

Question: I have a sheet of sales information and would like to add together all lines for a specific sales person. How can I do this?

Answer: By using the SUMIF function

Process (Excel 2003, 2007 and 2010):

The SUMIF function is very useful, allowing you to total a number of lines together based on one common trait. This could be a product name, a region or category, or a particular person's name. The syntax of the SUMIF function is as follows:

=SUMIF(range,criteria,[sum_range])

In the syntax, the **range** is the column that you'd like to search through for a given value (the **criteria**), and when it finds it, add the appropriate value from the **[sum_range]** column. This is based on the row that the criteria is in - if the term 'chocolate biscuits' is in column A, rows 6, 9 and 12, with the product sale values listed in column C, then the SUMIF formula:

=SUMIF(A:A,"chocolate biscuits",C:C)

would add cells C6, C9 and C12 together.

In this example, we're going to use the following table of information. Column H has a unique list of all sales people in column A, and we will use the SUMIF function to add the total product sales together for each sales person.

	A	B	C	D	E	F	G	H	I
1	Sales Person	Category Name	Product Name	Quantity	Unit Price	Product Sales		Sales Person	Total
2	Anderson. P	Confections	Maxilaku	30	16	480		Anderson. P	
3	Johnson. A	Grains/Cereals	Gnocchi di nonna Alice	70	30	2128		Johnson. A	
4	Peters. K	Grains/Cereals	Tunnbröd	60	7	432		Peters. K	
5	Bonders. P	Confections	Pavlova	21	14	292		Bonders. P	
6	Newson. L	Grains/Cereals	Singaporean Hokkien Fried Mee	40	11	448		Newson. L	
7	Lavin. T	Seafood	Boston Crab Meat	2	15	29		Lavin. T	
8	Perks. M	Seafood	Inlagd Sill	5	15	76		Perks. M	
9	Anderson. P	Beverages	Chai	10	14	144		Naidoo. L	
10	Johnson. A	Dairy Products	Gudbrandsdalsost	15	29	432		Petty. A	
11	Peters. K	Dairy Products	Queso Cabrales	30	17	504		Oxford. D	
12	Bonders. P	Beverages	Chai	24	14	346		Altercon. C	
13	Newson. L	Confections	Teatime Chocolate Biscuits	20	7	146		Atterson. P	
14	Lavin. T	Condiments	Original Frankfurter grüne Soße	35	10	364		Connely. K	
15	Perks. M	Beverages	Côte de Blaye	50	211	10540			
16	Anderson. P	Confections	Teatime Chocolate Biscuits	4	7	29			
17	Johnson. A	Seafood	Röd Kaviar	20	12	240			
18	Peters. K	Confections	Gumbär Gummibärchen	2	25	50			
19	Bonders. P	Dairy Products	Gorgonzola Telino	14	10	140			
20	Newson. L	Meat/Poultry	Pâté chinois	10	19	192			
21	Lavin. T	Grains/Cereals	Gnocchi di nonna Alice	30	30	912			
22	Perks. M	Meat/Poultry	Tourtière	40	6	236			

1. Select cell I2, type in the formula =SUMIF(A:A,H2,F:F) and press Enter.

	A	B	C	D	E	F	G	H	I	J	K
1	Sales Person	Category Name	Product Name	Quantity	Unit Price	Product Sales		Sales Person	Total		
2	Anderson. P	Confections	Maxilaku	30	16	480		Anderson. P	=SUMIF(A:A,H2,F:F)		
3	Johnson. A	Grains/Cereals	Gnocchi di nonna Alice	70	30	2128		Johnson. A	SUMIF(range, criteria, [sum_range])		
4	Peters. K	Grains/Cereals	Tunnbröd	60	7	432		Peters. K			
5	Bonders. P	Confections	Pavlova	21	14	292		Bonders. P			
6	Newson. L	Grains/Cereals	Singaporean Hokkien Fried Mee	40	11	448		Newson. L			

This will search through column A for all references of the content of cell H2 (in this instance “Anderson P”), and then add the appropriate value in the cell in column F for that row.

2. Double click on the **Auto-Fill handle** in the bottom left hand corner of cell I2.

H	I
Sales Person	Total
Anderson. P	20960.56
Johnson. A	
Peters. K	
Bonders. P	
Newson. L	
Lavin. T	
Perks. M	
Naidoo. L	
Petty. A	
Oxford. D	
Altercon. C	
Atterson. P	
Connely. K	

H	I
Sales Person	Total
Anderson. P	20960.55
Johnson. A	20272.45
Peters. K	19481.7
Bonders. P	18793.6
Newson. L	30473.28
Lavin. T	16801.45
Perks. M	35196.55
Naidoo. L	504
Petty. A	480
Oxford. D	25589.8
Altercon. C	29732.61
Atterson. P	30262.49
Connely. K	24455.9

This will automatically fill the formula down to cell H14. By referencing cell H2, the formula will increment automatically, meaning that we don’t have to type in each and every value - they can be typed into each of the H cells, or changed in those cells much more easily than editing the formula.

If you have any suggestions for an Excel Tips & Tricks topic, or you would like help with a particular function, please email enablement@alchemex.com and yours could be the next Tip of the Week.

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