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## AssetCloud Report editing example: Add a grand total to the Asset by Location Report

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This article gives specific steps to add a grand total to the Asset by Location Report, following the instructions in the AssetCloud Custom Report FAQ linked below.

1. Reports, All Reports, Asset Reports, Asset by Location Report
2. Design Report
3. From the Insert tab's toolbar, drag a Footer down between FooterBand1 and the next darker band. A new band called FooterBand2 appears.
4. From the Insert tab's toolbar, drag a Text object onto the report into FooterBand2.
5. In the Text design window that appears, click on Summary at the right. Skip over the large text field, and set these values in the next 3 lines:  
Summary Function: Sum  
Data Band: Section 8  
Data Column: Click in the box. Expand SpAssetInfo, double-click asset\_inv\_quantity. This will show as SpAssetInfo.asset\_inv\_quantity in the field.
6. OK.

If desired, position the text object, and use the Properties pane at the left to adjust formatting. By default, the value on the report will show 4 decimal places. To change that, in Text Format, click the ... button next to General, then Number, check the box for Decimal Digits, set the value to something like 2 or 0, OK.

When you're done editing, click File, Save. Click into the browser tab called Reports, and click Run Report. On the last page, there is a grand total of all the Quantity that appears in the report.

### Related Content

- [AssetCloud & InventoryCloud Report Customization List](#)
- [AssetCloud & InventoryCloud: How to add a page number to a report](#)
- [AssetCloud & InventoryCloud: Custom Report FAQ \(design, edit\)](#)