotal' wizard dialog box is open, showing the following configuration:

- At each change in: SSID
- Use function: Sum
- Add subtotal to: ADJUSTD FTE, ORIG FTE
- Replace current subtotals:
- Page break between groups:
- Summary below data:

The background data table includes columns for RPT DEST, SEVE RITY, SSID, Emis ID, LEA REC TYPE, and various FTE-related metrics. The status bar at the bottom shows the formula bar with the text: `(FTED-001)%20FTE%20Detail048413`.

Remove Subtotals

To remove subtotals, follow the same steps you would to apply subtotals. Data tab > Subtotals, then the wizard appears. In the dialogue box, select “Remove All” to remove subtotals.

The screenshot shows the Microsoft Excel interface with the 'Data' tab selected. The 'Subtotal' dialog box is open, displaying the following options:

- At each change in: SSID
- Use function: Sum
- Add subtotal to:
 - FTE FUND PTRN CODE
 - ENRL START DATE
 - ENRL END DATE
 - ORIG FTE
 - ADJSTD FTE
 - ADJSTD SPECED CAT FTE
- Replace current subtotals
- Page break between groups
- Summary below data

The 'Remove All' button is highlighted with a red box. The background spreadsheet shows a table with columns for RPT DEST, SEVE RITY, LEA REC TYPE, RESULT CODE, and various FTE-related metrics. The status bar at the bottom indicates '(FTED-001)%20FTE%20Detail048413'.