

The General Ledger is a listing of all the journal entries for a period of time sorted by transaction number within an account number. We can create a quick and detailed report showing the history of every account for a specific period of time by using a **Pivot Table**.

If your file does not have the tabs **Data for General Ledger** or **Ledger**, open a new workbook and name two tabs.

**Step 1:** Prepare the data with unique column headings without any skipped rows or columns

- A.** Select the tab **General Journal**
- B.** Copy the cells, starting with the column heading in A4 through column G of the last row that contains relevant data.
- C.** Select cell A1 of the tab **Data for General Ledger** and paste, using paste values
- D.** Remove all the extra rows
  - (1) Select all the data just copied including row 1
  - (2) Sort by **Account**, in ascending order - smallest to largest.
  - (3) Find the first row with no data and remove that row and all rows below
- E.** Change the widths of the columns as needed
- F.** Change the format of column B to a date format, if needed
- G.** In cell H1 type the heading **Balance**
- H.** In cell H2 enter the formula to calculate the amount of the journal entry, =F2-G2

	F	G	H	I
1	Debit	Credit	Balance	
2	28350		=F2-G2	

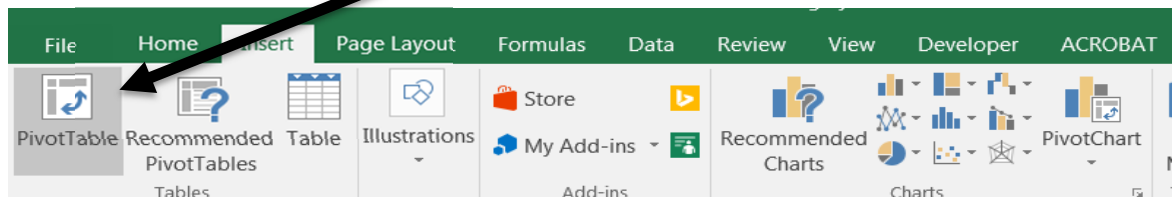
- I.** Copy the formula in H2 down to the last row with data

## Step 2: Create the Pivot Table

A. Select any cell with data on the **General Ledger Sheet**, for example cell C2

	A	B	C	D	E	F	G	H
1	Transaction	Date	Account Name		Description	Debit	Credit	Balance
2	1	6/1/2018	1110 Cash		Investment from Mark Friedman	28000		28000
3	3	6/4/2018	1110 Cash		Computer equipment Hailey Computers, 827364, check 6001, 5 years		7000	-7000
4	4	6/17/2018	1110 Cash		Scanning machine from Jake Supplies, 975-328, check 6002		725	-725
5	5	6/21/2018	1110 Cash		Services performed for Lucus Pictures	11000		11000
6	6	6/21/2018	1110 Cash		paid the A/P, check #6003		3360	-3360
7	2	6/2/2018	1211 Office Equip.		Office equipment from Hudson Equipment Equipment, AB9865	4000		4000
8	4	6/17/2018	1211 Office Equip.		Scanning machine from Jake Supplies, 975-328, check 6003	725		725
9	3	6/4/2018	1311 Computer Equip.		Computer equipment Hailey Computers, 827364, check 6001, 5 years	7000		7000
10	2	6/2/2018	2101 Accounts Payable		Office equipment from Hudson Equipment Equipment, AB9866		4000	-4000
11	3	6/16/2018	2101 Accounts Payable		Avery Repairs 43254		1290	-1290
12	5	6/21/2018	2101 Accounts Payable		Expense from Zac Advertising, 26354		250	-250
13	7	6/21/2018	2101 Accounts Payable		paid the A/P, check #6004	3360		3360
14	1	6/1/2018	3100 Capital Stock		Investment from Mark Friedman		28000	-28000
15	6	6/21/2018	4100 Computer & Consulting Revenue		Services performed for Lucus Pictures		11000	-11000
16	5	6/21/2018	5030 Advertising Expense		Expense from Zac Advertising, 26355	250		250
17	3	6/16/2018	5040 Repairs & Maint. Expense		Avery Repairs 43255	1290		1290

B. On the Insert tab select Pivot Table



C. The **Table/Range** is defined based on the number of rows in the data  
Place the Pivot Table on an Existing Worksheet: **Ledger!\$A\$1**

Create PivotTable

Choose the data that you want to analyze

☒ Select a table or range

Table/Range: 'Data for General Ledger!\$A\$1:\$H\$17'

☐ Use an external data source

Choose Connection...

Connection name:

☐ Use this workbook's Data Model

Choose where you want the PivotTable report to be placed

☐ New Worksheet

☒ Existing Worksheet

Location: Ledger!\$A\$1

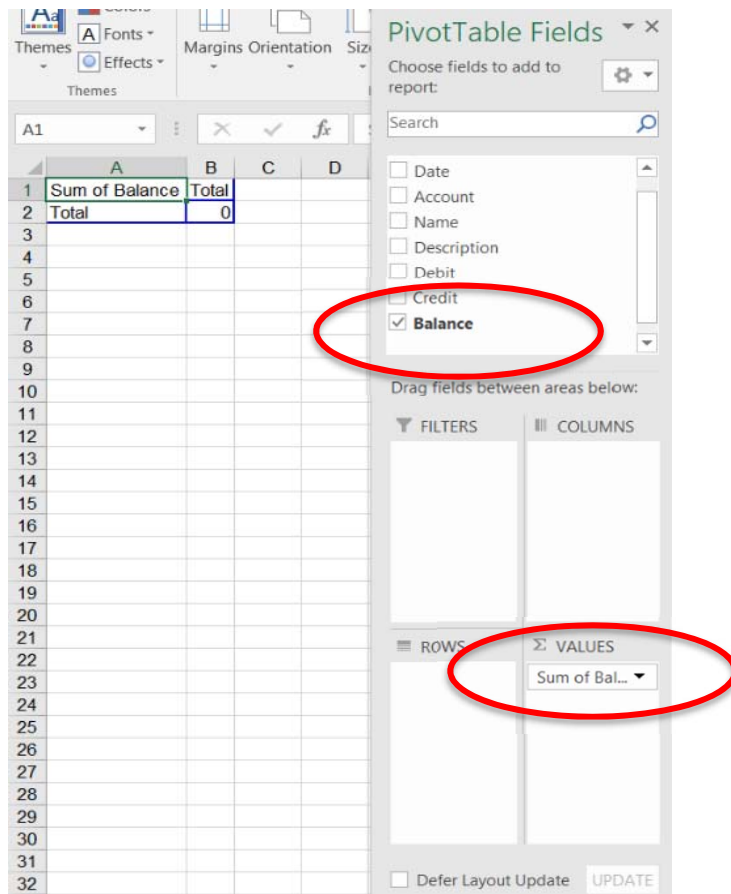
Choose whether you want to analyze multiple tables

☐ Add this data to the Data Model

OK Cancel

D. Select OK

- E. Add **Balance** to the **Values** section, by selecting the field and dragging it to the Values section



- F. Add **Account** to the Rows section by selecting the field and dragging it to the Rows section

The screenshot shows an Excel spreadsheet with a PivotTable and the PivotTable Fields task pane. The PivotTable is located in the range A1:D11. The PivotTable Fields task pane is on the right, showing the 'Account' field being added to the Rows section. The 'Balance' field is already in the Values section.

	A	B	C	D
1	Sum of Balance			
2	Account	Total		
3	1110	27915		
4	1211	4725		
5	1311	7000		
6	2101	-2180		
7	3100	-28000		
8	4100	-11000		
9	5030	250		
10	5040	1290		
11	Grand Total	0		

PivotTable Fields

Choose fields to add to report:

Search

☐ Date

☒ **Account**

☐ Name

☐ Description

☐ Debit

☐ Credit

☒ **Balance**

Drag fields between areas below:

**FILTERS**

**COLUMNS**

**ROWS**

Account

**VALUES**

Sum of Bal...

☐ Defer Layout Update **UPDATE**

- G. Add **Transaction** to the Rows section by selecting the field and placing it below **Account**

The screenshot shows an Excel PivotTable and the PivotTable Fields task pane. The PivotTable is structured as follows:

Account	Transaction	Total
1110	1	28000
	3	-7000
	4	-725
	5	11000
	6	-3360
1110 Total		27915
1211	2	4000
	4	725
1211 Total		4725
1311	3	7000
1311 Total		7000
2101	2	-4000
	3	-1290
	5	-250
	7	3360
2101 Total		-2180
3100	1	-28000
3100 Total		-28000
4100	6	-11000
4100 Total		-11000
5030	5	250
5030 Total		250
5040	3	1290
5040 Total		1290
Grand Total		0

The PivotTable Fields task pane shows the following fields:

- ☒ Transaction
- ☐ Date
- ☒ Account
- ☐ Name
- ☐ Description
- ☐ Debit
- ☐ Credit
- ☒ Balance

The task pane also shows the following sections:

- FILTERS**
- COLUMNS**
- ROWS**: Account, Transaction
- VALUES**: Sum of Bal...

The 'Transaction' field is being added to the Rows section below 'Account'.

H. Add **Description** to the Rows section by selecting the field and placing it below **Transaction**

1	A	B	C	D
2	Account	Transaction	Description	Total
3	1110	1	Investment from Mark Friedman	28000
4		1 Total		28000
5		3	Computer equipment Hailey Computers, 827364, check 6001, 5 years	-7000
6		3 Total		-7000
7		4	Scanning machine from Jake Supplies, 975-328, check 6002	-725
8		4 Total		-725
9		5	Services performed for Lucas Pictures	11000
10		5 Total		11000
11		6	paid the A/P, check #6003	-3360
12		6 Total		-3360
13	1110 Total			27915
14	1211	2	Office equipment from Hudson Equipment Equipment, AB9865	4000
15		2 Total		4000
16		4	Scanning machine from Jake Supplies, 975-328, check 6003	725
17		4 Total		725
18	1211 Total			4725
19	1311	3	Computer equipment Hailey Computers, 827364, check 6001, 5 years	7000
20		3 Total		7000
21	1311 Total			7000
22	2101	2	Office equipment from Hudson Equipment Equipment, AB9866	-4000
23		2 Total		-4000
24		3	Avery Repairs 43254	-1290
25		3 Total		-1290
26		5	Expense from Zac Advertising, 26354	-250
27		5 Total		-250
28		7	paid the A/P, check #6004	3360
29		7 Total		3360
30	2101 Total			-2180
31	3100	1	Investment from Mark Friedman	-28000
32		1 Total		-28000

PivotTable Fields

Choose fields to add to report:

Search

☒ Transaction  
☐ Date  
☒ Account  
☐ Name  
☒ Description  
☐ Debit

Drag fields between areas below:

FILTERS

COLUMNS

ROWS

VALUES

Account

Sum of Bal...

Transaction

Description

Defer Layout Update

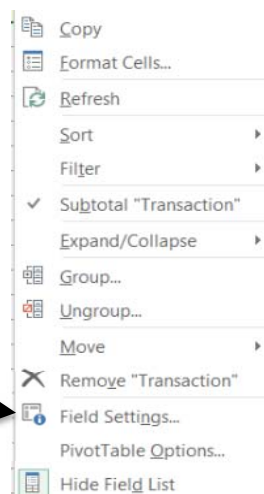
UPDATE

I. To remove the subtotal after every transaction

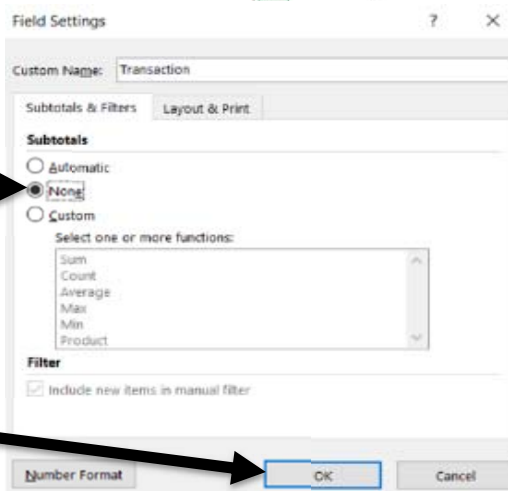
	A	B	C	D
1	Sum of Balance			
2	Account	Transaction	Description	Total
3	1110	1	Investment from Mark Friedman	28000
4		1 Total		28000
5		3	Computer equipment Hailey Computers, 827364, check 6001, 5 years	-7000
6		3 Total		-7000
7		4	Scanning machine from Lake Supply, 075 228, check 6002	705

(1) Right click on cell B2, which contains the heading **Transaction**

	A	B	C
1	Sum of Bala		
2	Account	Transaction	Description
3	1110	1	Investment from Mark Friedman



(2) Select Field Settings



(3) Select None



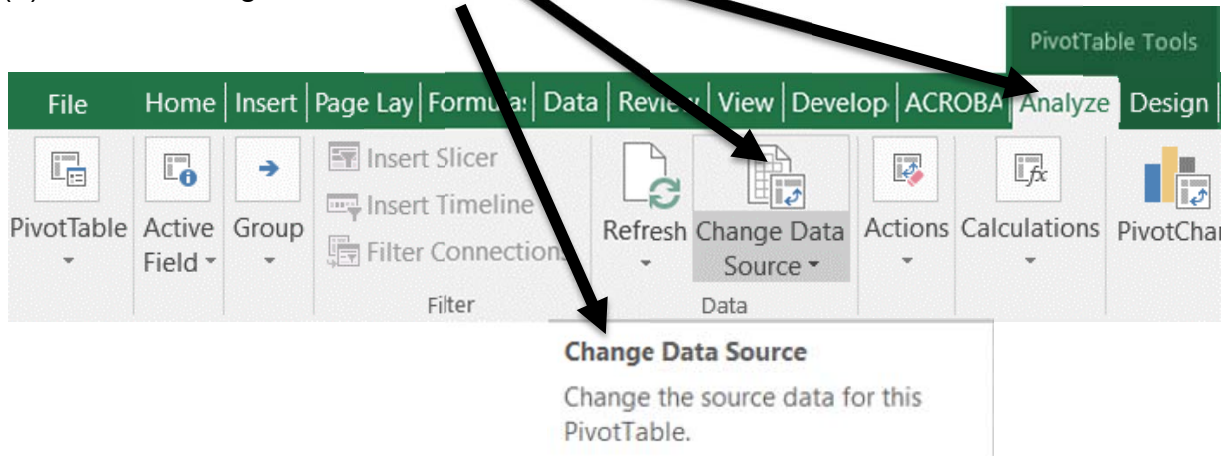
(4) OK



**Step 3:** To update after adding additional rows to the **Data for General Ledger** Sheet

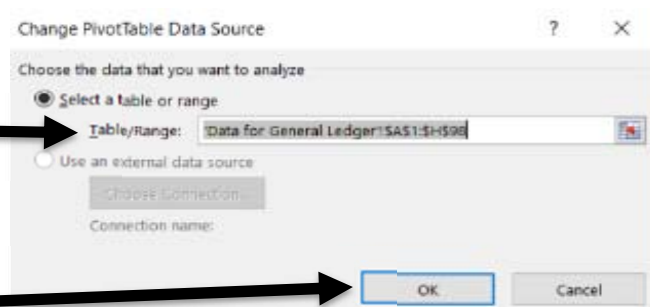
**A.** Select any cell in the Pivot Table on the **Ledger** Sheet

- (1) With the Pivot Table selected the PivotTable Tools will be displayed
- (2) Select Analyze
- (3) Select Change Data Source
- (4) Select Change Data Source



(5) Modify the table range

(6) Select OK

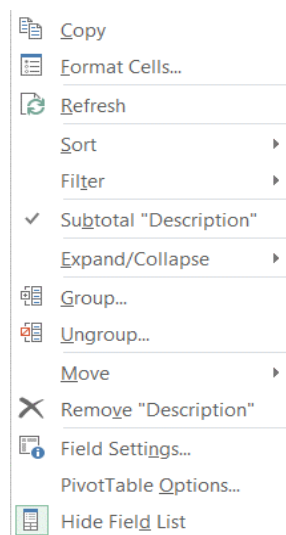




**Step 4:** To update after changing any of the transactions

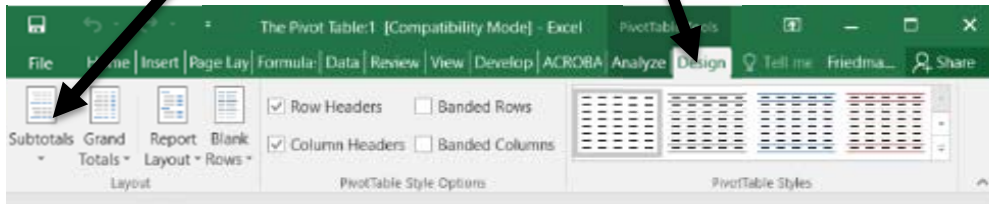
**A.** Right click on any cell in the Pivot Table on the **Ledger** Sheet

**B.** Select Refresh



**Step 5:** If the subtotals are displayed above the detail

- A. Select any cell in the Pivot Table, and the PivotTable Tools will be displayed
- B. Select Design from the PivotTable Tools section
- C. Select Subtotals



- D. Select Show all Subtotals at Bottom of Group

