

TOTAL COMMAND

Total Command (Numeric Fields)

Used For

To total one or more data fields for the entire table or for records that meet a certain condition.

When Used

Should be used on every table when the table is first established. Numeric field totals should be compared to the IT department records or to accounting records being audited, when applicable.

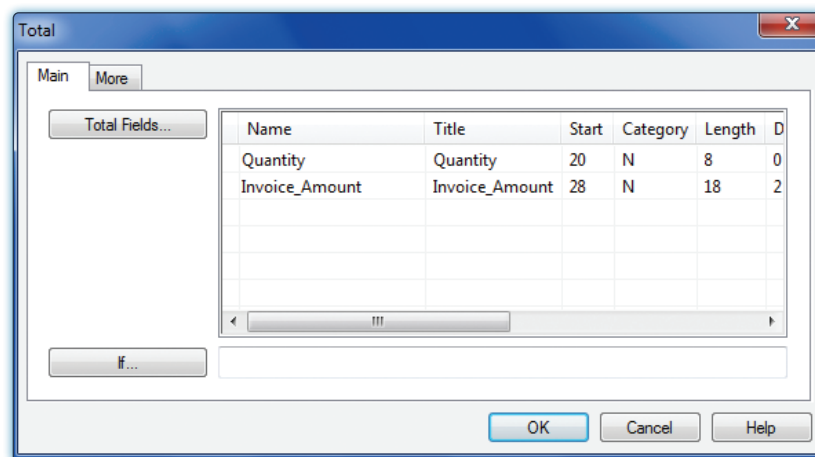
Examples



- Determine totals for gross pay, deductions, and net pay columns in a June 30, 2018, payroll transactions table. Compare results to control totals received from the IT department.
- Determine total net pay on June 30, 2018, for employees in department #410.

TASK # 1 – Total Numeric Field(s) in a Table

Steps

-   Click Analyze → Total to open the Total command dialog.






-  Click on the name of the numeric field(s) to be totaled. Use the Shift or Control key to select more than one field.
-  Click OK to run the command.

Command Results

The command results show the totals of all numeric fields selected. At least one of the control totals should be compared to documentation received from the IT department to verify the completeness and integrity of the table. Other columns may be compared with the client's financial totals, such as general ledger balances. An example of command results for the Total command follows:





| | | |
|-----------------------|--|--|
| As of: | 02/16/2017 14:31:27 | |
| Command: | TOTAL FIELDS Quantity Invoice Amount | |
| Table: | Trans | |
| Quantity | 45,392 | |
| Invoice_Amount | 300,682.04 | |

Note: An alternate way to total a numeric field is to do the following:

-  Click on the numeric field's column title so that the entire column is highlighted.
-   Click Analyze → Total Fields.

TASK #2 – Total a Numeric Field in a Table Using a Condition

Steps

-  Complete all steps in Task #1, except do not Click OK to run the command.
-  Click the If button.
-  Build the filter in the Expression box. For guidance using the Expression box, see the Filters section of the Reference material.
-  Click OK to run the command.

Command Results

The command results show the value of the numeric field(s) for records that meet the condition. The conditional Total command is useful in determining additional information about items in a population that meet certain criteria. An example of command results for a conditional Total command follows.

| | | |
|-----------------------|---|--|
| As of: | 02/16/2017 14:33:47 | |
| Command: | TOTAL FIELDS Quantity Invoice Amount IF Invoice Amount > 5000 | |
| Table: | Trans | |
| Condition: | Invoice Amount > 5000 (17 records matched) | |
| Quantity | 7,474 | |
| Invoice_Amount | 156,880.16 | |