

# How to Sum by Month in Excel (Step-by-Step Example)

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November 29, 2025

## RECOMMENDED CITATION

stats writer (2025). *How to Sum by Month in Excel (Step-by-Step Example)*.

PSYCHOLOGICAL SCALES. Retrieved from <https://scales.arabpsychology.com/?p=101615>

To sum by month in Excel, start by selecting the range of cells to sum or inputting the range in the formula. Then, enter the SUMIFS formula into the cell where you want the sum to appear. Inside the formula, add the criteria range which will be used to identify the month you want to sum. Then add the criteria or the month you want to sum. Lastly, add the sum range which is the range of cells that will be summed. Press enter to calculate the sum and the total sum by month will appear in the cell.

Often you may want to sum the values of some dataset in Excel based on month.

For example, suppose we have the following dataset and we'd like to sum the total sales by month:

|    | A           | B            | C | D | E | F | G |
|----|-------------|--------------|---|---|---|---|---|
| 1  | <b>Date</b> | <b>Sales</b> |   |   |   |   |   |
| 2  | 1/1/2022    | 40           |   |   |   |   |   |
| 3  | 1/19/2022   | 45           |   |   |   |   |   |
| 4  | 1/24/2022   | 32           |   |   |   |   |   |
| 5  | 2/2/2022    | 38           |   |   |   |   |   |
| 6  | 2/13/2022   | 12           |   |   |   |   |   |
| 7  | 3/14/2022   | 40           |   |   |   |   |   |
| 8  | 3/15/2022   | 22           |   |   |   |   |   |
| 9  | 3/17/2022   | 24           |   |   |   |   |   |
| 10 | 3/20/2022   | 25           |   |   |   |   |   |
| 11 |             |              |   |   |   |   |   |
| 12 |             |              |   |   |   |   |   |
| 13 |             |              |   |   |   |   |   |
| 14 |             |              |   |   |   |   |   |
| 15 |             |              |   |   |   |   |   |
| 16 |             |              |   |   |   |   |   |
| 17 |             |              |   |   |   |   |   |
| 18 |             |              |   |   |   |   |   |
| 19 |             |              |   |   |   |   |   |
| 20 |             |              |   |   |   |   |   |
| 21 |             |              |   |   |   |   |   |
| 22 |             |              |   |   |   |   |   |

The following step-by-step example shows how to do so.

### Step 1: Enter the Data

First, enter the data values into Excel:

|    | A           | B            | C | D | E | F | G |
|----|-------------|--------------|---|---|---|---|---|
| 1  | <b>Date</b> | <b>Sales</b> |   |   |   |   |   |
| 2  | 1/1/2022    | 40           |   |   |   |   |   |
| 3  | 1/19/2022   | 45           |   |   |   |   |   |
| 4  | 1/24/2022   | 32           |   |   |   |   |   |
| 5  | 2/2/2022    | 38           |   |   |   |   |   |
| 6  | 2/13/2022   | 12           |   |   |   |   |   |
| 7  | 3/14/2022   | 40           |   |   |   |   |   |
| 8  | 3/15/2022   | 22           |   |   |   |   |   |
| 9  | 3/17/2022   | 24           |   |   |   |   |   |
| 10 | 3/20/2022   | 25           |   |   |   |   |   |
| 11 |             |              |   |   |   |   |   |
| 12 |             |              |   |   |   |   |   |
| 13 |             |              |   |   |   |   |   |
| 14 |             |              |   |   |   |   |   |
| 15 |             |              |   |   |   |   |   |
| 16 |             |              |   |   |   |   |   |
| 17 |             |              |   |   |   |   |   |
| 18 |             |              |   |   |   |   |   |
| 19 |             |              |   |   |   |   |   |
| 20 |             |              |   |   |   |   |   |
| 21 |             |              |   |   |   |   |   |

## Step 2: Extract the Month from Dates

Next, we need to use the **=MONTH()** function to extract the month from each date.

In our example, we'll type the following formula in cell **D2**:

**=MONTH(A2)**

We'll then drag and fill this formula down to every remaining cell in column D:

The screenshot shows an Excel spreadsheet with the following data:

|    | A           | B            | C | D            | E | F | G |
|----|-------------|--------------|---|--------------|---|---|---|
| 1  | <b>Date</b> | <b>Sales</b> |   | <b>Month</b> |   |   |   |
| 2  | 1/1/2022    | 40           |   | 1            |   |   |   |
| 3  | 1/19/2022   | 45           |   | 1            |   |   |   |
| 4  | 1/24/2022   | 32           |   | 1            |   |   |   |
| 5  | 2/2/2022    | 38           |   | 2            |   |   |   |
| 6  | 2/13/2022   | 12           |   | 2            |   |   |   |
| 7  | 3/14/2022   | 40           |   | 3            |   |   |   |
| 8  | 3/15/2022   | 22           |   | 3            |   |   |   |
| 9  | 3/17/2022   | 24           |   | 3            |   |   |   |
| 10 | 3/20/2022   | 25           |   | 3            |   |   |   |
| 11 |             |              |   |              |   |   |   |
| 12 |             |              |   |              |   |   |   |
| 13 |             |              |   |              |   |   |   |
| 14 |             |              |   |              |   |   |   |
| 15 |             |              |   |              |   |   |   |
| 16 |             |              |   |              |   |   |   |
| 17 |             |              |   |              |   |   |   |
| 18 |             |              |   |              |   |   |   |
| 19 |             |              |   |              |   |   |   |
| 20 |             |              |   |              |   |   |   |

### Step 3: Find the Unique Months

Next, we need to use the **=UNIQUE()** function to produce a list of unique months.

In our example, we'll type the following formula in cell **F2**:

**=UNIQUE(D2:D10)**

|    | A           | B            | C | D            | E | F                    | G |
|----|-------------|--------------|---|--------------|---|----------------------|---|
| 1  | <b>Date</b> | <b>Sales</b> |   | <b>Month</b> |   | <b>Unique Months</b> |   |
| 2  | 1/1/2022    | 40           |   | 1            |   | 1                    |   |
| 3  | 1/19/2022   | 45           |   | 1            |   | 2                    |   |
| 4  | 1/24/2022   | 32           |   | 1            |   | 3                    |   |
| 5  | 2/2/2022    | 38           |   | 2            |   |                      |   |
| 6  | 2/13/2022   | 12           |   | 2            |   |                      |   |
| 7  | 3/14/2022   | 40           |   | 3            |   |                      |   |
| 8  | 3/15/2022   | 22           |   | 3            |   |                      |   |
| 9  | 3/17/2022   | 24           |   | 3            |   |                      |   |
| 10 | 3/20/2022   | 25           |   | 3            |   |                      |   |
| 11 |             |              |   |              |   |                      |   |
| 12 |             |              |   |              |   |                      |   |
| 13 |             |              |   |              |   |                      |   |
| 14 |             |              |   |              |   |                      |   |
| 15 |             |              |   |              |   |                      |   |
| 16 |             |              |   |              |   |                      |   |
| 17 |             |              |   |              |   |                      |   |
| 18 |             |              |   |              |   |                      |   |
| 19 |             |              |   |              |   |                      |   |
| 20 |             |              |   |              |   |                      |   |
| 21 |             |              |   |              |   |                      |   |

#### Step 4: Find the Sum by Month

Next, we will use the **SUMIF(range, criterion, sum\_range)** function to find the sum of the sales made during each month.

In our example, we'll type the following formula in cell **G2**:

**=SUMIF(\$D\$2:\$D\$10, F2, \$B\$2:\$B\$10)**

We'll then drag and fill this formula down to the remaining cells in column G:

|    | A         | B     | C | D     | E | F             | G           |
|----|-----------|-------|---|-------|---|---------------|-------------|
| 1  | Date      | Sales |   | Month |   | Unique Months | Total Sales |
| 2  | 1/1/2022  | 40    |   | 1     |   | 1             | 117         |
| 3  | 1/19/2022 | 45    |   | 1     |   | 2             | 50          |
| 4  | 1/24/2022 | 32    |   | 1     |   | 3             | 111         |
| 5  | 2/2/2022  | 38    |   | 2     |   |               |             |
| 6  | 2/13/2022 | 12    |   | 2     |   |               |             |
| 7  | 3/14/2022 | 40    |   | 3     |   |               |             |
| 8  | 3/15/2022 | 22    |   | 3     |   |               |             |
| 9  | 3/17/2022 | 24    |   | 3     |   |               |             |
| 10 | 3/20/2022 | 25    |   | 3     |   |               |             |
| 11 |           |       |   |       |   |               |             |
| 12 |           |       |   |       |   |               |             |
| 13 |           |       |   |       |   |               |             |
| 14 |           |       |   |       |   |               |             |
| 15 |           |       |   |       |   |               |             |
| 16 |           |       |   |       |   |               |             |
| 17 |           |       |   |       |   |               |             |
| 18 |           |       |   |       |   |               |             |
| 19 |           |       |   |       |   |               |             |
| 20 |           |       |   |       |   |               |             |
| 21 |           |       |   |       |   |               |             |

This tells us:

There were **117** total sales made in January.

There were **50** total sales made in February.

There were **111** total sales made in March.