Totals Only in Report Selections

When running reports in **Accredo**, you don't always need to see every transaction to get the information you need. The **Totals Only** report selection allows you to produce clear, high-level summary reports using your existing Accredo report layouts.

What it does
When **Totals Only** is selected, the report output is collapsed to **Group Level 1**, or to **overall totals** when no grouping is defined. Only fields that are **grouped or totalled** appear in the report output; all detailed lines are excluded.

Why it's useful

- **Designed for Accredo reporting workflows** – Ideal for financial, sales, and purchasing summaries.

- **Clear, uncluttered output** – Focuses attention on totals rather than transaction detail.

- **Flexible report reuse** – Switch between detailed and summary views without modifying the report layout.

- **Management-ready results** – Produces reports that are easy to review, share, and export.

Where it shines

- General Ledger and Trial Balance summaries

- Sales or purchasing reports grouped by customer, supplier, or item

- Period-end and management review reports

- Control and reconciliation reports requiring totals only

The **Totals Only** report preference gives Accredo users precise control over report output, helping deliver exactly the level of detail needed for each reporting audience.