

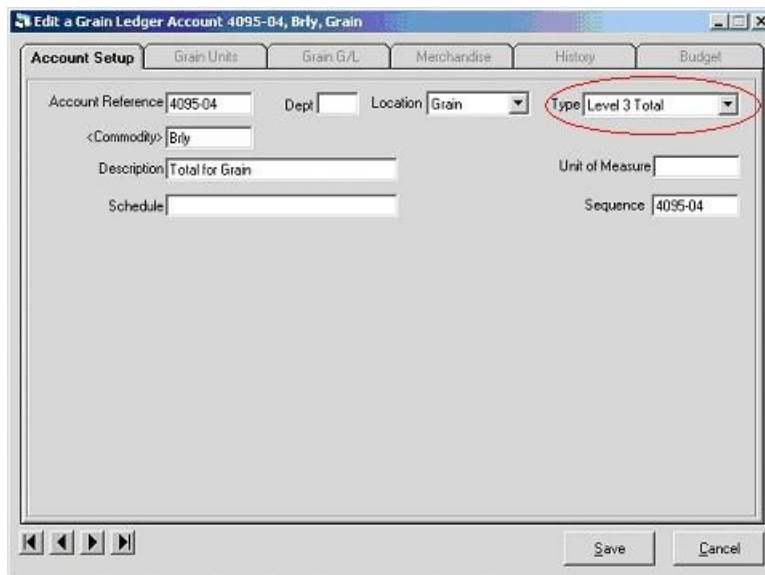
# Subtotaling on the Profit and Loss Reports

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## Q. How do I add subtotaling accounts to the Profit and Loss reports?

A. Before subtotaling on the Profit and Loss reports can be done, the subtotaling levels need to be setup. To do this go to Setup / Grain Ledger Accounts and add / edit a Grain Ledger Account. On the Account Setup tab select a Type (see screen shot below). The subtotaling types are Level 2 Total through Level 9 Total.

Additionally, it is important to have the Sequence field filled in. The Sequence determines where in the Profit and Loss report the subtotal account will be displayed.



The screenshot shows a software window titled "Edit a Grain Ledger Account: 4095-04, Brly, Grain". The window has several tabs: "Account Setup", "Grain Units", "Grain G/L", "Merchandise", "History", and "Budget". The "Account Setup" tab is active. The form contains the following fields:

- Account Reference: 4095-04
- Dept: [Empty]
- Location: Grain
- Type: Level 3 Total (highlighted with a red circle)
- <Commodity>: Brly
- Description: Total for Grain
- Unit of Measure: [Empty]
- Schedule: [Empty]
- Sequence: 4095-04

At the bottom of the window, there are navigation arrows and "Save" and "Cancel" buttons.

On the Profit and Loss reports the levels that are higher reset all lower levels to zero until it reaches a level equal to or higher. For example, if a Level 3 Total is displayed, the Level 2 Total prior to it will reset to zero (see screen shot below).

# SSI Sample

Profit and Loss

Preliminary Report - Transac

Main Title	Beginning Inventory	Storage Liability	Closing Inventory	Rece
<b>Grain</b>				
Merch	110,000.00	0.00	0.00	
Merchandise Total	110,000.00	0.00	0.00	
Barley - Grain	0.00	0.00	0.00	
Corn - Main	2,025,750.00	3,250,030.00	4,180,027.00	
Corn - Grain	0.00	0.00	0.00	
Durum - Grain	0.00	0.00	0.00	
Millet - Grain	0.00	0.00	0.00	
Oats - Grain	0.00	0.00	0.00	
Rye - Grain	0.00	0.00	0.00	
Soybeans - Grain	0.00	0.00	0.00	
Wheat - Grain	0.00	0.00	0.00	
Total for Grain	2,025,750.00	3,250,030.00	4,180,027.00	
Total Merch and Gra	2,735,750.00	3,250,030.00	4,180,027.00	

Level 3 Total accounts

Level 4 Total account

In the above example, the Merchandise Total account is a subtotal of the Merch account. The Total for Grain account is a subtotal of the Barley-Grain through Wheat-Grain accounts. The Total Merch and Grain account is a total of all the accounts excluding the Merchandise Total and Total for Grain accounts.