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
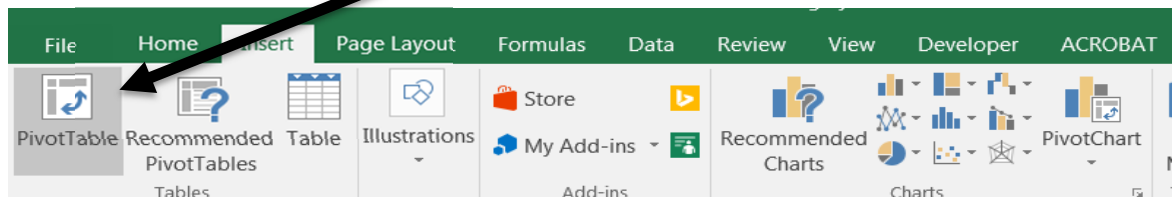
C. The **Table/Range** is defined based on the number of rows in the data. Place the Pivot Table on *an Existing Worksheet*: **Ledger!A1**

D. Select OK

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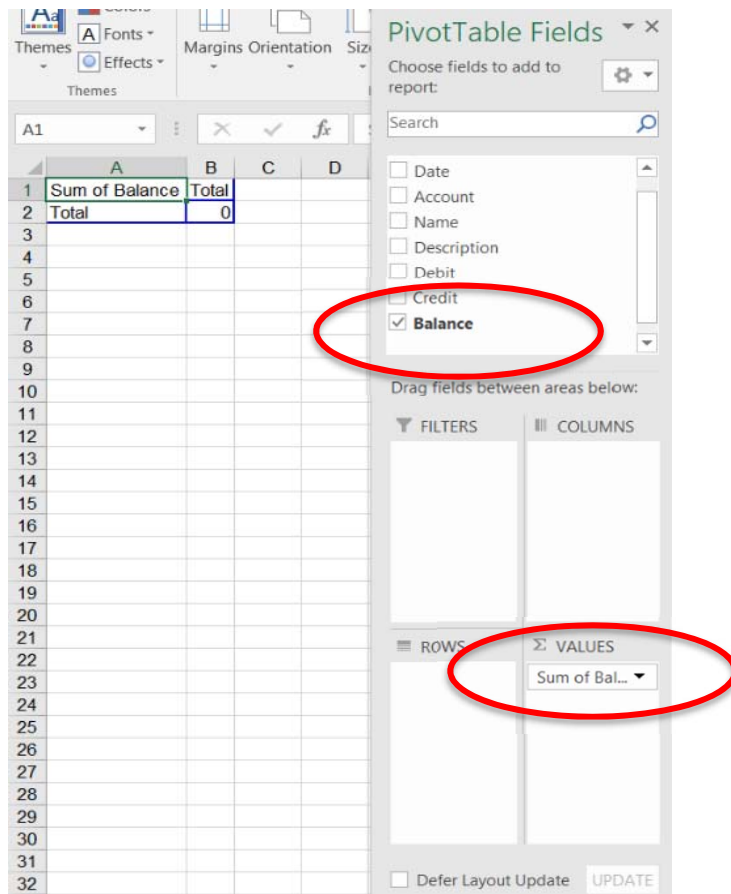
F. Add *Account* to the Rows section by selecting the field and dragging it to the Rows section

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

H. Add *Description* to the Rows section by selecting the field and placing it below **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 Jake Supplies, 975-328, check 6002	-725
8		4 Total		-725
9		⊟5	Services performed for Lucus 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   Σ 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 Jake Supplies, 975-328, check 6002	725

(1) Right click on cell B2, which contains the heading **Transaction**
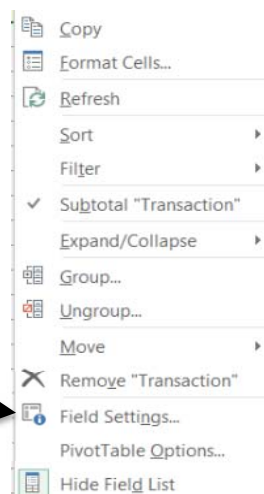
(2) Select Field Settings
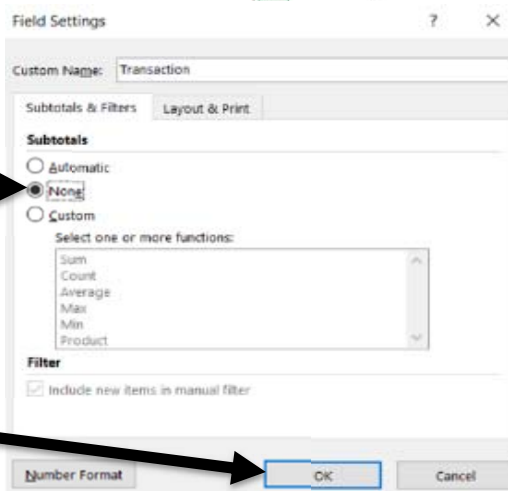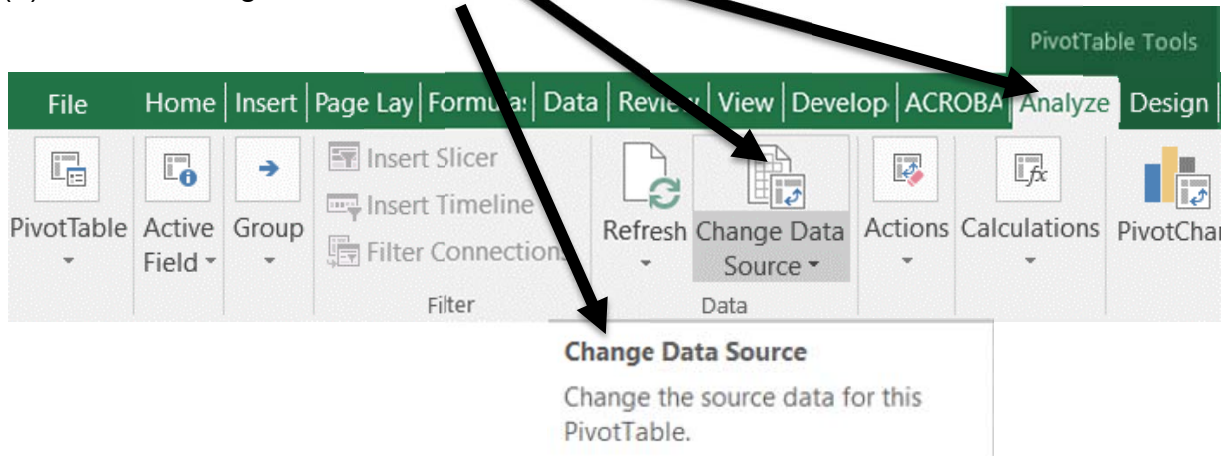
(3) Select None

(4) OK

Step 3: To update after adding additional rows to the ***Data for General Ledger*** Sheet
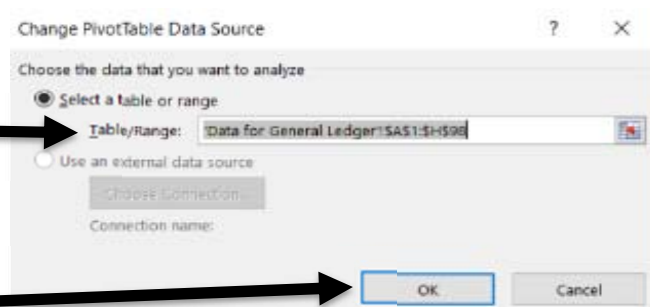
    A. Select any cell in the Pivot Table on the ***Ledger*** Sheet
       (1) With the Pivot Table selected the PivotTable Tools will be displayed
       (2) Select Analyze
       (3) Select Change Data Source
       (4) Select Change Data Source

       (5) Modify the table range
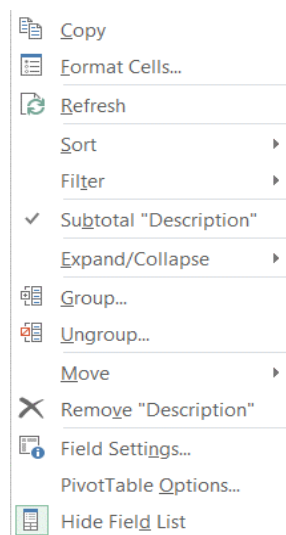
       (6) Select OK

***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

▣	Copy
▤	Format Cells...
↻	Refresh
	Sort ▸
	Filter ▸
✓	Subtotal "Description"
	Expand/Collapse ▸
▦	Group...
▦	Ungroup...
	Move ▸
✕	Remove "Description"
▥	Field Settings...
	PivotTable Options...
▤	Hide Field List

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
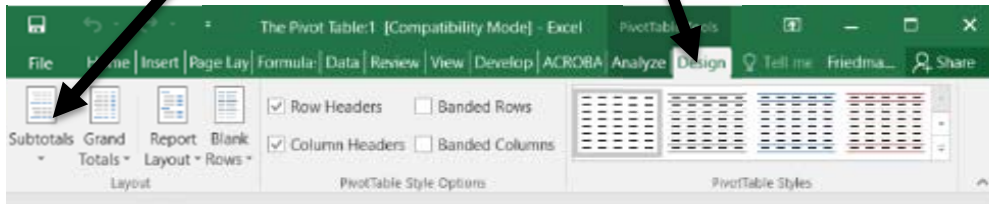
    D. Select Show all Subtotals at Bottom of Group