Use VLOOKUPs to see if an ID from one worksheet appears in another, and to return another piece of data to the original list (advanced). Below are directions on how to cross-check lists of users, but you can also do this with Items or Curricula.

1. To get People data, use PENN User Data listed under Reports under Account data:

   ![Account Data](image)  

   ```
   Account Data
   Account Data
   Account Data (CSV)
   PENN Admin Data (CSV).1
   PENN User Data (CSV) w alt sup.1
   PENN User Data (CSV).1
   ```

   The Account Data report returns, for each user, account-related information, such as user ID, contact information...

2. In this example, I have a sheet of all active users in payroll orgs starting with UP.91:

   ![User Data](image)

3. Save it as a sheet to differentiate from your other reports.
4. Next, do the same with the report you need to cross-check. In my example, I want to see how many folks in my user spreadsheet show up in this Item Status report (i.e. how many and who has completed the item)

5. Start working in the sheet you wish to cross-check. Typically this is your list of users. Make a new column where you want to indicate Y/N they are on the other report (e.g. item status report)

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<tbody>
<tr>
<td>Role ID</td>
<td>First Name</td>
<td>Last Name</td>
<td>Middle Initial</td>
<td>Penn ID</td>
<td>Item Status</td>
<td>PennKey (User ID)</td>
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About the formula: =VLOOKUP (lookup_value, table_array, col_index_num, [range_lookup]).

- **Lookup_value** = you typically match on the Penn or User ID or another unique value. For a course it would be ITEM ID etc.
- **Table_array** = Select the columns in the other sheet you want to search for the Lookup_value. These should include the IDs that correspond to those selected as the Lookup_value
- **col_index_num** = Put 1 for a simple lookup. If you need to return data next to the ID see below.
- **range_lookup** = FALSE to make an exact match (Don't ask, I have yet to know why)

6. Type =VLOOKUP( and then click the ID left of the formula:

It will be blue
7. Type a comma, then use your mouse to highlight the column in the OTHER sheet you want to check against:

It should read the name of the report in brackets, the name of the tab, and the column

![Screenshot showing the formula]

8. Type another comma, Type a 1, then a comma, then Type FALSE). Hit enter:

In this example, the ID was found in ther sheet and brought in.

For IDs that are not in the other sheet, it will display N/A instead.

![Screenshot showing the modified formula]

9. Now copy the formula down by double-clicking on the cell's lower right corner:

Your mouse should turn to a black cross as shown:
10. Use the filter to filter your list. #N/A means Excel did not find the ID number in the other sheet.

1. Click Data
2. Click Filter
3. You can use the filter to see only N/A cells.

Advanced VLOOKUPs:

1. Follow steps 1-6
2. When you get to step 7 - table_array: highlight all the columns from the lookup_value to include the column you want to pull into your sheet. This data MUST be to the right of the lookup_value.
3. Then count the columns away from the ID and replace the 1 in Step 7 with that number. In my example, I want the next column over, so I put a 2.
4. Your results will not show the matching ID, but instead return the cell for the column you indicated that corresponds with the lookup_value.

Resources:

Microsoft support: https://support.office.com/en-us/article/vlookup-function-0bbc8083-26fe-4963-8ab8-93a18ad188a1
VLOOKUPs are your friend - Basic VLOOKUPs


YouTube, Excel Help, Lynda.

Questions about this helpsheet or Knowledge Link data? kl_help@lists.upenn.edu