Find subtotals based on any criteria by using Section Prompts on dashboards that include a total (except YTD Budget Status and Grants EBSR). Currently, you are able to find subtotals in the following dashboards:

- Grants Expenditure Detail
- AP Expenditure Detail
- Account Analysis
- LD to GL Encumbrance
- LD to GL Transfer

**Example**

Find subtotals for multiple Departmental Activities (DAs)

1. Complete the filters. Type or paste multiple DAs directly into the **DA(s)** filter using semicolons to separate each DA (Ex. 310880391;310880368;310880365). For other ways to enter DAs, see “Searching by Multiple DAs.” Click **Apply**.

2. Make sure the criteria you would like to find subtotals for is a column header. In this case, we first need to make the DA available by including the **Departmental Activity** column in the results.

   To include the column, right-click on a column header, hover the mouse pointer over **Include Column**, and then click **Departmental Activity**.

3. Move the **Departmental Activity** column to a **Section Prompt** using one of the following two methods.

   a. **Drag and Drop**: Hover the mouse pointer over the **Departmental Activity** column header until a 4 sided arrow appears over a bar (called a “grab bar”). Click on the column header and, without releasing the mouse, move the column upwards until a thin blue line appears called **Sections**. Release the mouse.
b. **Menu Options:** Right-click in the *Departmental Activity* column header, hover the mouse pointer over *Move Column*, and click *To Sections*.

4. After you create the section prompt, scroll down the page to see the subtotal for each DA. The subtotals replace the grand total.

You can also find subtotals by Fund, PI Name, Expenditure Category or any other criteria. As with DA, move the column for which you would like to find subtotals to a Section Prompt. Remember to start with a fresh analysis or remove the DA section prompt first!

**To remove a section prompt**

1. Hover the mouse pointer just to the left of any of the now separated DAs. Click on the grab bar, and without releasing the mouse, move the DA over the table. Release the mouse when you see a thin blue line to place the Departmental Activity column back into the table.

   *To quickly find subtotals for another column,* you can swap the DA section prompt with the desired column. Instead of releasing the mouse at a thin blue line, release the mouse over the column for which you would like to swap.

2. Hover the mouse pointer just to the left of any of the now separated DAs. Right-click on the grab bar, hover the mouse pointer over *Move Column*, and click *To Columns*.

For more information on creating Section Prompts, see our “Grouping Data” technique guide on the Data Miner Training page.