

HOME
INSERT
PAGE LAYOUT
FORMULAS
DATA
REVIEW
VIEW
DEVELOPER
Easy Document Creator
POWERPIVOT
POWER QUERY
INQUIRE
OFFCAT
ACROBAT
DESIGN
Steven Kn...

Summarize with PivotTable
Remove Duplicates
Convert to Range

Insert Slicer

Export
Refresh
Unlink

Properties
Open in Browser

☒ Header Row
☐ First Column
☒ Filter Button
☐ Total Row
☐ Last Column
☒ Banded Rows
☐ Banded Columns

Table Styles

Tools
External Table Data
Table Style Options
Table Styles

Transaction ID	Client ID	Invoice ID	Payment Date	Payment Amount
1	A0001	Inv0007	1/01/2015	50
2	A0002	Inv0008	2/01/2015	55
3	A0003	Inv0009	3/01/2015	
4	A0004	Inv0010	4/01/2015	
5	A0005	Inv0011	5/01/2015	
6	A0006	Inv0012	6/01/2015	
7	A0007	Inv0013	7/01/2015	
8	A0008	Inv0014	8/01/2015	
9	A0009	Inv0015	9/01/2015	
10	A0010	Inv0016	10/01/2015	
11	A0011	Inv0017	11/01/2015	100
12	A0012	Inv0018	12/01/2015	105
13	A0013	Inv0019	13/01/2015	110
14	A0014	Inv0020	14/01/2015	115
15	A0001	Inv0007	15/01/2015	120
16	A0002	Inv0008	16/01/2015	125
17	A0003	Inv0009	17/01/2015	130
18	A0004	Inv0010	18/01/2015	135

Create PivotTable

☒ New Worksheet
☐ Existing Worksheet

Location: 'Payments'!\$D\$8

OK

Cancel

Click the OK button