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.

Applying Subtotals

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

This will take a moment…

Be patient as Excel performs its magic.

Now you can see each SSID's total Original and Adjusted FTE.

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.