

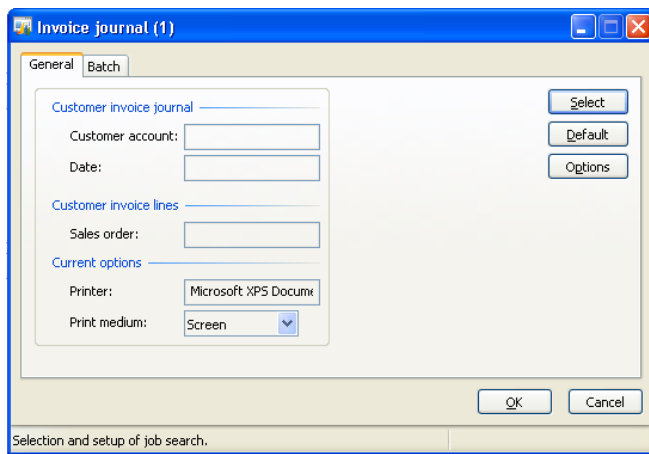
## Tips & Tricks for Microsoft Dynamics AX

### Ever wondered how you could create your own groupings and sub totals?

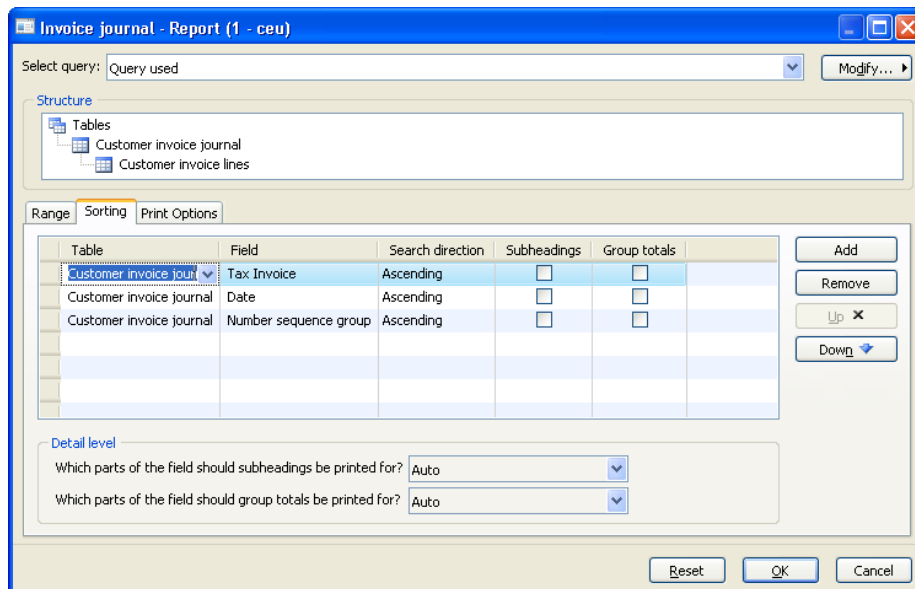
Using the standard options when generating reports, you can define your own report groupings and totals. See below how you can do it:

Using the example of an Invoice Journal report:

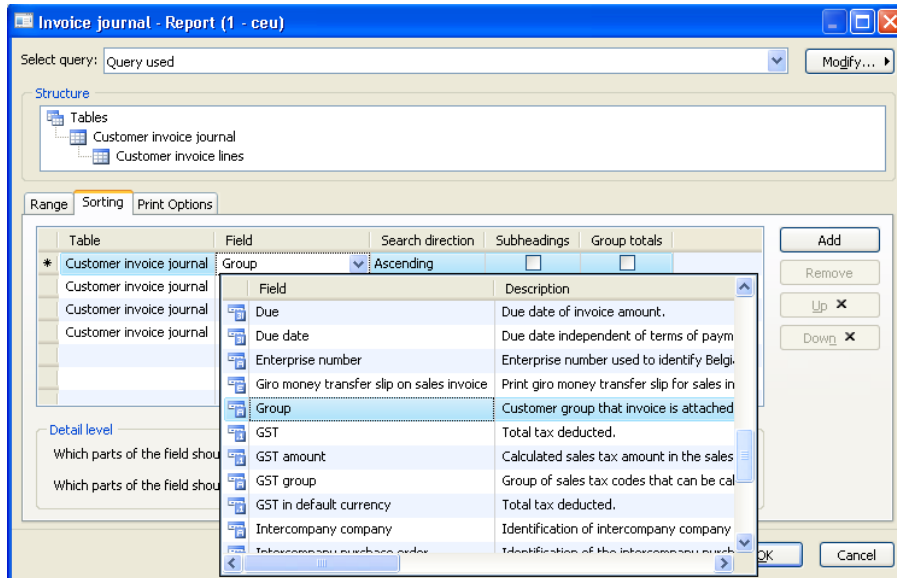
1. Select the report to print



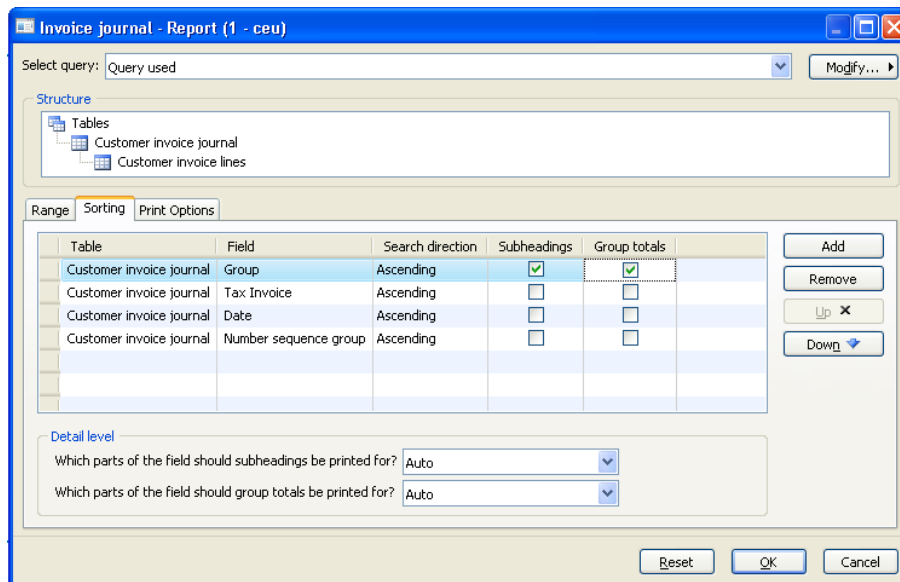
2. Click the select button and go to the sorting tab:



- On the sorting tab click **Add** and select relevant field to add for grouping, in this example we will use Customer Group:



- If you require a subheading and group totals then select the relevant boxes: (Note: save your settings (ctrl + s) and move the item UP or DOWN the list as required)



- Click **OK** and print the report. You will see in this example that a report is now created with subheadings subtotal for each customer group