

Pivot Table Training - Training provided by Jeff Leone, Financial Planning Office, x3954

Why use a Pivot Table?

- A PivotTable report will analyze, explore, and present summary data.
- A PivotTable enables you to make better informed decisions about your data.
- In WFS, it will enable the user to see budgets and actual on the same line to make better budgeting and spending decisions.

Creating a PivotTable:

1. For the purpose of this training, we will be using the SmartKey-Account Summary report. We will be using Excel 2007 for all reporting. The PivotTable feature can be used with any set of data, such as Personnel Earnings.
2. Run a SmartKey-Account Summary report for your department. You may filter data prior to searching if you like, but it is not required.

Smartkey/Account Summary
 Last Refresh Date: 05/24/2010 03:56 AM
 Use Saved Search:

Fiscal Year	equal to	<input type="text" value="2010"/>	<input type="button" value="Q"/>
SmartKey	equal to	<input type="text"/>	<input type="button" value="Q"/>
Account	equal to	<input type="text"/>	<input type="button" value="Q"/>
Position	equal to	<input type="text"/>	<input type="button" value="Q"/>
Department	equal to	<input type="text" value="9999"/>	<input type="button" value="Q"/>
Account Group	equal to	<input type="text"/>	<input type="button" value="Q"/>
Account Subgroup	equal to	<input type="text"/>	<input type="button" value="Q"/>
Program Group	equal to	<input type="text"/>	<input type="button" value="Q"/>
Fund Code	equal to	<input type="text"/>	<input type="button" value="Q"/>

[Advanced Search](#)

[Personalize Search](#)

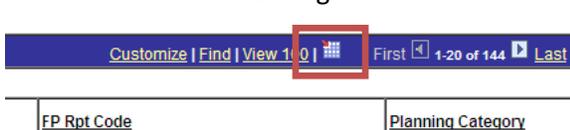
3. Click the "Show All Columns" button to expand all results.

Help Document

Inquiry Details Customize | Find | View 100 | First 1-20 of 144 | Last

FY	Smart Key	SmartKey Description	Account	Account Description	Total Orig Budget	Total Adj Budget	Total Budget	Encumbered	Budget Checked	Approved	Total Committed	PTD Committed	Bal Avail	%	Position	Title
2010	1009999100	Training SmartKey Operating 1	81600	Subgroup Hourly Student Comp	2,989.00	0	2,989.00	0	0	0	0	0	2,989.00	0	17582	Stu Comp Budget
2010	1009999100	Training SmartKey Operating 1	81630	Undergraduate Hourly-Non-WS	0	0	0	0	0	0	2,992.50	0	-2,992.50	0	12386	Student Employee
2010	1009999100	Training SmartKey Operating 1	81715	Subgroup Temporary Help	2,796.00	0	2,796.00	0	0	0	0	0	2,796.00	0	17999	Temp Comp Budget
2010	1009999100	Training SmartKey Operating 1	81725	Subgroup Miscellaneous Comp	931	0	931	0	0	0	0	0	931	0	18133	Misc Compensation Budget

4. Once the columns are expanded, download the data to Excel. Scroll right and click the icon that looks like an Excel grid.



5. The data will open in Excel.

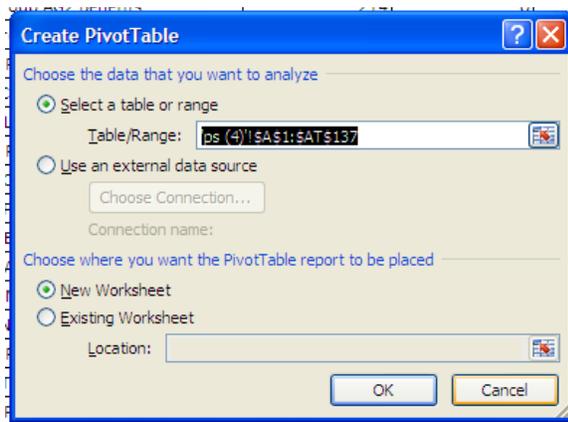
Pivot Table Training Test Data.xlsx - Microsoft Excel

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
FY	Smart Key	SmartKey Description	Account	Account Description	Total Orig Budget	Total Adj Budget	Total Budget	Encumbered	Budget Checked	Approved	Total Committed	PTD Committed	Bal Avail	%	Position	Title	Orig Budget
2010	1009999100	Training SmartKey Operating 1	81600	Subgroup Hourly Student Comp	2,989.00	0	2,989.00	0	0	0	0	0	2,989.00	0	17582	Stu Comp Budget	2,989.00
2010	1009999100	Training SmartKey Operating 1	81630	Undergraduate Hourly-Non-WS	0	0	0	0	0	0	2,992.50	0	-2,992.50	0	12386	Student Employee	0
2010	1009999100	Training SmartKey Operating 1	81715	Subgroup Temporary Help	2,796.00	0	2,796.00	0	0	0	0	0	2,796.00	0	17999	Temp Comp Budget	2,796.00
2010	1009999100	Training SmartKey Operating 1	81725	Subgroup Miscellaneous Comp	931	0	931	0	0	0	0	0	931	0	18133	Misc Compensation Budget	931

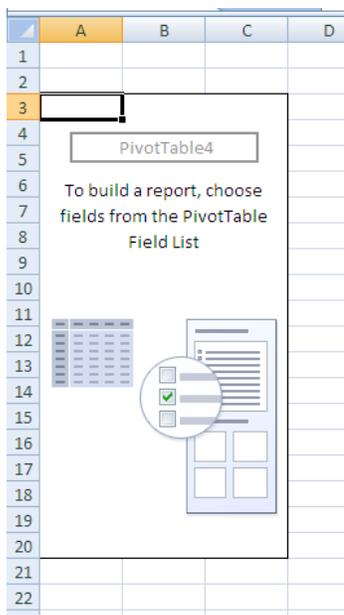
- Click anywhere in the data field (cell A1 is OK).
- Click "Insert -> Pivot Table."



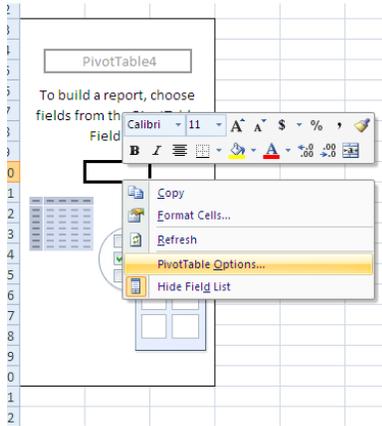
- You will be prompted with the following pop-up. Select the range of data you would like to run the PivotTable on. By default all of the data will be selected if a cell with data was highlighted.
- Choose "New Worksheet" to create the PivotTable in a new Excel worksheet tab.



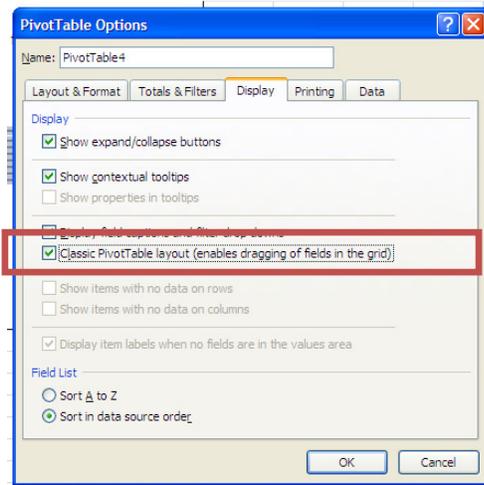
- Click "OK."
- A new tab will be created and the following screen will appear.



12. To enable the Classic PivotTable layout, right click on the PivotTable and select “PivotTable Options.”

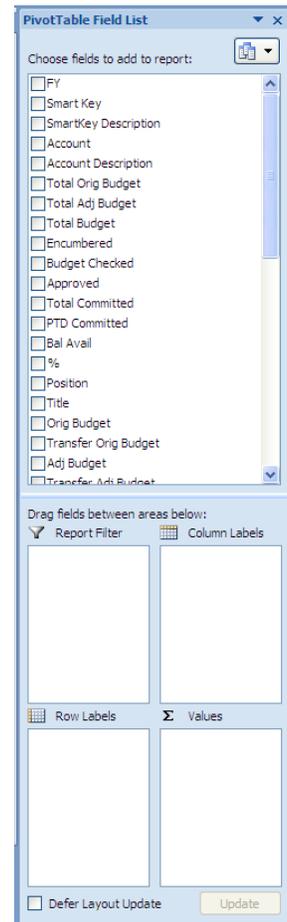


13. Click on the “Display” tab and check “Classic PivotTable layout (enables dragging of fields in the grid).”



14. Click OK. You will notice the PivotTable layout looks slightly different now.

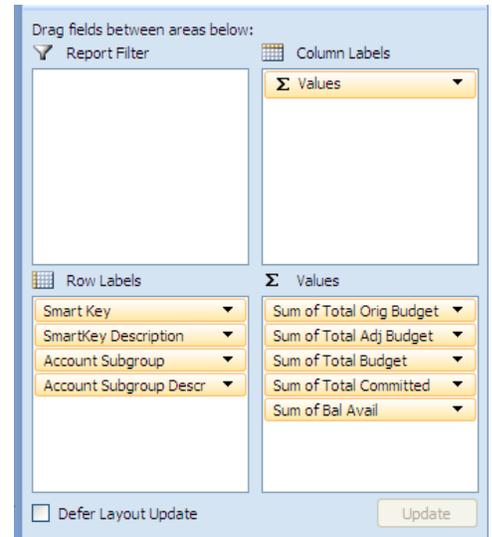
15. On the right hand side of the screen you will see the PivotTable Field List. Here you can select all of the criteria you wish to use in your report.
- The upper section contains all of the fields you can show.
 - The lower section shows the arrangement of the fields in the PivotTable.
 - Values - Use to display summary numeric data.
 - Row Labels - Use to display fields as rows on the side of the report. A row lower in position is nested within another row immediately above it.
 - Column Labels - Use to display fields as columns at the top of the report. A column lower in position is nested within another column immediately above it.
 - Report Filter - Use to filter the entire report based on the selected item in the report filter.



16. For the purpose of this training, we will arrange the PivotTable in the following manner:

17. Click each field from the upper section and drag it down to the appropriate field in the lower section as shown on the right.

- a. The Row Labels should be in the following order:
 - i. SmartKey
 - ii. SmartKey Description
 - iii. Account Subgroup
 - iv. Account Subgroup Descr
- b. The Values should be in the following order
 - i. Total Orig Budget
 - ii. Total Adj Budget
 - iii. Total Budget
 - iv. Total Committed
 - v. Bal Avail



18. The PivotTable will now look like the image below:

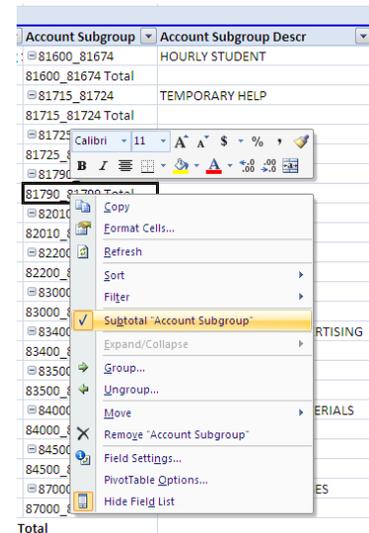
Smart Key	SmartKey Description	Account Subgroup	Account Subgroup Descr	Sum of Total Orig Budget	Sum of Total Adj Budget	Sum of Total Budget	Sum of Total Committed	
1009999100 Training SmartKey Operating 1								
		81600_81674	HOURLY STUDENT	2,989	-	2,989	2,989	
		81600_81674 Total		2,989	-	2,989	2,989	
		81715_81724	TEMPORARY HELP	2,796	-	2,796	-	
		81715_81724 Total		2,796	-	2,796	-	
		81725_81789	MISCELLANEOUS COMP	931	-	931	-	
		81725_81789 Total		931	-	931	-	
		81790_81799	AG2 BENEFITS	285	-	285	-	
		81790_81799 Total		285	-	285	-	
		82010_82199	OFFICE SUPPLIES	2,328	-	2,328	1,115	
		82010_82199 Total		2,328	-	2,328	1,115	
		82200_82899	OFFICE OPERATIONS	562	-	562	2,400	
		82200_82899 Total		562	-	562	2,400	
		83000_83999	PROFESSIONAL SERVICES	300	-	300	-	
		83000_83999 Total		300	-	300	-	
		83400_83499	PUBLICATIONS AND ADVERTISING	-	-	-	4,300	
		83400_83499 Total		-	-	-	4,300	
		83500_83999	OUTSIDE SERVICES	-	-	-	-	
		83500_83999 Total		-	-	-	-	
		84000_84109	RESEARCH SUPPLIES_MATERIALS	300	-	300	-	
		84000_84109 Total		300	-	300	-	
		84500_84999	TRAVEL	-	-	-	680	
		84500_84999 Total		-	-	-	680	
		87000_87999	FACILITY RELATED EXPENSES	-	-	-	10,000	
		87000_87999 Total		-	-	-	10,000	
		Training SmartKey Operating 1 Total		10,491	-	10,491	7,880	
		1009999100 Total		10,491	-	10,491	7,880	
		1009999101 Training SmartKey Operating 2						
		81600_81674	HOURLY STUDENT	8,500	-	8,500	30	
		81600_81674 Total		8,500	-	8,500	30	
		81675_81714	STIPENDS AND PRIZES	-	-	-	15,200	
		81675_81714 Total		-	-	-	15,200	
		81725_81789	MISCELLANEOUS COMP	1,197	-	1,197	-	
		81725_81789 Total		1,197	-	1,197	-	
		81790_81799	AG2 BENEFITS	92	-	92	-	
		81790_81799 Total		92	-	92	-	
		Training SmartKey Operating 2 Total		9,789	-	9,789	15,230	
		1009999101 Total		9,789	-	9,789	15,230	
		Grand Total		20,280	-	20,280	23,110	

19. By default, each Row Label is subtotaled. If you wish to remove these subtotals, right click on the subtotal cell and deselect "Subtotal Row Label."

20. The subtotals can only be removed one at a time, per Row Label.

21. The PivotTable is now complete. You may format or resize the columns as desired.

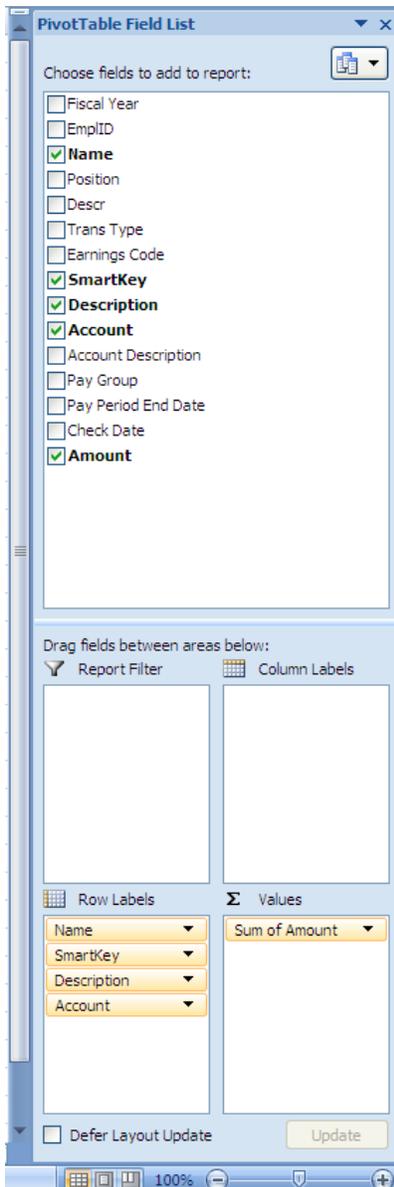
22. An example of the finished PivotTable is on Page 5.



23. Below is an example of a PivotTable run using the Personnel Earnings Report.

	A	B	C	D	E
1					
2					
3	Sum of Amount				
4	Name	SmartKey	Description	Account	Total
5	Ito, Sena	1009999101	Training SmartKey Operating 2	81610	122
6				81630	-
7	Medrash, Gabriel Elliott	1009999100	Training SmartKey Operating 1	81610	1,117
8				81630	262
9		1009999101	Training SmartKey Operating 2	81610	52
10				81630	57
11	Radin, Jared Robert	6529999100	Training SmartKey Endow 1	81630	250
12	Grand Total				1,859

24. The criteria used are shown below.

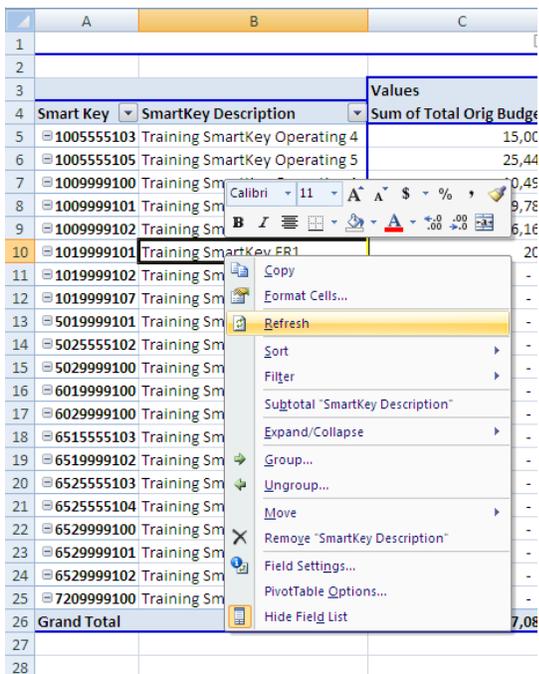


Refreshing your Data

Once a PivotTable has been created, a user can easily update the data in the table without having to reconstruct the entire PivotTable (or PivotTables). For example, a user can download month end report data and simply refresh the PivotTable to update the data for the new month.

To update the PivotTable

1. Download new data.
2. Select all rows, excluding the header.
3. Copy selected rows.
4. Insert copied rows into PivotTable original data sheet.
5. Delete old data rows.
6. Right click on PivotTable and select "Refresh."
7. The data shown in the PivotTable will now contain the new downloaded data.



Smart Key	SmartKey Description	Sum of Total Orig Budge
1005555103	Training SmartKey Operating 4	15,00
1005555105	Training SmartKey Operating 5	25,44
1009999100	Training Sm	0,45
1009999101	Training Sm	9,78
1009999102	Training Sm	6,16
1019999101	Training SmartKeyv.ER1	20
1019999102	Training Sm	-
1019999107	Training Sm	-
5019999101	Training Sm	-
5025555102	Training Sm	-
5029999100	Training Sm	-
6019999100	Training Sm	-
6029999100	Training Sm	-
6515555103	Training Sm	-
6519999102	Training Sm	-
6525555103	Training Sm	-
6525555104	Training Sm	-
6529999100	Training Sm	-
6529999101	Training Sm	-
6529999102	Training Sm	-
7209999100	Training Sm	-
Grand Total		7,08