

How to use the GETPIVOT function to pull information from a large data list

Step 1 – Create a Pivot Table from a list that contains the column, row and value information that you need from a list.

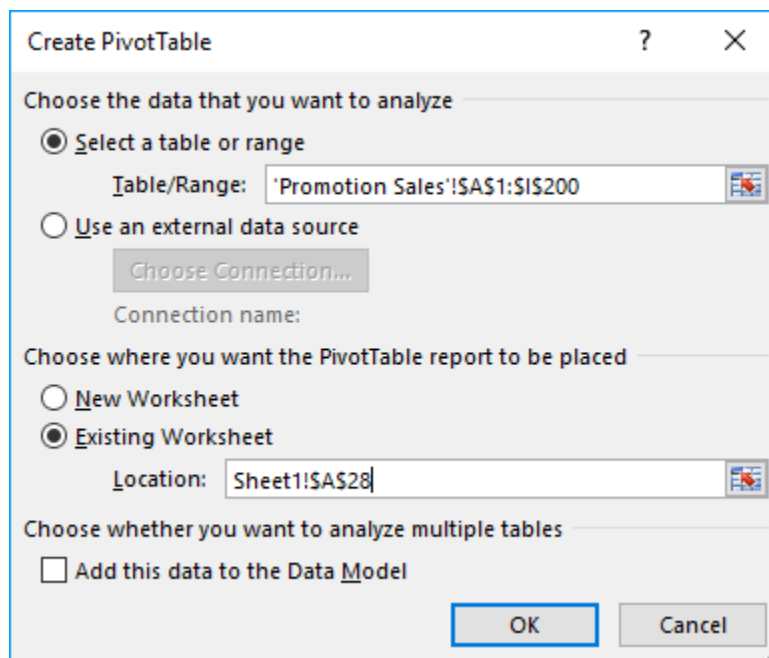
Sum of Total	Column Labels														
Row Labels	Boston	Cancun	Chicago	Dallas	Detroit	Duluth	Fargo	Houston	Lincoln	London	Los Angeles	Milwaukee	New York	Norfolk	Paris
Blaine	\$1,095.00		\$398.00	\$561.00			\$297.00								
Bloomington		\$199.00	\$398.00	\$374.00		\$745.00		\$370.00					\$698.00	\$938.00	
Brainerd	\$365.00		\$199.00			\$1,192.00							\$1,396.00		
Brooklyn Center		\$199.00	\$597.00	\$374.00				\$740.00	\$265.00			\$570.00	\$698.00		
Duluth	\$730.00	\$398.00	\$374.00	\$374.00	\$245.00	\$596.00	\$99.00	\$185.00		\$1,898.00	\$1,180.00			\$938.00	
Edina	\$1,095.00	\$564.00	\$199.00	\$374.00		\$298.00		\$555.00	\$1,060.00	\$4,745.00	\$590.00			\$1,407.00	\$999.00
Fargo	\$365.00					\$447.00	\$198.00		\$265.00			\$1,140.00	\$1,047.00		
Hibbing			\$374.00	\$490.00									\$698.00		\$1,998.00
Mankato		\$199.00	\$187.00	\$245.00						\$1,898.00	\$295.00				
Maplewood			\$374.00								\$1,180.00		\$349.00		
Minneapolis	\$1,095.00		\$1,791.00	\$935.00	\$1,470.00	\$447.00	\$495.00	\$370.00	\$530.00	\$2,847.00	\$2,655.00		\$3,141.00	\$1,876.00	
Rochester		\$199.00	\$796.00	\$187.00		\$1,043.00	\$297.00	\$740.00			\$295.00		\$698.00		
Spring Lake Park	\$365.00		\$1,194.00	\$374.00									\$698.00		
St. Cloud	\$730.00			\$187.00		\$149.00			\$530.00	\$1,898.00			\$1,396.00		\$1,998.00
St. Louis Park			\$398.00	\$187.00											
St. Paul		\$398.00	\$398.00	\$374.00	\$245.00	\$298.00		\$185.00	\$530.00		\$1,770.00	\$570.00	\$2,094.00		\$1,998.00
St. Peter				\$374.00	\$1,960.00	\$447.00					\$885.00	\$570.00			
Two Harbors		\$995.00	\$398.00	\$187.00	\$490.00	\$149.00					\$295.00	\$570.00	\$1,396.00		
Grand Total	\$5,840.00	\$2,952.00	\$6,965.00	\$5,797.00	\$5,145.00	\$5,811.00	\$1,386.00	\$3,145.00	\$3,180.00	\$13,286.00	\$9,145.00	\$3,420.00	\$14,309.00	\$5,159.00	\$6,993.00

Figure 1 – Example Pivot Table with Row, Column, and Value Data

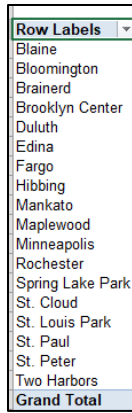
Step 2 – Create Pivot Tables to Use as List Data

In this example we will combine data validation and a pivot table to create two drop down lists.

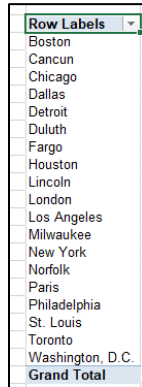
1. Select the Pivot Table's source data list and **create a new Pivot Table**.
2. Choose to place the PivotTable in an existing sheet. Click in the location field and then select the sheet that holds your PivotTable and click in a cell below the PivotTable.
3. Click OK to continue.



4. **Select the Row Data field** that was used in the original pivot table. A list of the row data records will appear.

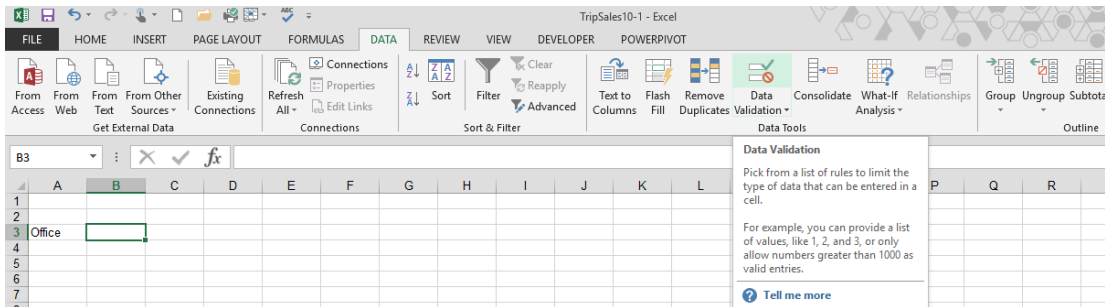


5. Repeat the above steps to create a Pivot Table that lists the Column data.

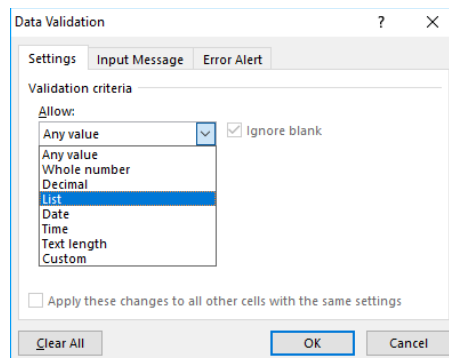


Step 3 – Use Data Validation Tools to Create Dropdown Lists

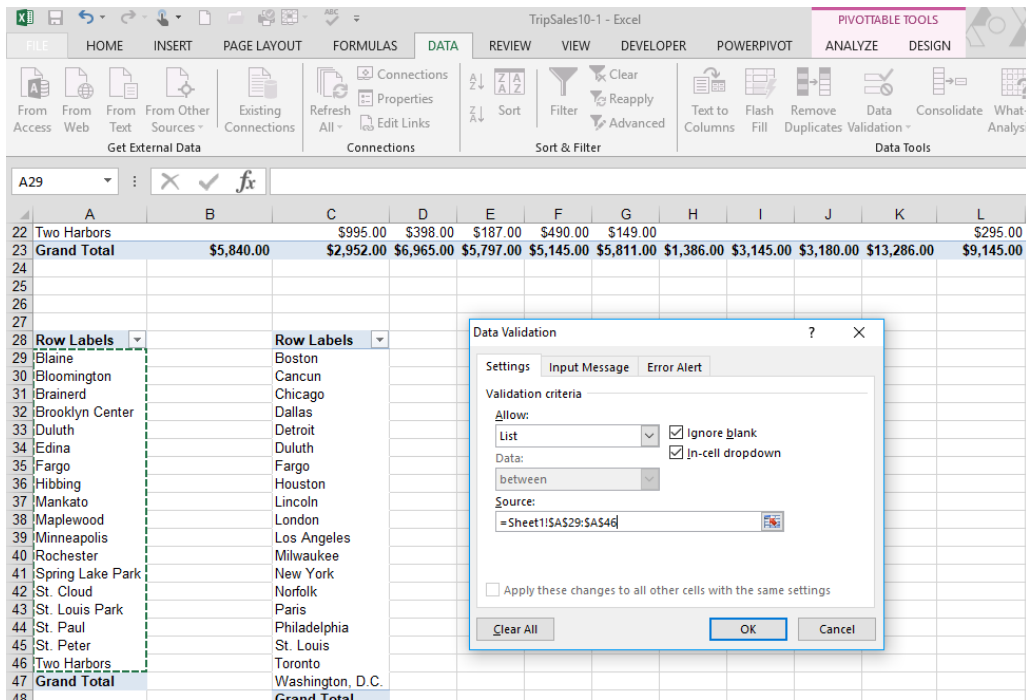
1. Select a cell and then type a label that identifies the information in the Pivot Tables row data.
2. Press Tab to select the next cell.
3. Select the **Data** tab and choose **Data Validation**.



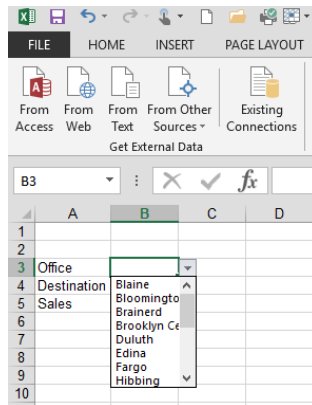
4. Choose to **allow a list**.



- Click in the **Source** field. Switch to the sheet that holds the row data pivot table.
- Highlight the cells containing the records.**
- Click **OK**.



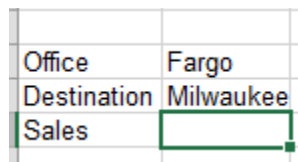
- The cell now contains a dropdown list that pulls the data from the Pivot Table.



- Repeat the above steps to create a dropdown list for the column information.

Step 4 – Use the GETPIVOT function to pull data from a Pivot Table

- Use the drop down lists to **select the Column and Row data** information.
- Select the cell that needs the matching value information from the Pivot Table.



- Type an = (equal sign) and then switch to the sheet that holds the Pivot Table. **Select the cell in the Pivot Table that has the correct value information.** The GETPIVOT function will automatically be created.

Access Web Text Sources Connections All Edit Links Advanced Columns Fill Duplicates Validation Analysis

Get External Data Connections Sort & Filter Data Tools Outline

M11 : X ✓ fx =GETPIVOTDATA("Total",Sheet1!\$A\$3,"Office"," Fargo","Destination","Milwaukee")

Sum of Total	Column Labels													
Row Labels	Boston	Cancun	Chicago	Dallas	Detroit	Duluth	Fargo	Houston	Lincoln	London	Los Angeles	Milwaukee	New York	
Blaine	\$1,095.00		\$398.00	\$561.00			\$297.00							
Bloomington		\$199.00	\$398.00	\$374.00		\$745.00		\$370.00						\$65
Brainerd	\$365.00		\$199.00			\$1,192.00								\$1,35
Brooklyn Center		\$199.00	\$597.00	\$374.00				\$740.00	\$265.00			\$570.00		\$65
Duluth	\$730.00	\$398.00	\$374.00	\$245.00	\$596.00	\$99.00	\$185.00	\$185.00	\$1,898.00	\$1,180.00				
Edina	\$1,095.00	\$564.00	\$199.00	\$374.00		\$298.00		\$555.00	\$1,060.00	\$4,745.00	\$590.00			
Fargo	\$365.00					\$447.00	\$198.00		\$265.00			\$1,140.00		\$1.04
Hibbing			\$374.00	\$490.00										\$65
Mankato		\$199.00	\$187.00	\$245.00					\$1,898.00	\$295.00				
Maplewood			\$374.00							\$1,180.00				\$34
Minneapolis	\$1,095.00		\$1,791.00	\$935.00	\$1,470.00	\$447.00	\$495.00	\$370.00	\$530.00	\$2,847.00	\$2,655.00			\$3,14
Rochester		\$199.00	\$796.00	\$187.00		\$1,043.00	\$297.00	\$740.00			\$295.00			\$65
Spring Lake Park	\$365.00		\$1,194.00	\$374.00										\$65
St. Cloud	\$730.00		\$187.00			\$149.00			\$530.00	\$1,898.00				\$1,35
St. Louis Park			\$398.00	\$187.00										
St. Paul		\$398.00	\$398.00	\$374.00	\$245.00	\$298.00		\$185.00	\$530.00		\$1,770.00	\$570.00	\$2.05	
St. Peter			\$374.00	\$1,960.00	\$447.00						\$885.00	\$570.00		
Two Harbors		\$995.00	\$398.00	\$187.00	\$490.00	\$149.00					\$295.00	\$570.00	\$1.35	
Grand Total	\$5,840.00	\$2,952.00	\$6,965.00	\$5,797.00	\$5,145.00	\$5,811.00	\$1,386.00	\$3,145.00	\$3,180.00	\$13,286.00	\$9,145.00	\$3,420.00	\$14,30	

PivotTable Fields

Choose fields to add to report:

- Date
- First
- Last
- Office
- Destination
- Amount
- Tickets
- Total
- Commission

Drag fields between areas below:

FILTERS COLUMNS

ROWS VALUES

- Press Enter to complete the function.
- Select the cell with the GETPIVOT function. Edit the formula to replace the data information with the cells that contain the dropdown lists. Now the data from the Pivot Table will change when the cell selections change.

Access Web Text Sources Connections All Edit Links Advanced Columns Fill Duplicates Validation Analysis

Get External Data Connections Sort & Filter

B4 : X ✓ fx =GETPIVOTDATA("Total",Sheet1!\$A\$3,"Office",B3,"Destination",B4)

	A	B	C	D
1				
2				
3	Office	Fargo		
4	Destination	Milwaukee		
5	Sales	nation",B4		
6				
7				
8				

GETPIVOTDATA(data_field, pivot_table, [field1, item1], [field2, item2], [field3, item3], [field4, ...])