

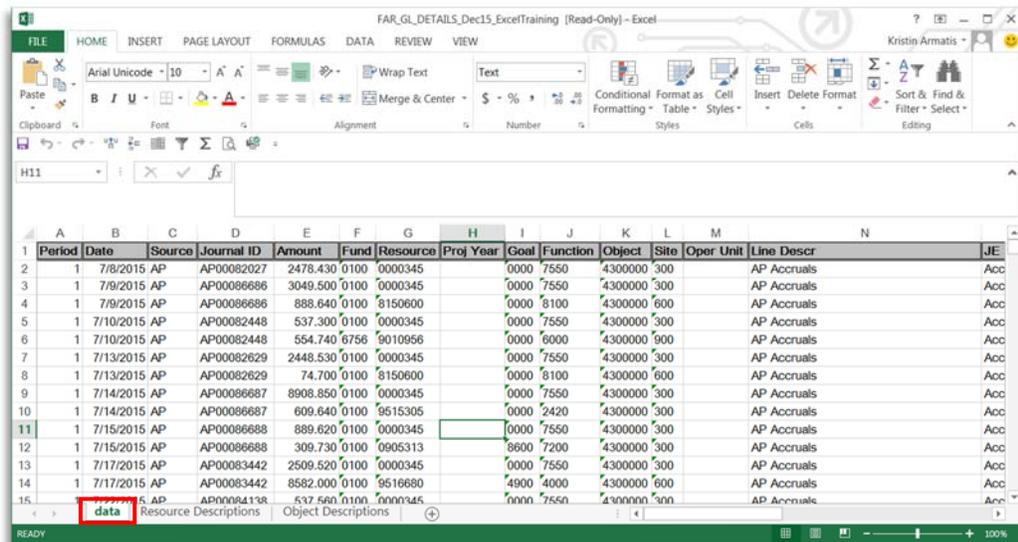
VLOOKUP

This video will explain and show you how to use VLOOKUP, one of the lookup and reference functions, in Microsoft Excel. You can use VLOOKUP when you need to find things in a table or a range by row.

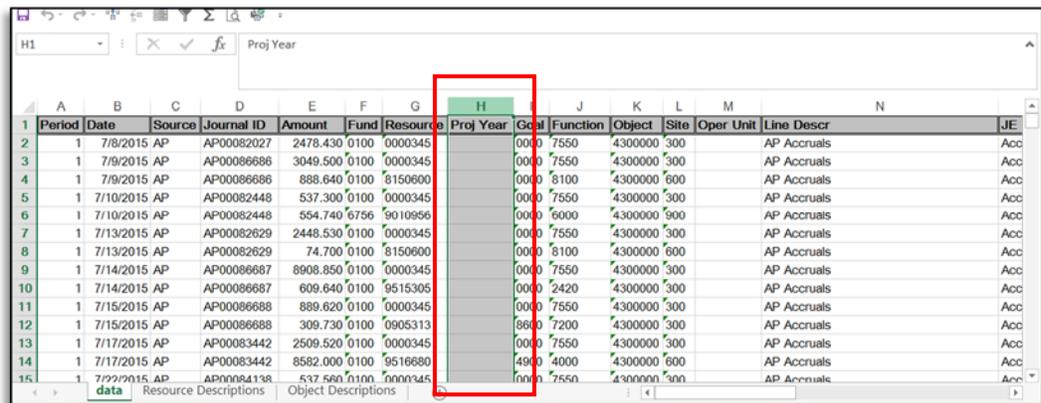
The secret to VLOOKUP is to organize your data so that the value you look up (resource) is to the left of the return value you want to find (resource description).

STEPS:

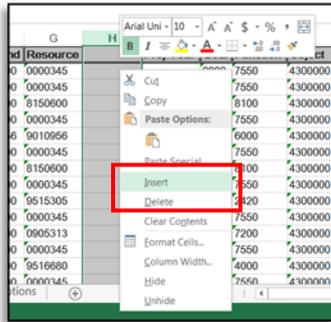
- Start with your “data” spreadsheet



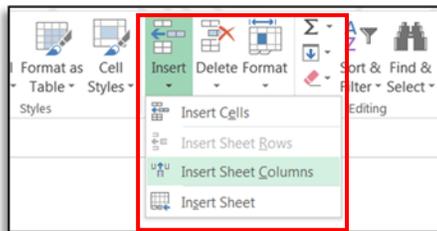
- In our example, we need to add the “Resource Description” to the spreadsheet. Highlight the column to the right of the “Resource” column (column “H”), and insert a new column.



- You can insert a new column by either right clicking and selecting Insert, or



- Clicking the “Insert” icon on the “Home” tab and selecting insert Sheet Columns. This option is set on the right-hand side of this tab.



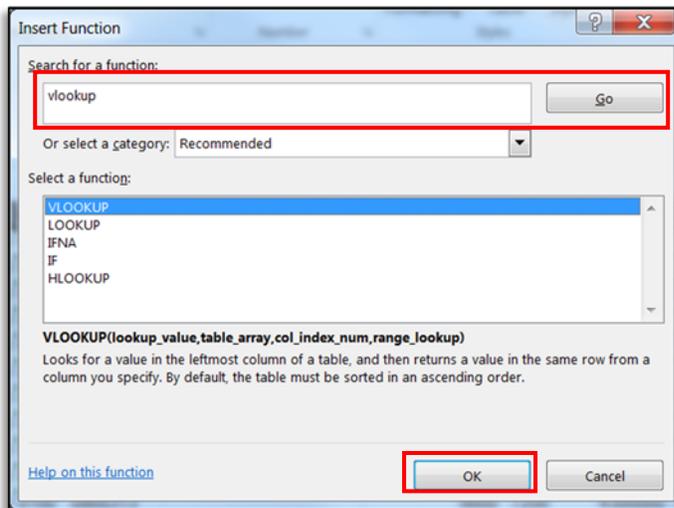
- On the header of your new column enter your title, “Resource Description.”

| | A | B | C | D | E | F | G | H | I | J |
|----|--------|-----------|--------|------------|----------|------|----------|----------------------|-----------|-----|
| 1 | Period | Date | Source | Journal ID | Amount | Fund | Resource | Resource Description | Proj Year | Go |
| 2 | 1 | 7/8/2015 | AP | AP00082027 | 2478.430 | 0100 | 0000345 | | | 000 |
| 3 | 1 | 7/9/2015 | AP | AP00086686 | 3049.500 | 0100 | 0000345 | | | 000 |
| 4 | 1 | 7/9/2015 | AP | AP00086686 | 888.640 | 0100 | 8150600 | | | 000 |
| 5 | 1 | 7/10/2015 | AP | AP00082448 | 537.300 | 0100 | 0000345 | | | 000 |
| 6 | 1 | 7/10/2015 | AP | AP00082448 | 554.740 | 6756 | 9010956 | | | 000 |
| 7 | 1 | 7/13/2015 | AP | AP00082629 | 2448.530 | 0100 | 0000345 | | | 000 |
| 8 | 1 | 7/13/2015 | AP | AP00082629 | 74.700 | 0100 | 8150600 | | | 000 |
| 9 | 1 | 7/14/2015 | AP | AP00086687 | 8908.850 | 0100 | 0000345 | | | 000 |
| 10 | 1 | 7/14/2015 | AP | AP00086687 | 609.640 | 0100 | 9515305 | | | 000 |
| 11 | 1 | 7/15/2015 | AP | AP00086688 | 889.620 | 0100 | 0000345 | | | 000 |
| 12 | 1 | 7/15/2015 | AP | AP00086688 | 309.730 | 0100 | 0905313 | | | 860 |
| 13 | 1 | 7/17/2015 | AP | AP00083442 | 2509.520 | 0100 | 0000345 | | | 000 |
| 14 | 1 | 7/17/2015 | AP | AP00083442 | 8582.000 | 0100 | 9516680 | | | 490 |
| 15 | 1 | 7/22/2015 | AP | AP00084138 | 537.560 | 0100 | 0000345 | | | 000 |

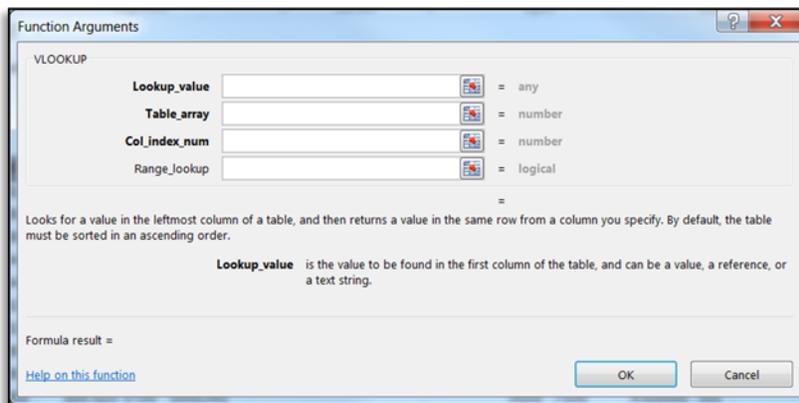
- Click on the first cell of your new column (H2). Click the function icon.

| | A | B | C | D | E | F | G | H | I | J |
|---|--------|-----------|--------|------------|----------|------|----------|----------------------|-----------|-----|
| 1 | Period | Date | Source | Journal ID | Amount | Fund | Resource | Resource Description | Proj Year | Go |
| 2 | 1 | 7/8/2015 | AP | AP00082027 | 2478.430 | 0100 | 0000345 | | | 000 |
| 3 | 1 | 7/9/2015 | AP | AP00086686 | 3049.500 | 0100 | 0000345 | | | 000 |
| 4 | 1 | 7/9/2015 | AP | AP00086686 | 888.640 | 0100 | 8150600 | | | 000 |
| 5 | 1 | 7/10/2015 | AP | AP00082448 | 537.300 | 0100 | 0000345 | | | 000 |

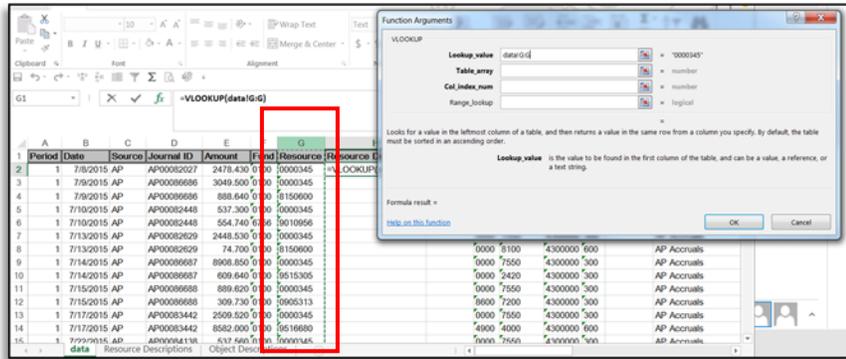
- Type “VLOOKUP” in the search box and click “Go”. Options to select will populate in the box below. Select the function you want and click “OK”.



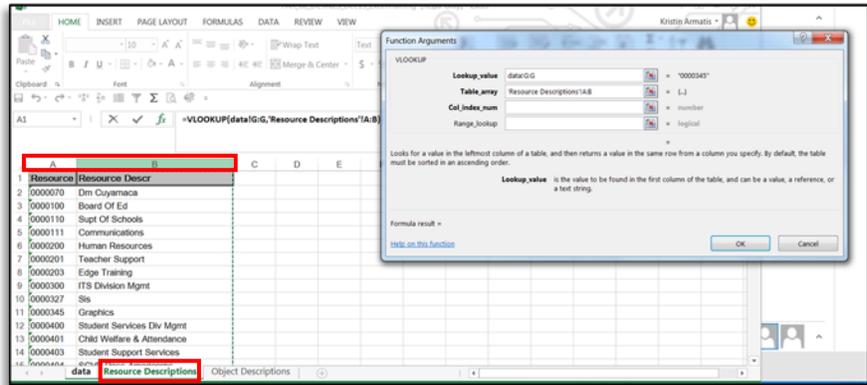
- Enter your parameters



- “Lookup_value” = is the value to be found in the first column of the table, and can be a value, a reference, or a text string. In our example this is the value you want to be looked up and defined. In this case we want our “Resource” looked up and a “Resource Description” defined for it.
 - Click in the text box next to “Lookup_value”.
 - Click on column G to highlight the entire column.

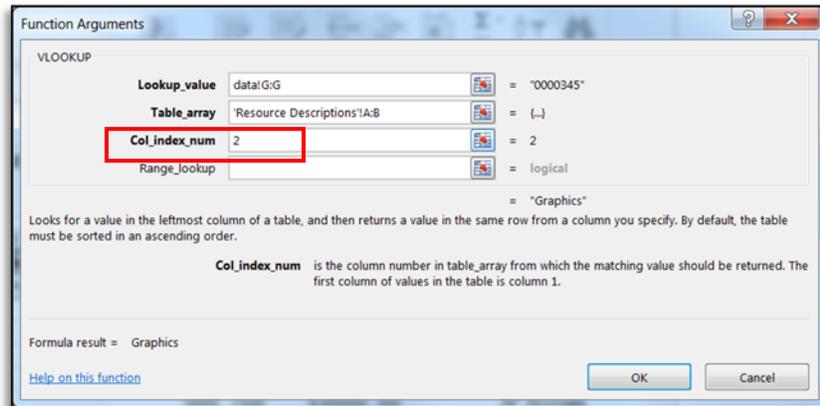


- “Table_array” = is a table or text, numbers, or logical values, in which data is retrieved. Table_array can be a reference to a range or a range name. In our example we want the formula to lookup the resource code from the table on the “Resource Descriptions” tab.
 - Click in the text box next to “Table_array”.
 - Click on the “Resource Descriptions Tab”.
 - Click and drag, beginning on column A and ending on Column B, to highlight these columns.

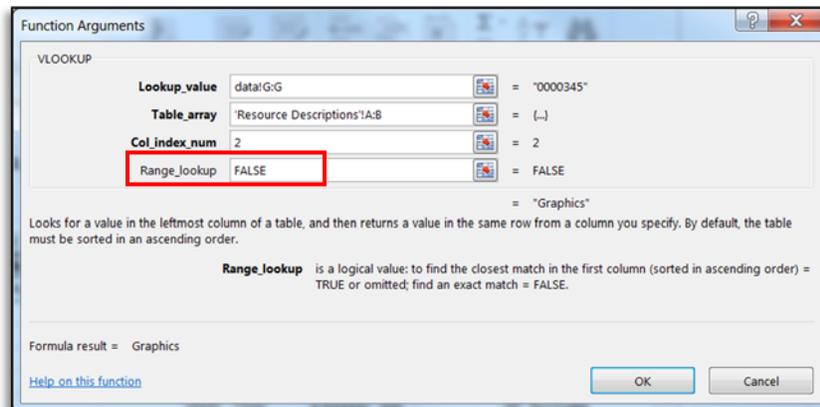


- “Col_index_num” = is the column number in table_array from which the matching value should be returned. The first column of values in the table is column 1. In our example when we look at the “Resource Description” tab we need to tell it the column number that we want it to give us as an answer (Resource Descr). If we count the columns left to right we can see that column 2 is the “Resource Descr”.

- In this case you will enter “2” in the text box next to “Col_index_num”.

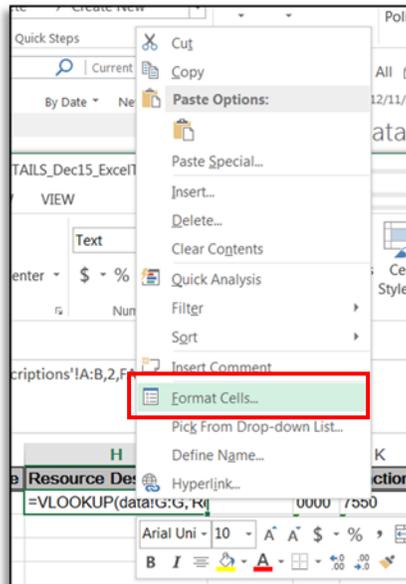


- “Range_lookup” = is a logical value: to find an exact match = FALSE. We are looking for the “exact” right answer.
 - In this case we would enter “FALSE” or “0” (zero). In order for this to produce the exact match to that resource code.

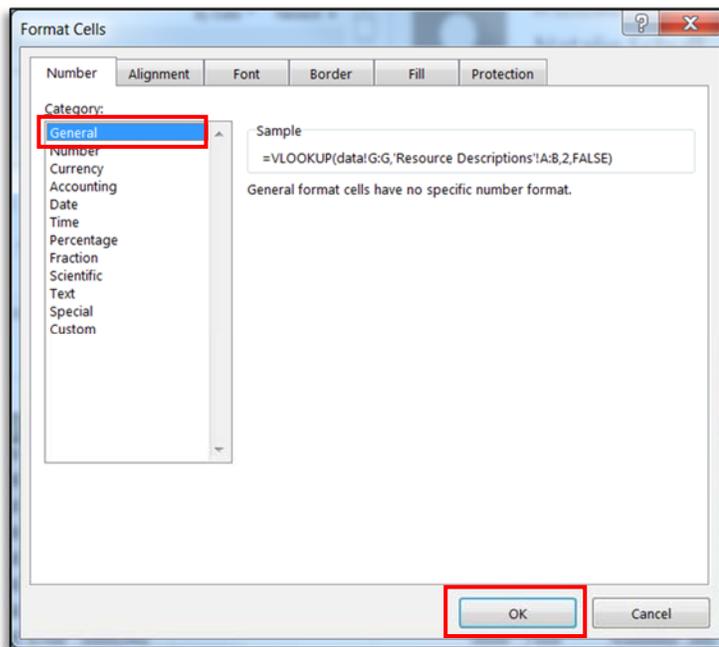


- Click “OK” once all parameters have been entered.
- You will notice after click “OK” on the prior box, Excel will return to your main “Data” tab. You will also notice that in the cell you just typed the formula for, it will either display the result, or you will see the actual formula. If you see the formula, you just need to reformat the cell to produce the correct answer. **Remember: PeopleSoft extracts are extracted as text, so often you will need to reformat the cells that you have entered formulas for.

- To change to formatting to view your results. Right click in the cell to be reformatted (H2). Select “Format Cells”.



- Select “General” from the list, and click “OK”.



- Once redirected back to the “Data” tab you will notice that now your cell H2 still does not display the correct result based on the “Resource Descriptions” tab. DON’T panic.
 - Simply hit “F2” on the keyboard. This will take you into the cell.

| rc | Resource Description | Proj Year | Goal | Function | Object | Site | Oper Unit | Line Descr |
|----|--|-----------|------|----------|---------|------|-----------|-------------|
| 5 | =VLOOKUP(data!G:G, Resource Descriptions!A:B,2,TRUE) | | | | | 300 | | AP Accruals |
| 5 | | | 0000 | 7550 | 4300000 | 300 | | AP Accruals |

- Then hit “Enter” on the keyboard. This will take you out of the cell.

| Period | Date | Source | Journal ID | Amount | Fund | Resource | Resource Description | Proj Year | Goal | Function | Object |
|--------|----------|--------|------------|----------|------|----------|----------------------|-----------|------|----------|--------|
| 1 | 7/8/2015 | AP | AP00082027 | 2478.430 | 0100 | 0000345 | Graphics | | 0000 | 7550 | 430000 |
| 1 | 7/9/2015 | AP | AP00086686 | 3049.500 | 0100 | 0000345 | | | 0000 | 7550 | 430000 |
| 1 | 7/9/2015 | AP | AP00086686 | 888.640 | 0100 | 8150600 | | | 0000 | 8100 | 430000 |

- You will now notice that cell H2 is displaying the correct result.
- In order to get these results to display all the way down your data set in column H, hover your mouse over the corner of cell H2. You will notice that your cursor changes to a bolded black plus. Once this changes to the bolded black plus, double click. This will copy down the formula all the way down your spreadsheet in column H.

