

## HOW TO USE THE PIVOT TABLE FUNCTION IN EXCEL

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1. To begin, label column B "Account" and column C "Amount." Other columns, such as A and D, can be used for items such as transaction dates and explanations. Be sure that "Account" and "Amount" are in adjacent columns.

Journalize transactions by typing all accounts in the B column and all dollar amounts in the C column, indicating debits as positive numbers and credits as negative numbers. There can be no skipped rows. To make it easier to read, highlight every other journal entry.

2. When all transactions/adjustments are journalized:

- Highlight the "Amount" and "Account" columns, including the headings.
- Click on "data" on the toolbar. Select "pivot tables."
- To the question "Where is the data you want to analyze?," select "Microsoft Excel."
- To the question "What sort of report do you want?," select "Pivot table." Click on the "next" button.
- To the question "What database do you want to use?," click on the "next" button because you have highlighted the two columns of accounts and amounts.
- To the question "Where do you want the table?," select "existing worksheet" and then type in the name of the upper left cell (e.g., C20), indicating where you want the table to begin. Click "finish."

A pivot table field list will appear. It has the column names "Account" and "Amount" and some spaces as well, such as "drop row field here."

Drag and drop "Account" to the "drop row fields here." Then drag and drop "Amount" to the "drop data fields here." You have a pivot table/trial balance.

Right-click on the pivot table for additional menu selections. You can change the order of the accounts (e.g., move cash to the beginning of the list) and hide accounts (e.g., those with zero balances).

3. To prepare a closing entry, copy/paste temporary account names in column B and type in "=" and then click on the amount for each account in the pivot table. Complete the closing entries by entering the name of the appropriate account. The numerical amount can be calculated by typing "=-sum" and highlighting the other accounts in the closing entry.

4. To create a postclosing trial balance, repeat step 3 above, highlighting all journal entries, including the closing entry.