

Possibilities with GL codes

Creating Custom Lists

I'm going to show you how we can use custom lists with GL accounts.

This combination will be really useful when using pivot tables.

My prior presentation showed how to set up a custom list. To see it, go to this LinkedIn URL:

https://www.linkedin.com/posts/veroniquefrizzell_make-excel-do-the-work-create-custom-lists-activity-7107559032760004609-JDzx?utm_source=share&utm_medium=member_desktop

This presentation will do a review but it will add an import list option and then show why you might want to use a custom list.

Let's do a quick review of setting up a custom list.

	A	B	C	D	E	F
1						
2						
3						
4						
5			Labor			
6			Salaried			
7			Hourly			
8			Consultants			
9			Contractors			
10			-			
11			Travel			
12			Hotel			
13			Airline			
14			Taxis			
15			Meals			
16			Per Diem			
17			--			
18			Office			
19			Computers			
20			Mouse			
21			Monitors			
22			Pads			
23			Microsoft Licenses			
24			Paper			
25			Pens			
26			---			
27			Tech			
28			Servers			
29			Racks			
30			Software			
31			Security Software			
32			Training			
33						
34						
35						
36						

Before we review creating custom lists, let's look at our pretend list of GL accounts, without the GL codes. On the left is a made-up example of a list of GL accounts. Major categories are labor, travel, office, and tech.

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	A	B	C	D	E	F	G
1			Catego	Month	Amount		
2			Labor	January			
3			Salaried	January	14,542		
4			Hourly	January	63,474		
5			Consultan	January	47,556		
6			Contracto	January	46,936		
7			-	January	0		
8			Travel	January	0		
9			Hotel	January	1,387		
10			Airline	January	2,991		
11			Taxis	January	320		
12			Meals	January	2,092		
13			Per Diem	January	1,515		
14			--	January	0		
15			Office	January	0		
16			Computer	January	1,703		
17			Mouse	January	2,991		
18			Monitors	January	2,404		
19			Pads	January	2,362		
20			Microsoft	January	1,001		
21			Paper	January	2,305		
22			Pens	January	1,984		
23			---	January	0		
24			Tech	January	0		
25			Servers	January	5,976		
26			Racks	January	1,591		
27			Software	January	2,513		
28			Security S	January	2,643		
29			Training	January	1,542		
30			Labor	February			
31			Salaried	February	14,542		
32			Hourly	February	63,474		
33			Consultan	February	47,556		
34			Contracto	February	46,936		
35			-	February	0		
36			Travel	February	0		

Here's a list of expenses, arranged monthly. Again, pretend numbers.

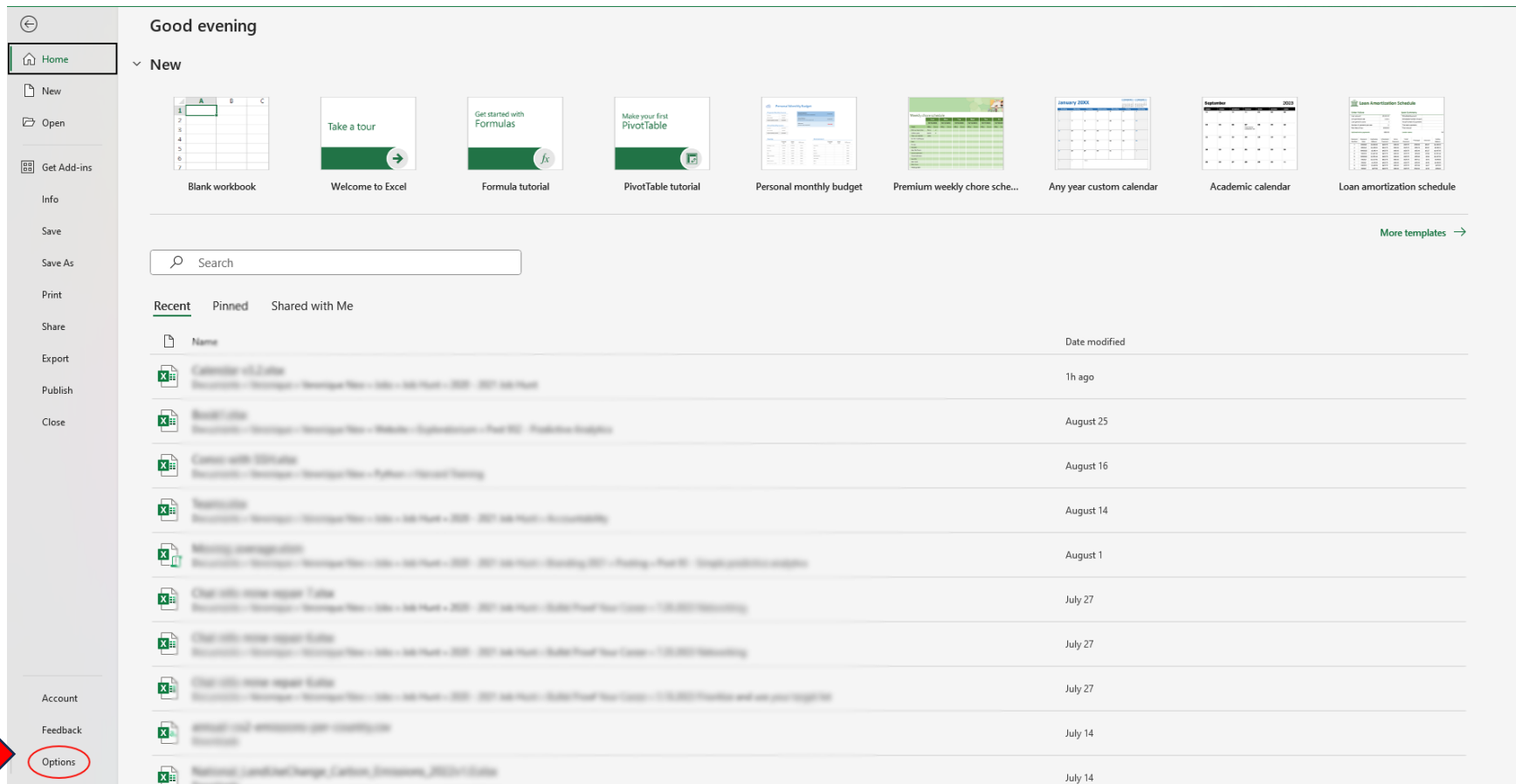


Veronique Frizzell
"Custom Lists"
Veronique Frizzell

Now let's create that custom list.

It's mostly the same, except....

Go to File and down at bottom on left hand side, select “Options”.

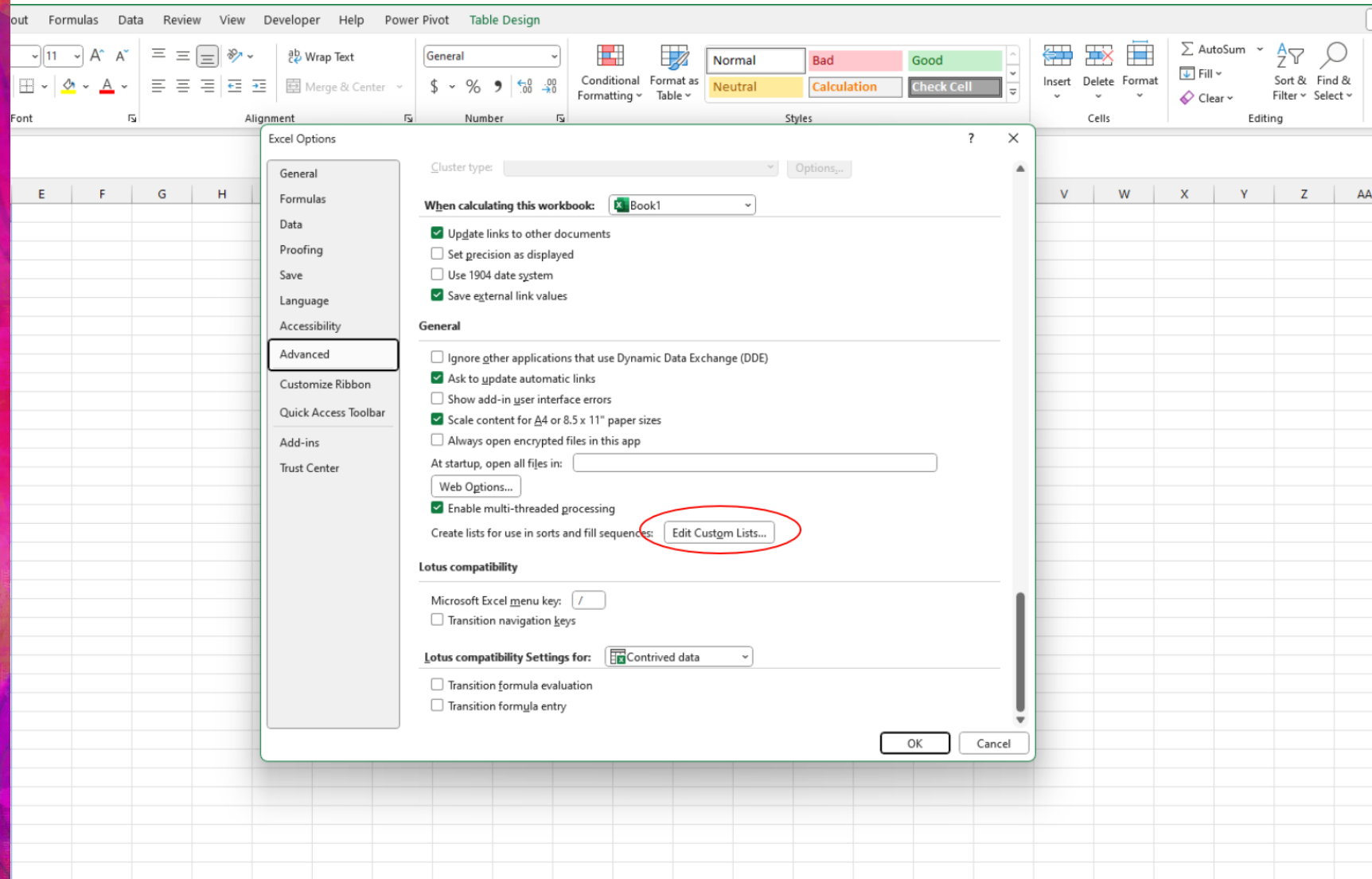


Now go to General or Advanced, depending on your Microsoft version. Mine is Advanced.

The screenshot shows the Microsoft Excel interface with the 'Excel Options' dialog box open. The 'General' tab is selected and highlighted with a red circle and a red arrow pointing to it from the left. The 'Advanced' tab is also highlighted with a red circle and a red arrow pointing to it from the left. The background shows a spreadsheet with columns labeled 'Month', 'Region', and 'Sales'.

Month	Region	Sales
June	South	80,185
January	South	378,077
December	North	147,149
April	South	38,248
December	North	407,668
February	West	101,153
November	North	80,064
December	West	49,604
November	South	249,127
December	West	401,334
June	North	435,341
February	East	20,774
January	East	245,796
October	North	139,205
February	South	433,720
October	South	289,162
February	West	321,448
May	North	486,063
October	North	444,137
April	North	56,449
June	South	65,618
February	West	182,018
November	South	357,845
November	East	464,224
February	East	447,956
October	West	398,297
August	East	63,392
November	West	53,634
June	East	62,590
August	East	155,132
May	North	377,282
December	South	419,041
February	East	398,068
November	South	205,147
May	South	489,158

Scroll down to the very bottom and find “Edit Custom List”.



The image shows an Excel spreadsheet with a list of items in column B, rows 5-32. The list includes: Labor, Salaried, Hourly, Consultants, Contractors, Travel, Hotel, Airline, Taxis, Meals, Per Diem, --, Office, Computers, Mouse, Monitors, Pads, Microsoft Licenses, Paper, Pens, ---, Tech, Servers, Racks, Software, Security Software, and Training. A red oval and dotted lines highlight this list. The 'Options' dialog box is open, showing the 'Custom Lists' tab. The 'Import list from cells' field contains '\$C\$5:\$C\$32', which is circled in red with a red '1' next to it. The 'Import' button is highlighted in yellow.

Import your list from Excel worksheet:

1. Click on the box next to the Import button, highlighted in yellow;
2. Then with your mouse, highlight the area of the spreadsheet where your list resides (as shown on the left in dotted lines);
3. Finally, click on the Import button.

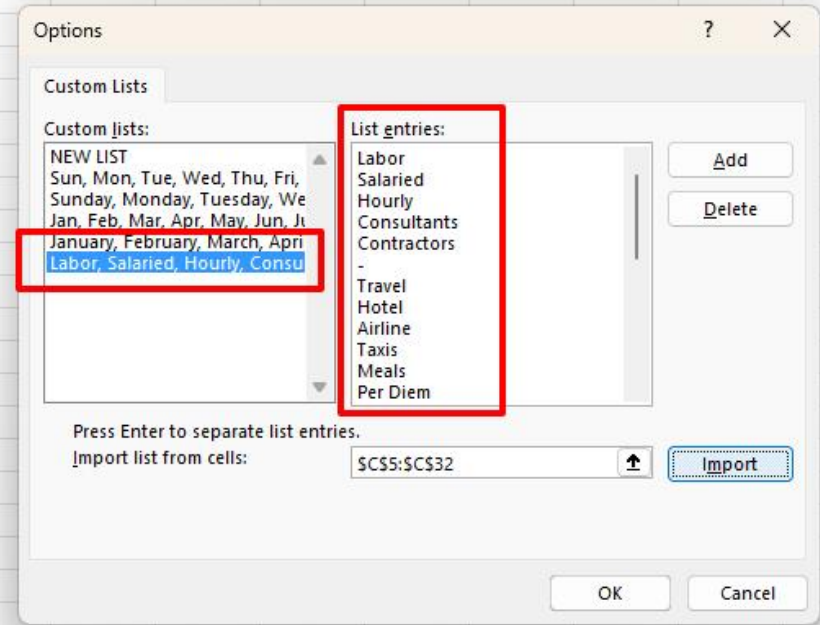
Here is where the process differs: instead of typing in a list, you will import a list.

Here's the results.

Your very own list – in this case GL list of accounts – have been imported and turned into a custom list.

Labor
Salaried
Hourly
Consultants
Contractors
-
Travel
Hotel
Airline
Taxis
Meals
Per Diem
--
Office
Computers
Mouse
Monitors
Pads
Microsoft Licenses
Paper
Pens

Tech
Servers
Racks
Software
Security Software
Training



Now, look at what happens when you create a pivot table off of that same dataset.

There is no need to refer to a Customs List; it just happens. The GL accounts are in YOUR desired order.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1															
2															
3	Sum of Amount	Column Labels													
4	Row Labels	January	February	March	April	May	June	July	August	September	October	November	December	Grand Total	
5	Labor														
6	Salaried	14,542	14,542	14,542	14,542	14,542	14,542	14,542	14,542	14,542	14,542	14,542	14,542	174,504	
7	Hourly	63,474	63,474	63,474	63,474	63,474	63,474	63,474	63,474	63,474	63,474	63,474	63,474	761,688	
8	Consultants	47,556	47,556	47,556	47,556	47,556	47,556	47,556	47,556	47,556	47,556	47,556	47,556	570,672	
9	Contractors	46,936	46,936	46,936	46,936	46,936	46,936	46,936	46,936	46,936	46,936	46,936	46,936	563,232	
10	-	0	0	0	0	0	0	0	0	0	0	0	0	0	
11	Travel	0	0	0	0	0	0	0	0	0	0	0	0	0	
12	Hotel	1,387	2,597	615	812	2,163	2,877	2,683	2,079	2,957	41	2,020	1,485	21,716	
13	Airline	2,991	2,745	2,424	1,749	77	1,256	176	2,169	2,306	1,889	435	1,252	19,469	
14	Taxis	320	635	395	2,791	1,673	1,466	712	75	2,731	2,608	1,070	1,565	16,041	
15	Meals	2,092	2,072	1,890	1,631	2,457	1,040	1,190	1,719	986	981	85	1,062	17,205	
16	Per Diem	1,515	884	158	647	373	2,979	2,094	2,411	765	2,662	2,812	760	18,060	
17	--	0	0	0	0	0	0	0	0	0	0	0	0	0	
18	Office	0	0	0	0	0	0	0	0	0	0	0	0	0	
19	Computers	1,703	2,473	2,446	1,310	526	512	1,461	2,251	1,234	247	1,246	2,707	18,116	
20	Mouse	2,991	2,725	2,818	2,805	2,886	1,510	1,099	1,829	1,827	1,703	1,488	2,937	26,618	
21	Monitors	2,404	2,481	2,836	222	2,040	530	912	795	647	2,077	2,300	372	17,616	
22	Pads	2,862	1,843	839	2,226	314	1,486	332	1,830	350	1,271	1,213	2,058	16,574	
23	Microsoft Licenses	1,001	1,61	2,953	576	254	17	39	2,817	2,758	471	1,599	2,347	18,967	
24	Paper	2,305	1,4	835	1,708	63	1,1	96	2,766	371	1,618	1,817	1,097	16,269	
25	Pens	1,976	2,7	2,348	1,08	2,9	2,7	76	576	1,352	880	2,614	483	20,582	
26	---	0	0	0	0	0	0	0	0	0	0	0	0	0	
27	Tech	0	0	0	0	0	0	0	0	0	0	0	0	0	
28	Servers	5,976	4,673	2,125	2,564	4,851	5,150	4,340	4,896	3,819	5,392	2,282	3,029	49,097	
29	Racks	1,591	2,668	2,915	5,632	1,626	1,887	4,390	1,957	3,161	2,575	1,243	5,903	35,548	
30	Software	2,513	1,594	1,221	1,314	4,614	4,343	2,888	3,953	2,096	5,216	3,480	4,083	37,315	
31	Security Software	2,643	4,493	2,731	5,551	3,089	1,340	1,924	4,171	3,879	4,639	4,234	1,174	39,868	
32	Training	1,542	3,995	3,808	4,951	5,828	5,461	2,669	3,427	1,815	1,226	3,977	1,059	39,758	
33	Grand Total	209,828	212,565	205,865	209,824	208,912	210,533	203,289	212,229	205,562	208,004	206,423	205,881	2,498,915	
34															
35															
36															

TADA!

We can clean up the results by creating and naming groups and by setting up group totals.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Field settings - show in tabular form																
2																	
3	Sum of Amount		Column Labels														
4	Row Labels	Category	January	February	March	April	May	June	July	August	September	October	November	December	Grand Total		
5	⊖ Labor	Labor															
6		Salaried	14,542	14,542	14,542	14,542	14,542	14,542	14,542	14,542	14,542	14,542	14,542	14,542	174,504		
7		Hourly	63,474	63,474	63,474	63,474	63,474	63,474	63,474	63,474	63,474	63,474	63,474	63,474	761,688		
8		Consultants	47,556	47,556	47,556	47,556	47,556	47,556	47,556	47,556	47,556	47,556	47,556	47,556	570,672		
9		Contractors	46,936	46,936	46,936	46,936	46,936	46,936	46,936	46,936	46,936	46,936	46,936	46,936	563,232		
10	Labor Total		172,508	172,508	172,508	172,508	172,508	172,508	172,508	172,508	172,508	172,508	172,508	172,508	2,070,096		
11	⊕ -																
12	⊖ Travel	Travel															
13		Hotel	1,387	2,597	615	812	2,163	2,877	2,683	2,079	2,957	41	2,020	1,485	21,716		
14		Airline	2,991	2,745	2,424	1,749	77	1,256	176	2,169	2,306	1,889	435	1,252	19,469		
15		Taxis	320	635	395	2,791	1,673	1,466	712	75	2,731	2,608	1,070	1,565	16,041		
16		Meals	2,092	2,072	1,890	1,631	2,457	1,040	1,719	1,719	986	981	85	1,062	17,205		
17		Per Diem	1,515	884	158	647	373	2,979	2,094	2,411	765	2,662	2,812	760	18,060		
18	Travel Total		8,305	8,933	5,482	7,630	6,743	9,618	6,855	8,453	9,745	8,181	6,422	6,124	92,491		
19	⊕ --																
20	⊖ Office	Office															
21		Computers	1,703	2,473	2,446	1,310	526	512	1,461	2,251	1,234	247	1,246	2,707	18,116		
22		Mouse	2,991	2,725	2,818	2,805	2,886	1,510	1,099	1,829	1,827	1,703	1,488	2,937	26,618		
23		Monitors	2,404	2,481	2,836	222	2,040	530	912	795	647	2,077	2,300	372	17,616		
24		Pads	2,362	1,843	839	2,026	314	1,486	982	1,830	350	1,271	1,213	2,058	16,574		
25		Microsoft Licenses	1,001	761	2,953	570	254	1,647	1,789	2,817	2,758	471	1,599	2,347	18,967		
26		Paper	2,305	644	835	1,708	639	1,873	596	2,766	371	1,618	1,817	1,097	16,269		
27		Pens	1,984	2,774	2,348	1,033	2,994	2,668	876	576	1,352	880	2,614	483	20,582		
28	Office Total		14,750	13,701	15,075	9,674	9,653	10,226	7,715	12,864	8,539	8,267	12,277	12,001	134,742		
29	⊕ ---																
30	⊖ Tech	Tech															
31		Servers	5,976	4,673	2,125	2,564	4,851	5,150	4,340	4,896	3,819	5,392	2,282	3,029	49,097		
32		Racks	1,591	2,668	2,915	5,632	1,626	1,887	4,390	1,957	3,161	2,575	1,243	5,903	35,548		
33		Software	2,513	1,594	1,221	1,314	4,614	4,343	2,888	3,953	2,096	5,216	3,480	4,083	37,315		
34		Security Software	2,643	4,493	2,731	5,551	3,089	1,340	1,924	4,171	3,879	4,639	4,234	1,174	39,868		
35		Training	1,542	3,995	3,808	4,951	5,828	5,461	2,669	3,427	1,815	1,226	3,977	1,059	39,758		
36	Tech Total		14,265	17,423	12,800	20,012	20,008	18,181	16,211	18,404	14,770	19,048	15,216	15,248	201,586		

If you work with rearranging lists in pivot tables, custom lists can be a real time saver!

This custom list feature can be deployed to a range of lists, not just GL accounts.

Try it out. The possibilities could be endless.

If anything is unclear, you can connect with me on LinkedIn at:

<https://www.linkedin.com/in/veroniquefrizzell/>