

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.

The screenshot shows the 'AR Aged Trial Balance' report configuration window. The 'Totals Only' checkbox is checked, indicated by a red arrow. The window includes the following settings:

- Destination: Screen
- Format: (empty dropdown)
- Printer: Microsoft Print to PDF
- Column Headers: ☐
- Auto Open File: ☐
- Output Folder: (empty text field with browse icon)
- File Name: (empty text field with browse icon)
- Totals Only: ☒ (highlighted with a red arrow)
- Customer - From: (empty dropdown)
- Customer - To: (empty dropdown)
- Period: Oct 2025
- Number of periods overdue: (empty spinner)
- Customer Group: (empty dropdown)
- Currency: (empty dropdown)

At the bottom, there are buttons for 'Options', 'Printer Settings...', and 'Run'.