

IDEA Basics: Removing the Grand Total

Every once and a while, you may have a data file to import that contains a grand total that you do not want to include in your IDEA database. It takes a few minutes to manually remove the grand total and proceed with the import, but if you forgot and the import has already taken 25 minutes, then what?

Is there a way to remove the grand total without having to re-import the file? Yes!

Identify which record contains the grand total (usually the last record in the IDEA database). Use the Range feature in Direct Extraction to remove the grand total by setting the range to include all of the rows except the row with the grand total.

For example, the last line of this database contains a grand total. To remove it:

- Select **Direct** on the **Analysis** tab in the **Extract** group.
- Click the **Range** option button. The starting and ending record numbers will populate automatically.
- Change the **Ending Record** to be one less than the total number of records.
- Set the **File Name** as desired. Notice there is nothing in **Criteria**.
- Click **OK**.

The new file created by the direct extraction will be one record less than the original file and the grand total will be gone.

