

Excel Subtotals and Pivot Tables – Monthly Payroll to Finance Reconciliation Report

1. Open the desired **.xls** file in Excel.
 - a. Be sure to copy the original file to a new file or worksheet and work with the **copy**.
2. Click in any **cell** below the title and column header rows.
3. Click on **Data > PivotTable and PivotChart Report...** from the Menu Bar.
 - a. This will open a 3-step Wizard.
4. Click the button that specifies the data comes from **Excel**, then click the **PivotTable** button and then click **Next**.
5. Verify the range of data used for the table and click **Next**.
6. Click on the **Layout...** button from the Pivot Table Wizard Dialogue Box.
7. Construct the Pivot Table by dragging and dropping the **field/column** name buttons on the right side, to the appropriate areas of **the Pivot Table Wizard diagram** (Page, Row, Data, Column) on the left side. When done, click **OK**.
8. Click the button to locate the Pivot Table in a New Worksheet and click **Finish**.
 - a. Note: the default and recommended is New Worksheet.

Modifying the Pivot Table

To remove the unwanted subtotal fields:

Click **anywhere** in the Pivot Table (this is important!)

1. Close the **Pivot Table Field List** window by clicking the **X** in the top right corner.
2. Point to and **right** click on a **subtotal** cell (it will have the word “**Total**” in it)
3. Click **Hide** from the Quick Pop-up Menu. Repeat this for the rest of the subtotal levels.

Format the currency column:

1. Select the desired, entire column by clicking on the “letter” at the top of a column displaying money.
 - a. (The Annualized Salary column was renamed “**Total**” by Excel.)
2. Click the **\$** currency format tool on the **formatting toolbar** – this will format the column as **currency**.

Drill Down to one value in a column:

1. Click **the drop down arrow** for a column.
2. Click the **checkbox for (Show All)** – this will take **off** the check marks for all items.
3. Scroll to the item you wish to view and click **the individual value’s check mark**.
4. **Save** your work!