Financial Ledger

**Observations**

1. Each row is a financial transaction with details for the payer/payee, a category, the amount, and the account balance. There are a few other pieces of information but they seem to be secondary.
2. The data spans several years and is several hundreds of rows long. It would be difficult to work with this much data at a time.

**Demonstration**

How would you find information about a specific event or transaction? There is simply too much information to sift through. There's always the "find" which might help if you remember a particular name, but what if you need to connect multiple transactions together and they are spread out across the spreadsheet? Filters can help. Select the heading rows and then click Data→Create a Filter.

**Improvements**

1. TASK: Display only the transactions that took place in April 2021.
2. DEMO: Use the filter for the Date column. There is a special date filter but it only seems to work for all dates after or before an anchor date. It does not have the ability to filter between two dates. The solution is to use the search feature and to Clear all the checkmarks. Then start typing the date 2021-04. Once the correct fields appear, choose Select All.  
     
   Note… this is also why its good to use YYYY-MM-DD formats rather than MM-DD-YYYY format because they're easier to sort and filter.

**Next Level**

1. Find out the total balance of all transactions related to Father Son Team Day. Ask the class what's the quickest way to do this?  
     
   Naive Technique: filter down to Father Son Team Day category and look at the balance. But notice that the balance includes all of the hidden transactions so you can't actually see the total… you could copy-paste the Payment column into another worksheet and use a =SUM() formula, but that's lame and time consuming.  
     
   Clever Technique: create a pivot table that shows the balance for each category.
2. Create a pivot table to show overall balances by category.  
     
   Rows → Add → Category  
     
   Values → Add → Payment (Summarize by SUM)
3. Create a pivot table to show the number of people involved with each type of event.  
     
   Rows → Add → Category  
     
   Values → Add → Payee → COUNTUNIQUE  
     
   Values → Add → Payee → COUNTA
4. Create a pivot table to show overall balances by category for each year.  
     
   Rows → Add → Date  
     
   Right-click on a date value, then select Create Pivot Date Group → Year  
     
   Columns → Add → Category  
     
   Values → Add → Payment → SUM