

# How can I add a running total to a pivot table in Excel?

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## RECOMMENDED CITATION

stats writer (2024). *How can I add a running total to a pivot table in Excel?*.

PSYCHOLOGICAL SCALES. Retrieved from <https://scales.arabpsychology.com/?p=154704>

To add a running total to a pivot table in Excel, follow these steps:

1. Create a pivot table by selecting the data range and clicking on the "PivotTable" button in the "Insert" tab.
2. In the PivotTable Fields pane, drag the desired field to the "Rows" section and the "Values" section.
3. Right-click on the "Values" section and select "Value Field Settings".
4. In the "Summarize values by" tab, select "Sum" as the calculation method.
5. Click on the "Show Values As" tab and select "Running Total In" from the drop-down menu.
6. A new field will be added to the pivot table, showing the running total for each row.
7. To change the display format of the running total, right-click on the field and select "Number Format".
8. Choose the desired format and click "OK".

This method allows you to easily track the cumulative total of a specific data field in a pivot table, providing a clear overview of the data trends.

## Excel: Add a Running Total to Pivot Table

**The following step-by-step example shows how to add a running total column to a pivot table in Excel.**

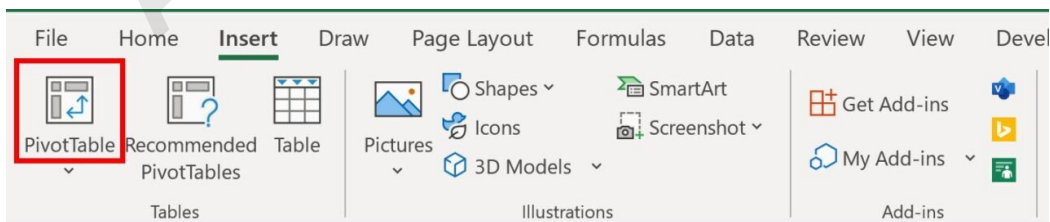
### Step 1: Enter the Data

**First, let's enter the following dataset that shows the sales at some store during various months of the year:**

	A	B	C	D	E
1	<b>Month</b>	<b>Sales</b>			
2	January	22			
3	January	7			
4	January	8			
5	February	14			
6	February	29			
7	February	25			
8	February	24			
9	March	20			
10	March	17			
11	March	10			
12	April	9			
13	April	4			
14	April	8			
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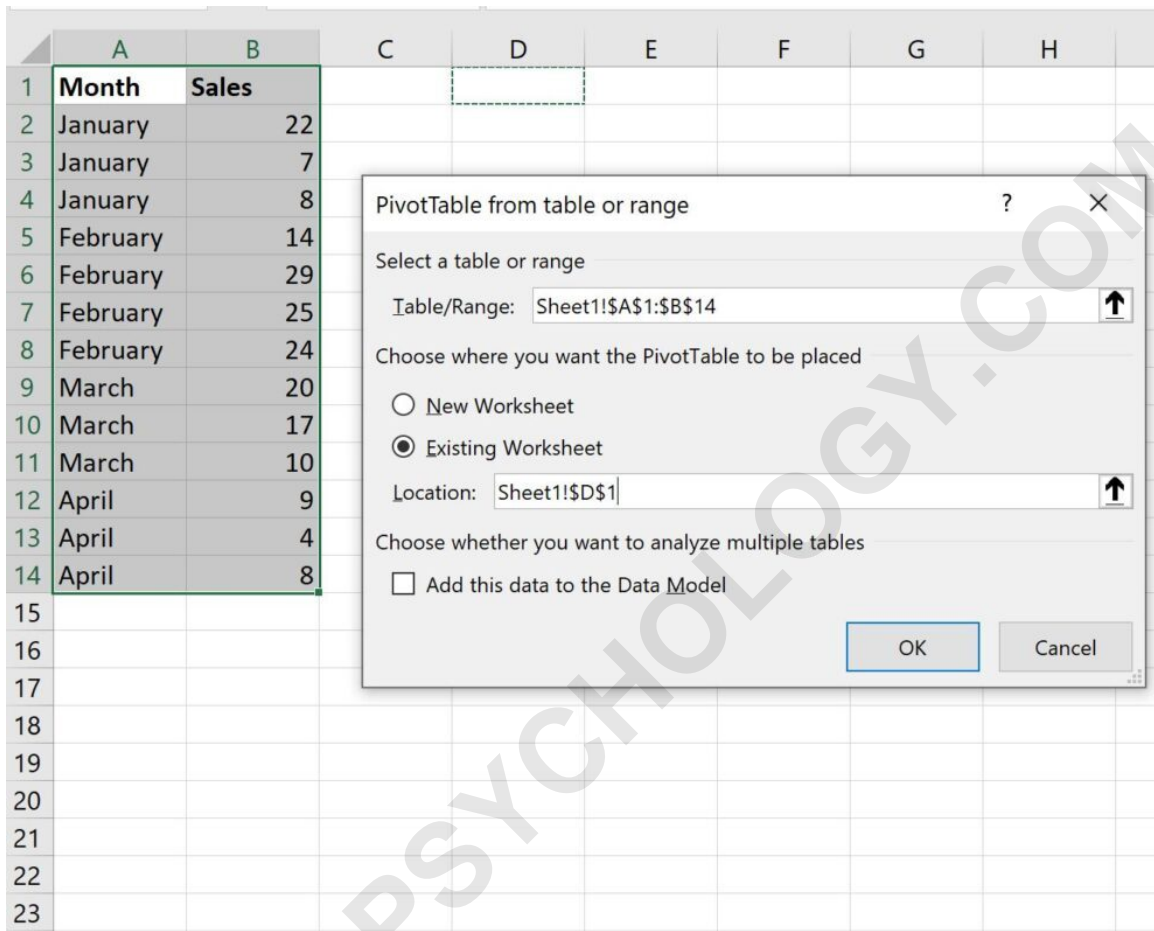
## Step 2: Create the Pivot Table

To create a pivot table, click the Insert tab along the top ribbon and then click the PivotTable icon:



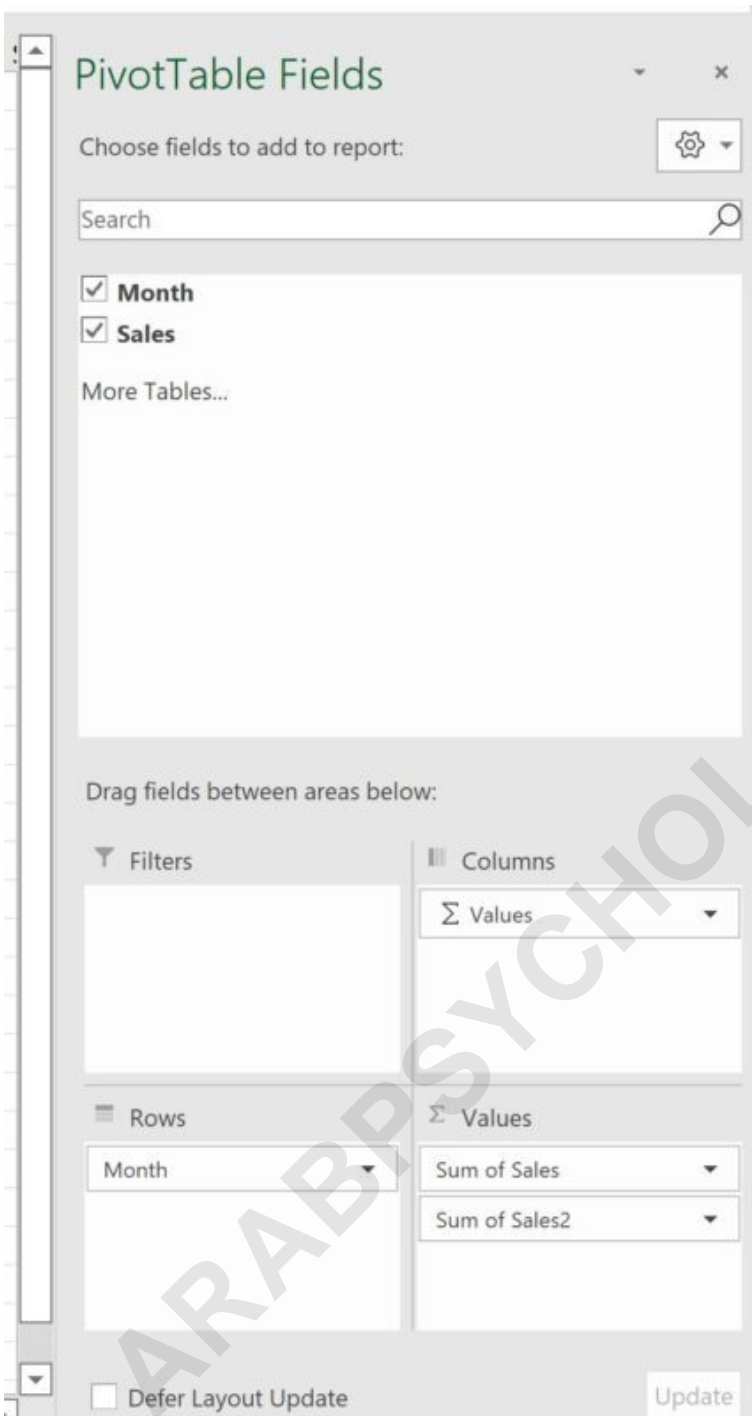
In the new window that appears, choose A1:B14 as the

**range and choose to place the pivot table in cell D1 of the existing worksheet:**



**Once you click OK, a new PivotTable Fields panel will appear on the right side of the screen.**

**Drag the Month field to the Rows box and drag the Sales field to the Values box twice:**



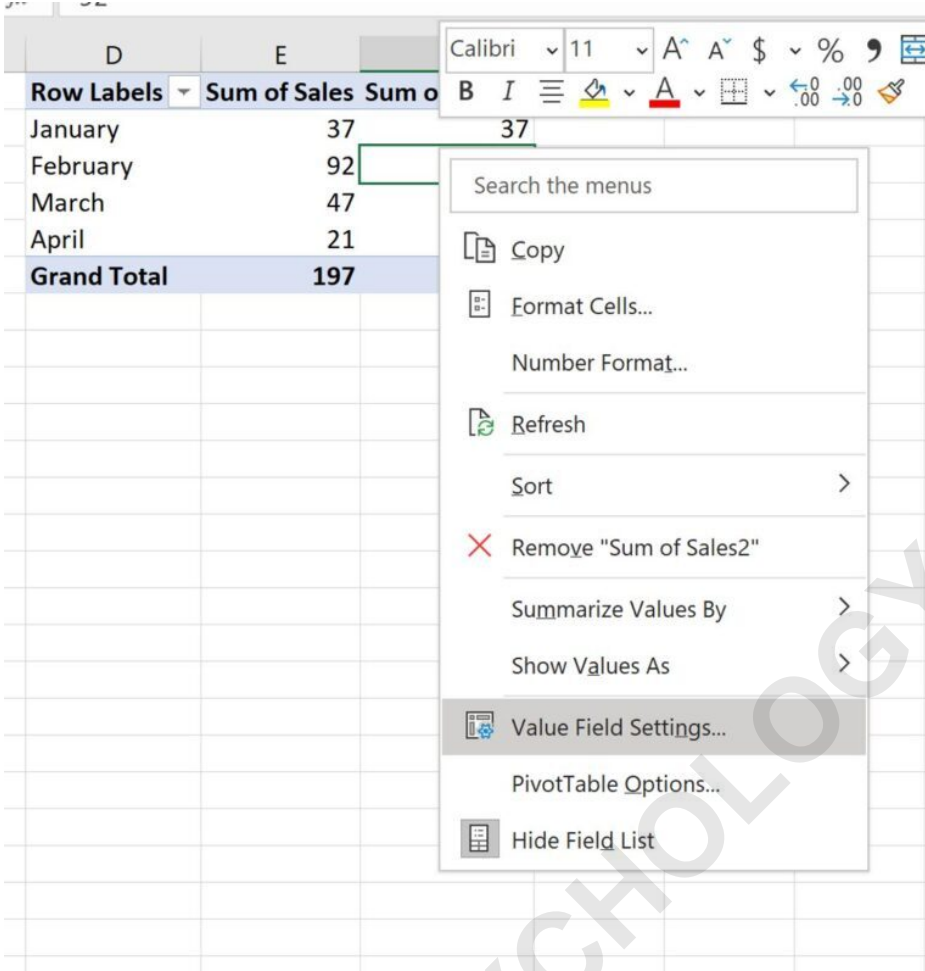
**The pivot table will automatically be populated with the following values:**

	A	B	C	D	E	F
1	<b>Month</b>	<b>Sales</b>		<b>Row Labels</b>	<b>Sum of Sales</b>	<b>Sum of Sales2</b>
2	January	22		January	37	37
3	January	7		February	92	92
4	January	8		March	47	47
5	February	14		April	21	21
6	February	29		<b>Grand Total</b>	<b>197</b>	<b>197</b>
7	February	25				
8	February	24				
9	March	20				
10	March	17				
11	March	10				
12	April	9				
13	April	4				
14	April	8				
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### Step 3: Add Running Total Column to Pivot Table

Suppose we would like to create a new column in the pivot table that shows the running total of the Sum of Sales column.

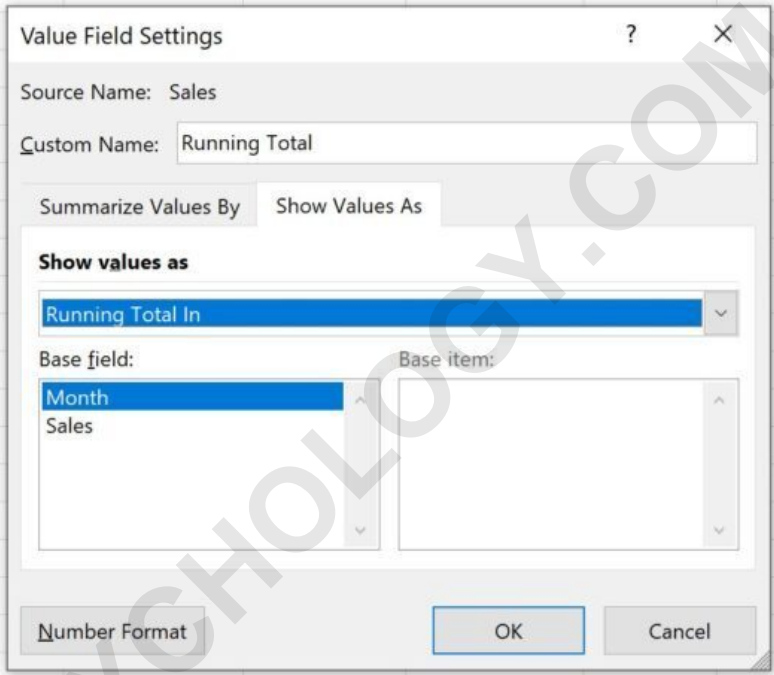
To do so, right click on any of the values in the Sum of Sales2 column, then click Value Field Settings:



**In the new window that appears, type "Running Total" in the Custom Name field.**

**Then click the Show Values As tab, then choose Running Total In from the dropdown menu and use Month as the Base field:**

	A	B	C	D	E	F	G	H
1	Month	Sales		Row Labels	Sum of Sales	Sum of Sales2		
2	January	22		January	37	37		
3	January	7		February	92	92		
4	January	8		March	47	47		
5	February	14		April	21	21		
6	February	29		Grand Total	197	197		
7	February	25						
8	February	24						
9	March	20						
10	March	17						
11	March	10						
12	April	9						
13	April	4						
14	April	8						
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Once you click OK, the running total field will be added to the pivot table:

	A	B	C	D	E	F
1	<b>Month</b>	<b>Sales</b>		<b>Row Labels</b>	<b>Sum of Sales</b>	<b>Running Total</b>
2	January	22		January	37	37
3	January	7		February	92	129
4	January	8		March	47	176
5	February	14		April	21	197
6	February	29		<b>Grand Total</b>	<b>197</b>	
7	February	25				
8	February	24				
9	March	20				
10	March	17				
11	March	10				
12	April	9				
13	April	4				
14	April	8				
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**The Running Total field shows the running total of the values in the Sum of Sales column.**

**The following tutorials explain how to perform other common tasks in Excel:**