

# How Create Excel Pivot Table

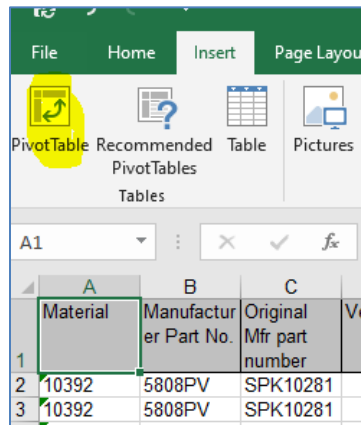
How to create and utilize a pivot table in Excel

**Role:** Supply Chain Buyer Staff

**Frequency:** As Needed

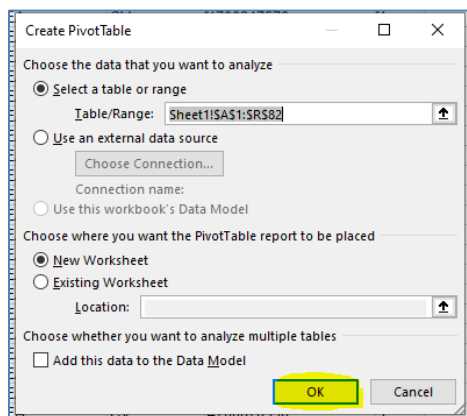
\*\*Creating a pivot table has many benefits, the below is how to create a pivot table from BA Report data

- Open the spreadsheet containing the BA Report data
- At the top, under the "Insert" tab, select Pivot Table



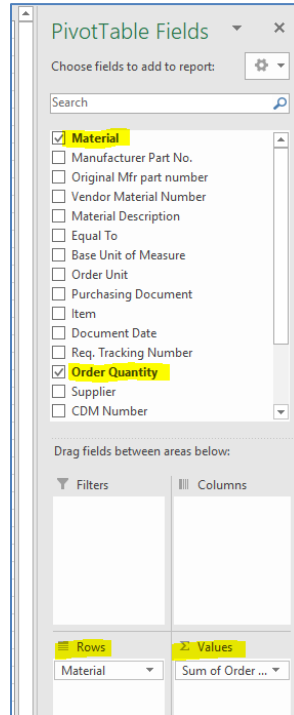
\*\*The pop-up is confirming your data range to be used in the table

- Click OK



## How Create Excel Pivot Table

- Under the PivotTable Fields, move "Material" to Rows and "Order Quantity" to Values

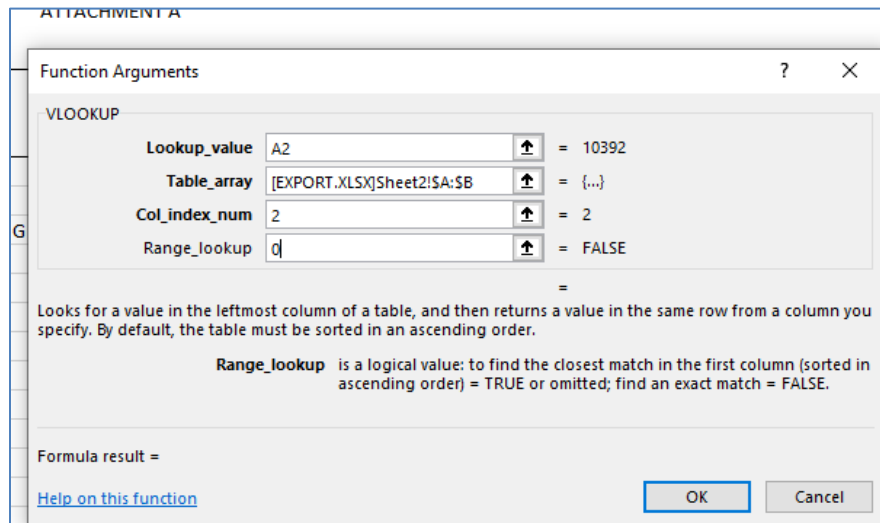


- A table like the below will populate based off the data

Row Labels	Sum of Order Quantity
10392	173
260498	12
262581	283
<b>Grand Total</b>	<b>468</b>

# How Create Excel Pivot Table

\*\*A VLOOKUP Function can be done to pull usage to another spreadsheet



\*\*If "N/A" is returned for all rather than usage it could be a formatting issue between value/text

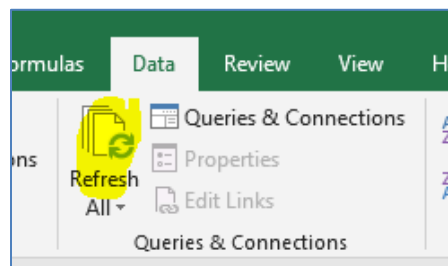
\*\*Example of all N/A returning but there is usage:

ingNo	Net Price	Usage	PCI
3-007	348.00	#N/A	
3-007	324.00	#N/A	
3-007	351.00	#N/A	

Material	CD
10392	7
260498	
262581	

Material
10392
10392
10392
10392

\*\*To fix this, on both sheets, select the column and click "ALT, A, E, F" on your keyboard, click the refresh icon at the top under the Data Tab if needed



## How Create Excel Pivot Table

\*\*If "N/A" is still returned, there was no usage for those items for the time frame designated

\*\*Break the link between the two sheets to keep the data and avoid error messages

- Click "Edit Links" at the top under the Data Tab
- Select "Break Link", Confirm and Close

