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Applied Systems Client Network

SEMINAR HANDOUT

Excel Pivot Tables: Design a Pivot Table & Get the Report You Want

Prepared for ASCnet

Applied Systems Client Network
2340 S. River Road, #311
Des Plaines, IL 60018
Phone: 224-220-1444 Fax: 224-220-1443

Original Author:

Sue Good — Alexant Systems Corporation

Updated By:

Sue Good — Alexant Systems Corporation — August, 2013

Target Audience:

X	Accountant/Bookkeeper		Producer
	CSR	X	Trainer
	Carrier		Vendor
X	IT Manager/Systems Coordinator		ALL
X	Operations		Other: (describe)
X	Principal/Owner		

Seminar Type: Microsoft Products, Reports

Seminar Level: **Intermediate Level:** An Intermediate level class takes the concepts originated from a basic level course, and adds more layers or parallel concepts. For functional courses, these classes will require the participant or attendee to have some basis to work from as they are learning new facets of the agency management system or software program

Class Description: Discover the Power of the Pivot! Summarize and Analyze your data quickly and easily, and have fun while you're at it.

Learning Outcomes:

- Format the Excel data for a Pivot Table
- Take data from your Management Systems into Excel and manipulate it into meaningful information.
- See how easy it is to Drag and Drop data into Columns, Rows, Values and Filters to build tables and reflect different views of the same data that will make you a report rock star in your agency.

Assumptions: This seminar is based on the following
TAM Version 12.0
Microsoft ® Word Version 2007

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Pivot Tables

This is the quickest way to summarize and compare data. For example, the worksheet named **"BOB 2012-12"** has 5,200 rows of data, but using a pivot table, I can summarize and analyze the data in seconds.

Now, instead of running multiple iterations of the same report from my management system, I just run a single report exported to Excel, and use the power of pivot tables to analyze the data in multiple ways.

Setup the data in Excel

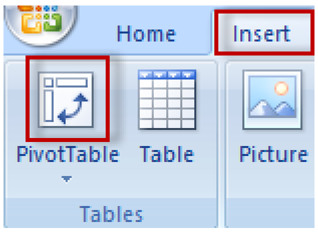
Here are a few rules to follow when setting up your data so pivot tables play nicely:

- You need to have your data organized in columns with headings. These headings will be used when you create the pivot table. Excel will display an error if a header is missing.
- Make sure there are no empty columns or rows in your data. Empty cells are OK, but not empty rows or columns.
- Consistent data in all cells. If you have a date column, make sure all the values in that column are dates (or blank). If you have a quantity column, make sure all the values are numbers (or blank) and not words.

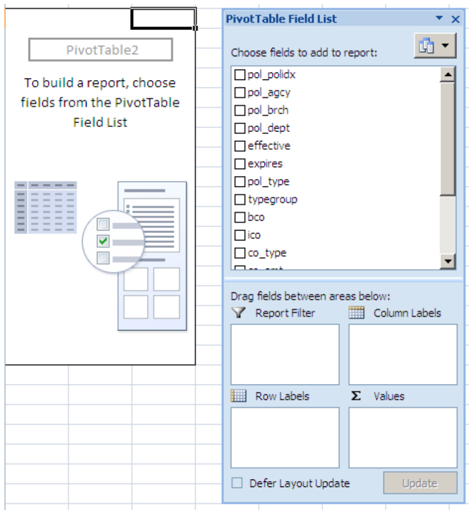
Create a Pivot Table

To create a Pivot Table, click on any cell in the worksheet.

On the ***Insert*** tab, ***Tables*** group, click the ***Pivot Table*** button.



Just click ***OK*** to accept the defaults. Excel will insert a new worksheet with the layout area and the Pivot Table Field List.



If you get an error that the PivotTable field name is not valid, it's because there is a column in your original spreadsheet that does not have a header. Since the Headers appear in the Pivot Table field list, you MUST have a header for each column.

The Pivot Table Field List contains **ALL** the columns from the source data worksheet.

There are several ways to move fields to the areas of the pivot table:

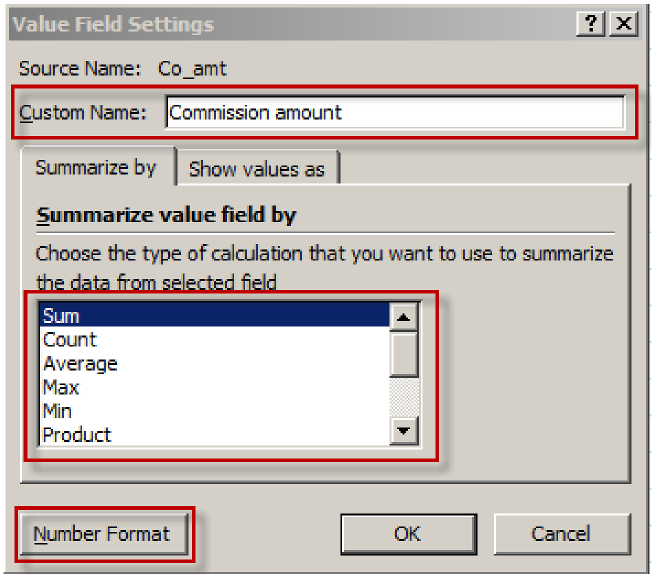
1. **Right Click** on the field name, and select the desired area.
2. **Drag and Drop** the variables of your choice to the Row, Column, Value and Filter boxes. You can easily move these variables from one box to another. Just drag and drop and watch your Pivot Table change.
3. **Check the box** next to the Field Name. Excel will decide where to put the data (Drag and Drop to another box if you don't like where Excel put it).

NOTE: If the Pivot Table Field List disappears, just click on any cell in the Pivot Table, and the Field List will appear again.

Example: Insert a Pivot Table from the worksheet named "BOB 2012-12". List the Commission Amounts sorted by Policy Type.

Change Field Settings

- Right click on a data item in your pivot table and select ***Value Field Settings***



- Select from options such as **Sum, Average, Count**, etc.
- Click ***Number Format*** and choose the format for your output.
- In the ***Custom Name*** field retype the heading so it is of more value to those who receive your report.

Sort Data in Pivot Table

- Click on any cell in the column of the Pivot Table to sort
- **On the Pivot Table Tools tab,** in the **Sort Group, Select A-Z or Z-A**, and the Pivot Table will be sorted accordingly.

See the Detail for a Data Value

- Double Click on any data value in the Pivot Table, and Excel will open a new worksheet in the existing workbook with a table containing all the rows of detail that total the number in the Pivot Table.
- If you no longer need the detail sheet, just right click on the sheet name, and Click Delete.

Example: Let's add columns for each department by dragging and dropping the Department Code (Pol_dept) field to the Column Labels.

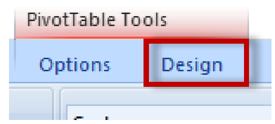
Example: Now, let's add a Filter for the Billing Company TRA. Drag and Drop Billing Company (Bco) to the Report Filter. Click the dropdown arrow next to the word ALL, and select company TRA.

Example: Now, let's add another piece of data to our table. Let's bring the Producer into the row above the policy type. Drag and drop the Pr1 field into the "Row Label" box. Notice the Producer code is below the Policy Type. Just Drag and Drop the Pr1 field above the Pol_type field. Now the pivot table is sorted by Producer, by Policy Type.

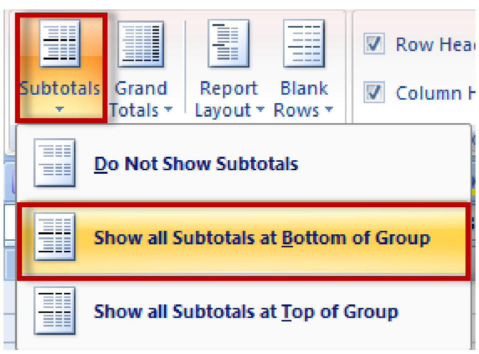
Place subtotals at bottom of Categories

Example: I'd like to see my totals below the category, not above it. To change how the table is subtotaling:

- Make sure your cursor is clicked somewhere in the Pivot Table.



- Click on the **Design** tab on the PivotTable Tools ribbon.
- On the left-hand side of the ribbon, click on the Subtotals button.
- Click on Show all Subtotals at Bottom of Group.



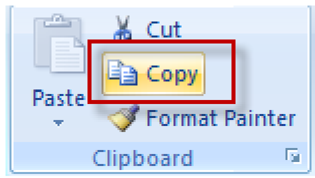
Group Data (ie, group dates by month/year)

- Right click on a date in the pivot table.
- Select Group
- In the Grouping dialog box, select Month and Year, or just Year

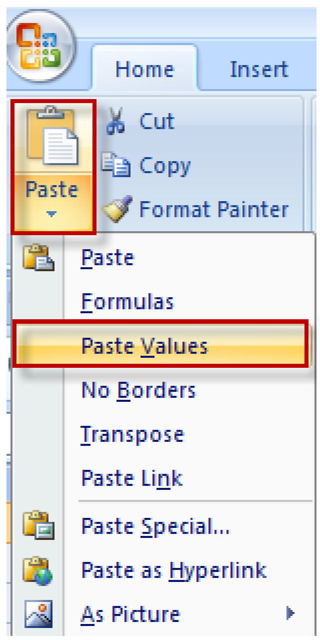
Example: Insert a Pivot Table from the worksheet named "Prod Data 2011-2012". List the Commission Amounts sorted by Producer, by Year

Copy and Paste Data only to a new sheet

- Click in the first cell in the Pivot Table
- **Ctrl-A** on your keyboard (this will select the active cells)
- Click **Copy**



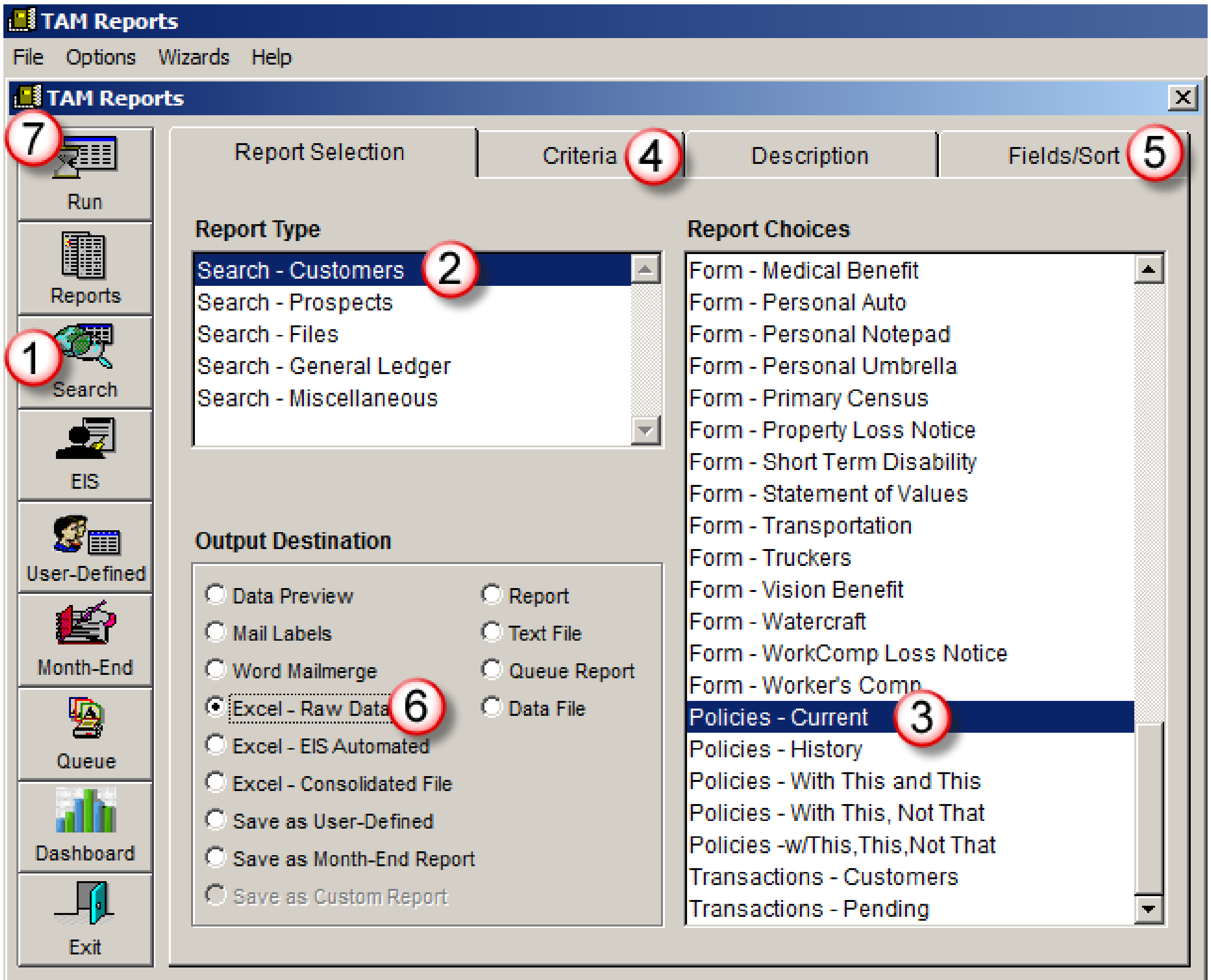
- Click in the new worksheet.
- Click **Paste-Paste Values**



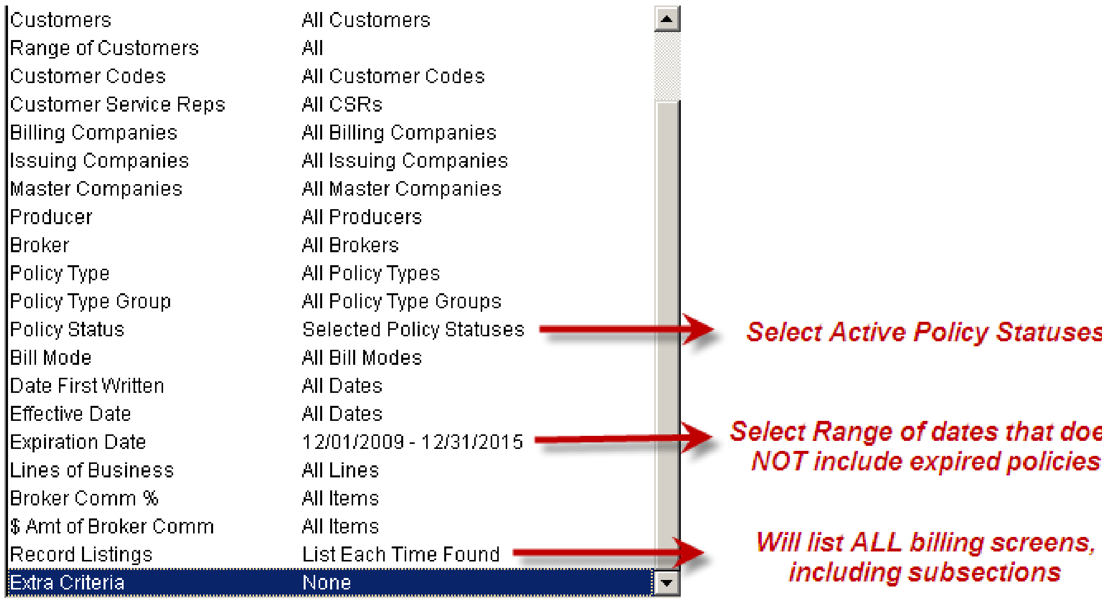
This will paste only the data, not the pivot table to the new worksheet.

APPENDIX I

Sample Search-Customers, Policies Current Criteria/Fields



1. Click *Reports – Search*
2. **Report Type**: *Search – Customers*
3. **Report Choices**: *Policies – Current*
4. **Criteria** Tab



a. **Policy Status** – Only ***ACTIVE*** policy statuses (NEW, REN, REI, REW – whichever codes YOUR agency uses)
b. **Expiration Date** – You might want to limit the Expiration Date range to include only billing screens that are expiring after the month you are closing. For example, if you are running the report at November 30, 2009, choose an Expiration Date range of 12/01/09 thru 11/30/2015. This will keep all the old billing screens with inaccurate policy statuses from skewing the report, but include all expiration dates in the next six years.
c. **Record Listings** – Choose "*List Each Time Found*", and then manipulate in Excel to get only the commission and premium on the main package or on the subsections.

5. **FIELDS/SORT** (Include as many as desired, but be consistent each month)

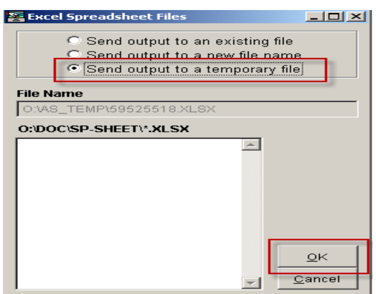
Field Name	Excel Column Title
Customer/Pol_idx Number	Pol_polidx
Agency	Pol_agcy
Branch	Pol_brch
Department	Pol_dept
Policy Number	Pol
Policy Effective Date	Effective
Policy Expiration Date	Expires
Date First Written	Fwritten
Policy Type	Pol_type
Policy Type Group	Typegroup
Issuing Company	Ico
Billing Company	Bco
Type of Agency Commission	Co_type
Total Commission Amount	Co_amt
Total Commission %	Com_p
Billing Mode	Bill

Producer One	Pr1
Producer One Comm %	Pr_p
Producer One Comm $	Pr_amt1
Producer Two	Pr2
Producer Two Comm %	Pr_p2
Producer Two Comm $	Pr_amt2
Producer Three	Pr3
Producer Three Comm %	Pr_p3
Producer Three Comm $	Pr_amt3
Policy Premium	Prem
Policy Status	Pol_status
Policy Customer Service Rep	Pol_csr
Customer Number	Cust_rec
Customer Name	Cust_name

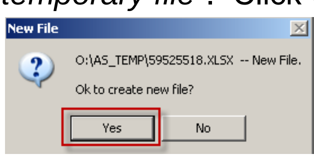
6. Back to Report Selection Tab:
   a. **Output Destination** – *Excel-Raw Data*

7. 

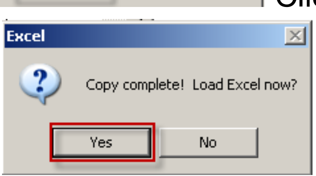
Click **Run**.

8. 

Always choose the 3rd radio button to "*Send output to a temporary file*". Click **OK**

9. 

Click "**Yes**" to create a new temporary file.

- 

Click "**Yes**" to Load Excel. Excel will open with your Billing Screen data.