Excel PivotTable – Show Underlying Data Tip

Excel PivotTables are great for summarizing data. But have you ever wondered about the underlying data? Perhaps you question if it is correct. Let's say you want to know the underlying data for the Beverages category for the Ft. Lauderdale restaurant location - $28,667.61, listed in the screen shot below.

	A	B	C	D	E	F	G
1							
2							
3	Total Order	Category					
4	Restaurant Location	Beverages	Condiments	Grains/Cereals	Meat/Poultry	Produce	Grand Total
5	Ft. Lauderdale	$28,667.61	$5,219.66	$1,405.22	$4,972.42	$2,086.63	$42,351.54
6	Jacksonville	$4,063.68	$954.72	$1,729.30	$4,129.64	$6,864.09	$18,641.37
7	Miami	$10,224.18	$3,815.43	$285.11	$2,757.75	$2,242.72	$19,325.19
8	Orlando	$2,807.20	$774.29	$2,844.38	$2,234.45	$3,604.46	$12,264.78
9	Tampa	$12,536.18	$4,287.35	$7,266.94	$5,191.34	$8,736.45	$38,018.26
10	Grand Total	$59,198.79	$15,051.45	$13,530.95	$19,285.60	$23,534.35	$130,601.13

Simply double-click on $28,667.61 and Excel will open a new sheet with the underlying data for that total. After reviewing the data, remember to delete the new detail worksheet.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Vendor Name	Restaurant Location	Order Date	Contact	Shipper	Category	Product Name	UnitPrice	Quantity	Discount %	Freight	Total
2	Hanari Carnes	Ft. Lauderdale	4/26/2019	Davis	United Package	Beverages	Green Tea	263.5	60	0	193.37	16003.4
3	Ricardo Adocicados	Ft. Lauderdale	2/4/2019	Davis	Speedy Express	Beverages	Chang	19	12	0.2	47.38	229.78
4	Queen Cozinha	Ft. Lauderdale	6/3/2019	Kaplan	United Package	Beverages	Decaf Coffee	46	36	0.15	81.75	1489.35
5	Queen Cozinha	Ft. Lauderdale	4/18/2019	Kaplan	Speedy Express	Beverages	Herbal Tea	18	60	0	104.47	1184.47
6	Que Delícia	Ft. Lauderdale	8/2/2019	Davis	Speedy Express	Beverages	Steeleye Stout	18	20	0	62.52	422.52
7	Que Delícia	Ft. Lauderdale	11/28/2019	Kaplan	United Package	Beverages	Steeleye Stout	18	21	0	9.53	387.53
8	Ricardo Adocicados	Ft. Lauderdale	2/25/2019	Buchanan	Speedy Express	Beverages	Chang	19	5	0.05	160.55	250.8
9	Wellington Importadora	Ft. Lauderdale	3/26/2019	Denton	United Package	Beverages	Chai	18	20	0.05	13.72	355.72
10	Queen Cozinha	Ft. Lauderdale	1/3/2019	Buchanan	United Package	Beverages	Green Tea	210.8	40	0.25	890.78	7214.78
11	Ricardo Adocicados	Ft. Lauderdale	9/22/2019	Kaplan	Federal Shipping	Beverages	Sasquatch Ale	11.2	20	0	12.76	236.76
12	Queen Cozinha	Ft. Lauderdale	1/18/2019	Kaplan	Speedy Express	Beverages	Dark Beer	7.75	42	0.2	110.87	371.27
13	Hanari Carnes	Ft. Lauderdale	4/2/2019	Buchanan	Federal Shipping	Beverages	Almond Milk	4.5	35	0	62.74	220.24
14	Familia Arquibaldo	Ft. Lauderdale	1/17/2019	Denton	Federal Shipping	Beverages	Sasquatch Ale	11.2	10	0	13.99	125.99
15	Ricardo Adocicados	Ft. Lauderdale	9/28/2019	Buchanan	United Package	Beverages	Almond Milk	4.5	15	0.15	14.25	71.625
16	Familia Arquibaldo	Ft. Lauderdale	1/17/2019	Denton	Federal Shipping	Beverages	Almond Milk	3.6	15	0	13.99	67.99
17	Wellington Importadora	Ft. Lauderdale	3/22/2019	Davis	United Package	Beverages	Outback Lager	15	3	0.25	1.66	35.41

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Info Express Virtual Business Consultants offers Excel data analysis services, Excel coaching, and Excel one-on-one or small group online training as well as other services. Contact us at sharon_daniel@att.net for a free discussion to provide an assessment of your needs and opportunities.