



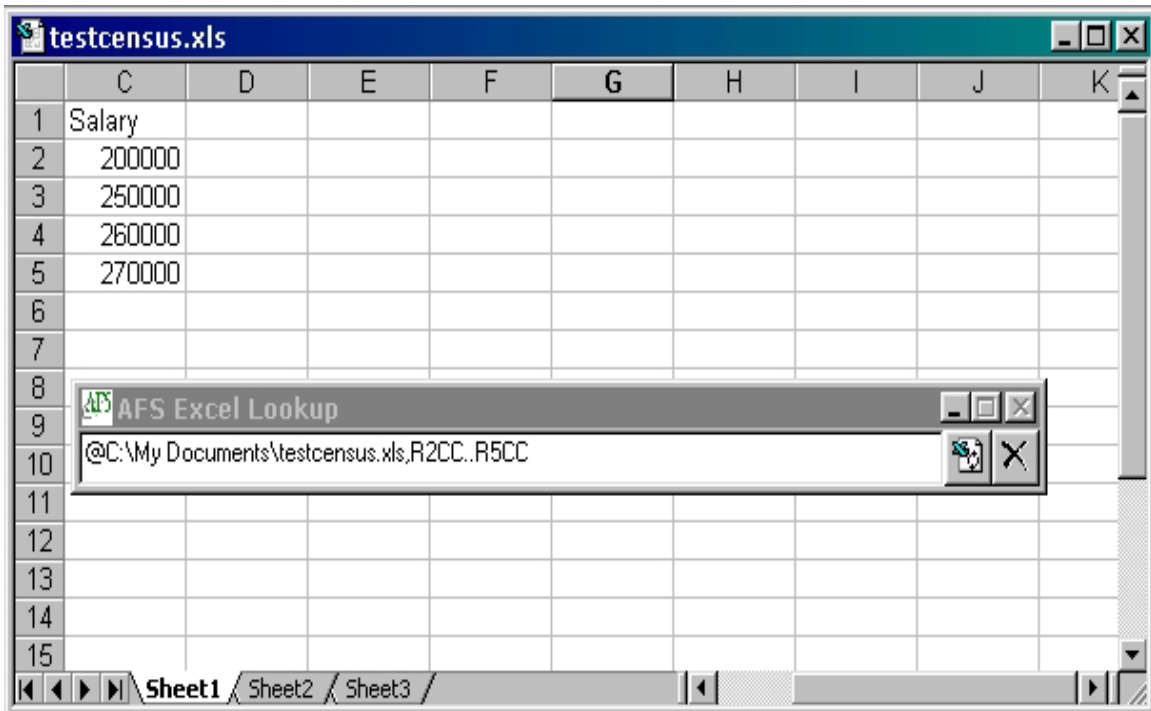
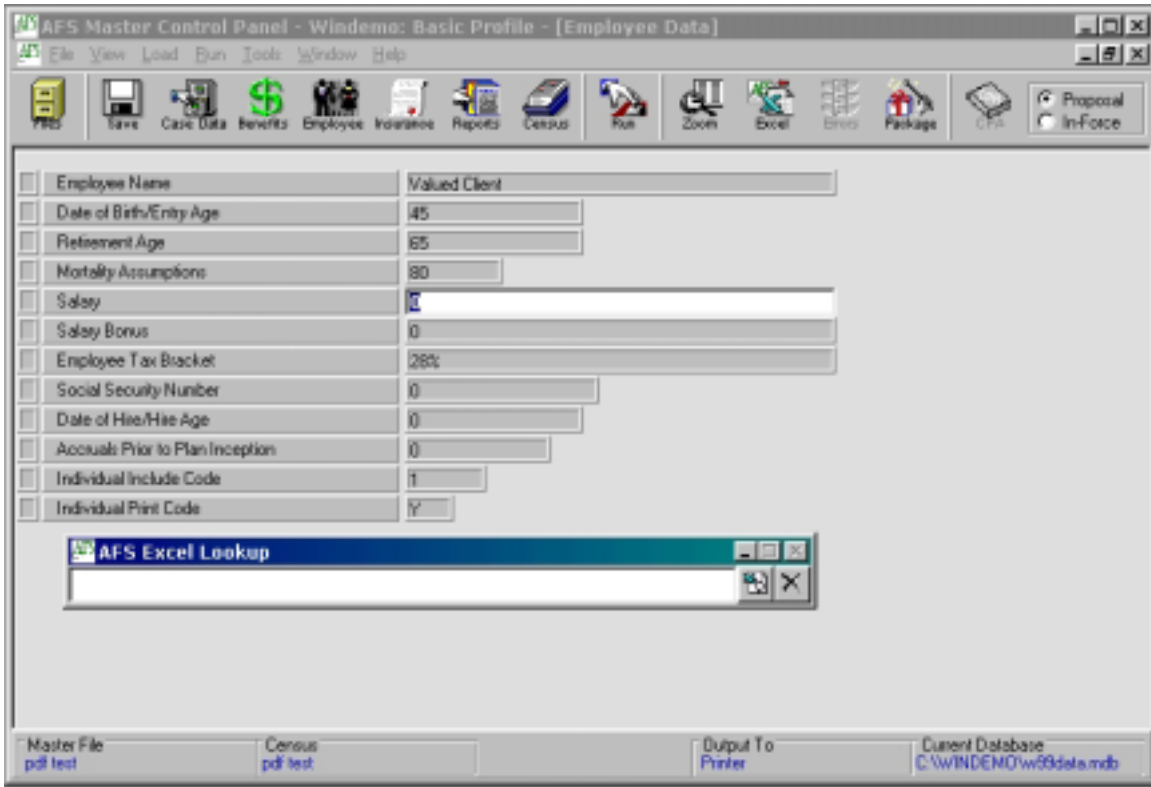
Excel Lookup

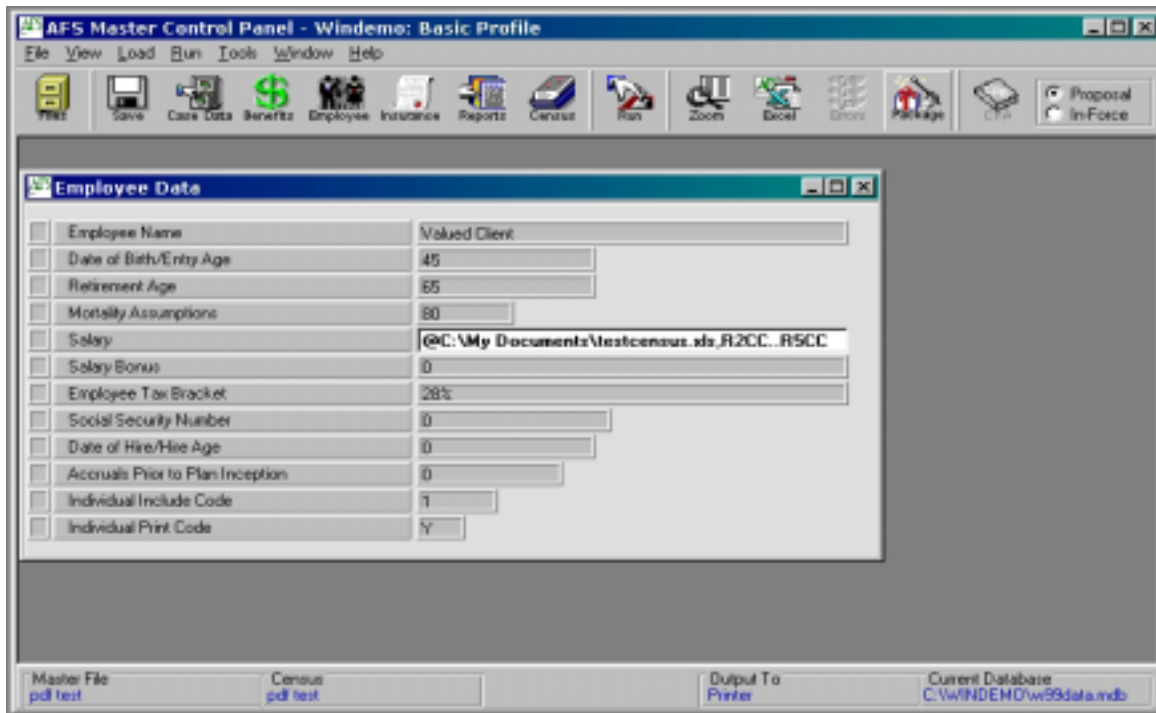
The Excel Lookup option gives users even more flexibility in entering the data used by the AFS Master System®. It allows the user to dynamically link the entries for certain fields to values stored in a Microsoft™ Excel worksheet. The advantage to this approach is that the information in the AFS system is automatically updated when the worksheet is updated. There is no need to update the information twice or to re-import when the worksheet changes.

The Standard Series Input Format fields will allow input data to be imported from an Excel file.

Link Data to an Excel Spreadsheet:

1. To use the Excel Lookup option, click on the [input field](#) whose values are to be linked to an Excel worksheet.
2. On the toolbar, click on the [Excel icon](#).
3. The system will initiate Microsoft® Excel. [Open](#) the Microsoft® Excel [workbook and worksheet](#) that contains the data that you want.
4. [Select the range of cells](#) that you want to be linked to the input field.
5. With the range selected, [right click](#). On the right-click menu, click [To Excel Lookup](#).
6. The [Excel Lookup Reference Formula](#) representing the selected range will appear in the [Values to Export Window](#).
7. Click on the [Close button](#) to close the Values to Export Window. The Excel session will be closed as well.
8. The [Excel Lookup Reference Formula](#) will be entered into the input field.





Note:

- An input field may be in any of the four input windows.
- Only input fields with the Standard Series Input option available may be linked to Microsoft® Excel.
- The information in a linked input field is automatically updated when the information in the source Microsoft® Excel worksheet is updated.
- If information for more than one executive is found in the spreadsheet, the Excel formula should be entered at the master file level. Excel lookup is not available from the census.