

IFERROR – VERY USEFUL FORMULA FOR PREPARING REPORTS

Whenever you are preparing some reports by using formula like VLOOKUP or other, there might be errors and report shows like this

	A	B	C	D	E	F	G
	COMPARISON			2015		2016	
				QUARTER I		QUARTER I	
	ITEM CODE	ITEM NAME	RATE	QTY	AMOUNT	QTY	AMOUNT
	PR2016001	MOBILE MODEL HT001	8,200	10		8	65,600
	PR2016002	MOBILE MODEL HT003	5,400	5	-	#N/A	#N/A
	PR2016005	MOBILE MODEL HT005	10,000	8	-	12	1,20,000
	PR2016008	TELEVISION MT99	8,500	5	-	9	76,500
	PR2016009	TELEVISION MT80	10,000	4	-	#N/A	#N/A
	PR2016012	REFRIDGERATOR 6.1	11,200	4		5	56,000
	PR2016015	SPLIT AC 2.5 TON	32,000	3		2	64,000

No one like this type of Reports, and whenever you print then also this errors are there.

IFERROR is the solution for this – how to use IFERROR

Just Apply IFERROR formula before the VLOOKUP or whatever formula you are using.

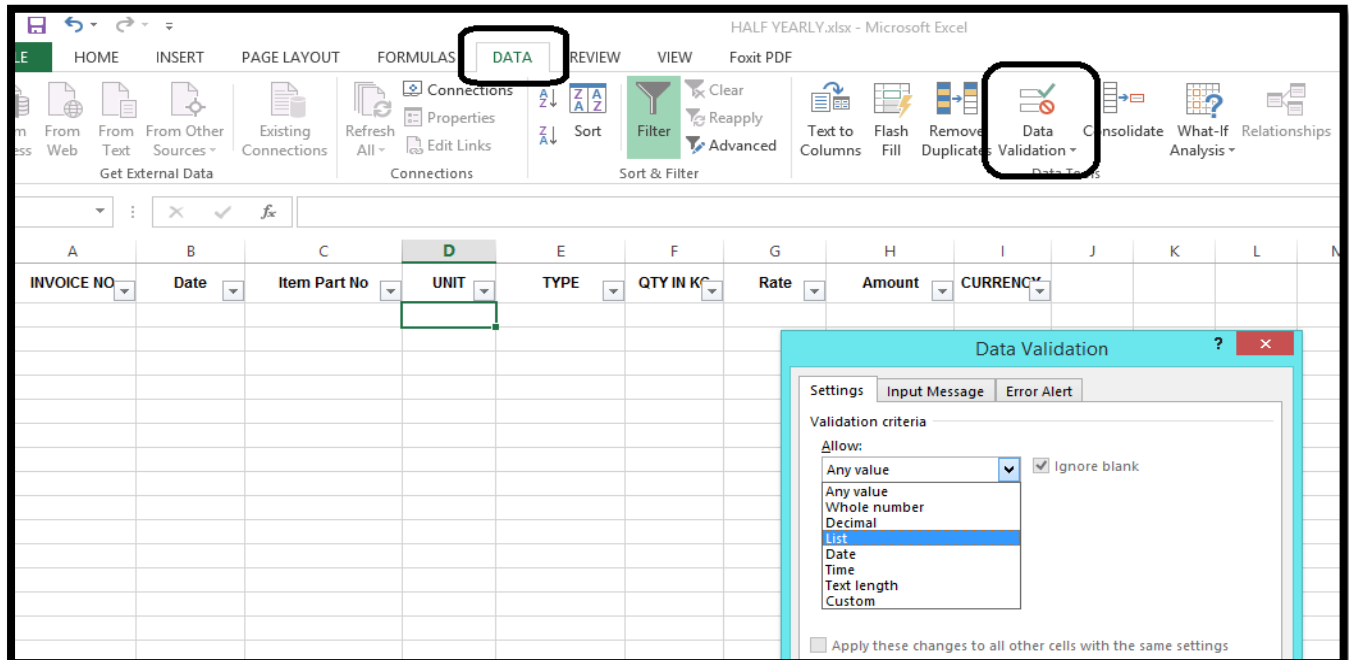
=IFERROR (VLOOKUP (____),0) after placing your VLOOKUP formula place Inverted comma and close brackets. It means if the result of VLOOKUP is error then it will show 0 value and not error.

See the Example below:-

=IFERROR(VLOOKUP(A4,'2016 Q1 SALES'!\$A\$3:\$J\$8,4,0),0)							
	C	D	E	F	G	H	
		2015		2016			
		QUARTER I		QUARTER I			
	RATE	QTY	AMOUNT	QTY	AMOUNT		
001	8,200	10		8	65,600		
003	5,400	5	-	-	-		
005	10,000	8	-	12	1,20,000		
	8,500	5	-	9	76,500		
	10,000	4	-	-	-		
1	11,200	4		5	56,000		
	32,000	3		2	64,000		

VALIDATION – USEFUL FOR DATA ENTRY IN EXCEL SHEET

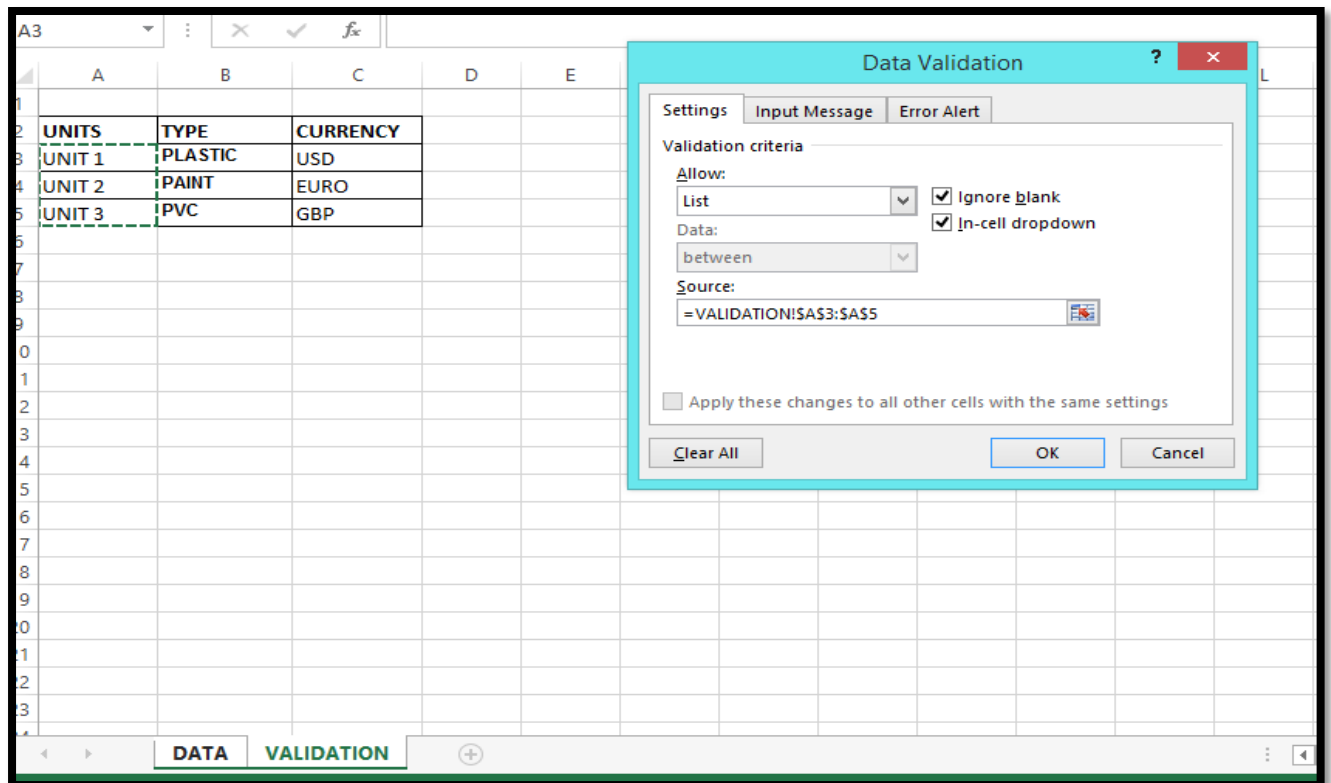
Whenever you are using excel sheet for filling the data, there are some fields in the data which has 3 or 4 options for example – In sales data –(1) Export Sales (2) Local Sales, then after in Export Sales – Currency options –(1) USD (2) Euro (3) GBP etc....



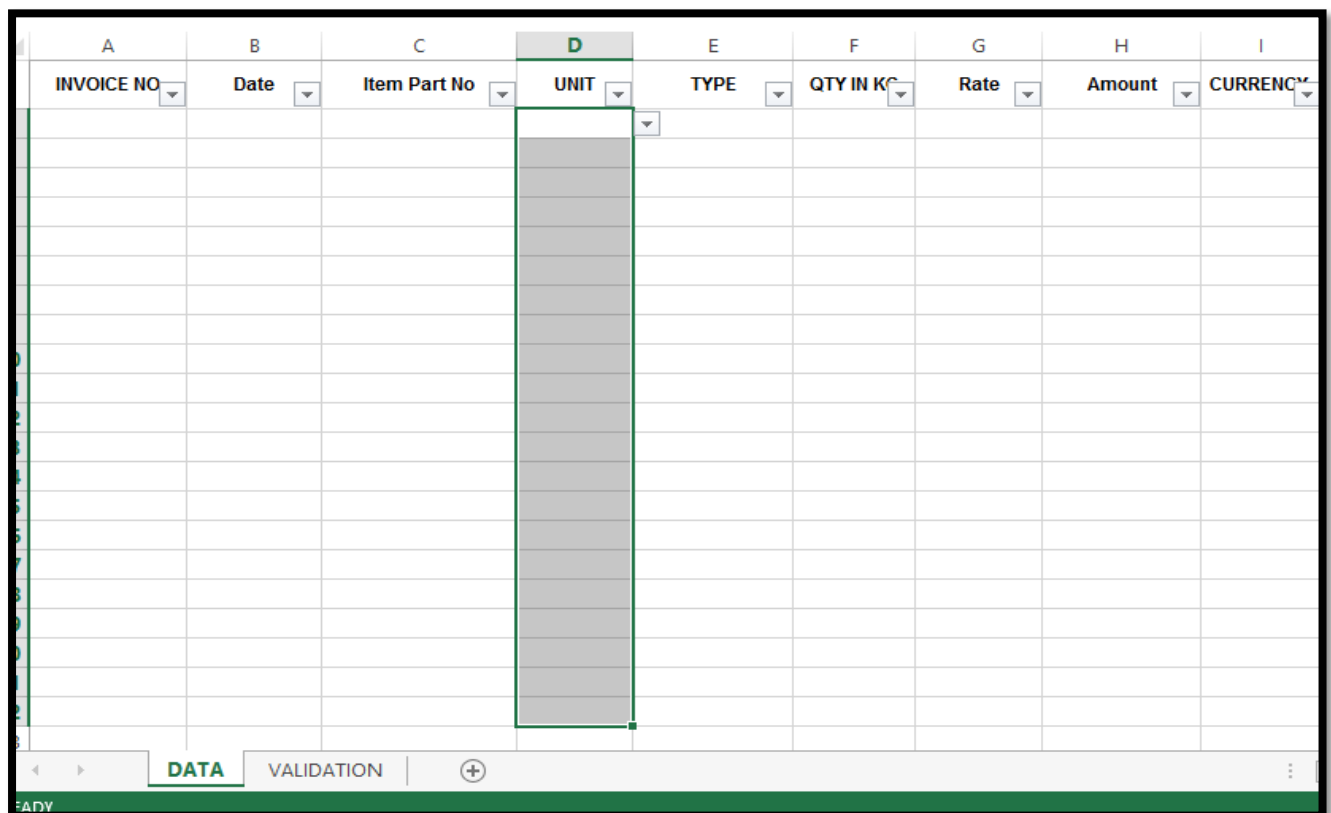
Suppose I want Unit Options – Unit 1, Unit 2, Unit 3, Like above go to Data validation, go to list. Here you have to select range of cells where Unit 1, Unit 2, Unit 3 is written so for that I have already added sheet Named “Validation” and in that sheet I have made a list of all options what we want in our data entry sheet.

UNITS	TYPE	CURRENCY
UNIT 1	PLASTIC	USD
UNIT 2	PAINT	EURO
UNIT 3	PVC	GBP

Now select range like this –



Now select up to the cells you want data entry and press CTR + Down.



Same way, Place options in Type and Currency – See Excel Sheet.

Hyperlink – To manage our day to day work easily, I am going to show you how hyperlink is useful.

I have prepared one Excel sheet, where I have listed all my important files which are used daily or frequently and against it I have given hyperlink of the path of that file. So that I can easily open any of the file easily without going to folders, sub folders...etc.

For example I have prepared one sample file like this –

	A	B	C	D	E	F
1						
2	NO	PARTICULARS	UNIT 1	UNIT 2	UNIT 3	
3	1	MONTHLY SALES REPORT	S1	S2	S3	
4	2	MONTHLY PRODUCTION REPORT	P1	P2	P3	
5	3	MONTHLY PURCHASE REPORT	PR1	PR2	PR3	
6	4	RATE VARIANCE REPORT	V1	V2	V3	
7						
8						
9						
10						
11						
12						

NO	PARTICULARS	UNIT 1
1	MONTHLY SALES REPORT	S1
2	MONTHLY PRODUCTION REPORT	P1
3	MONTHLY PURCHASE REPORT	PR1
4	RATE VARIANCE REPORT	V1

Calibri 11

B *I* ≡

Cut

Copy

Paste Options:

Paste Special...

Insert...

Delete...

Clear Contents

Quick Analysis

Filter ▶

Sort ▶

Insert Comment

Format Cells...

Pick From Drop-down List...

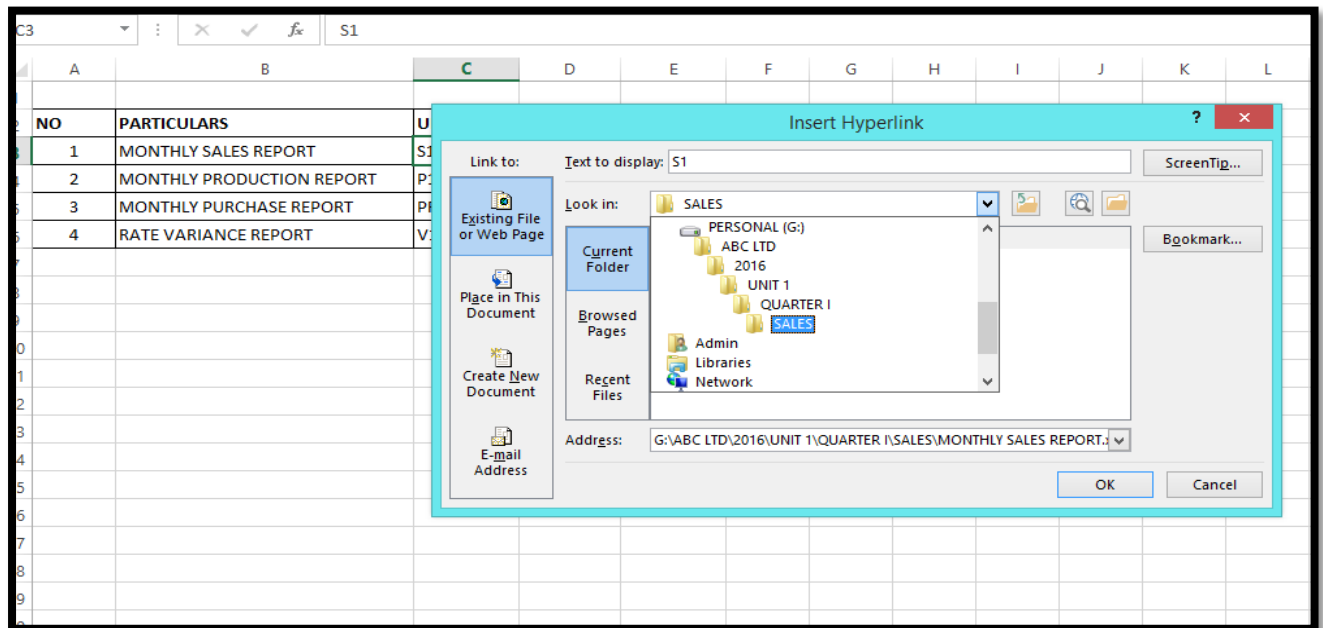
Define Name...

Hyperlink...

LIST

+

Select Cell where File name is written and Right Click –Select Hyperlink – In “Look in” select where your file is, select file and then ok.



Now like this all files path can be given and then you can select any of the file from one excel sheet without going to the folders -2016 – quarter – sales etc.

TIPS – Limitation of this thing is, when anyone changes folder name or file name then link will not work, for that also I have one in built internal control.

For this select the Main folder in which all folders, subfolders and files are there for example in this case it is “2016”

Select folder – Right click – Properties – Advanced

In this one option is there “**Encrypt contents to secure data**” –enable this option. Now whatever files you place, without your user id and password, No one can change the name of the file or folder.

TALLY REPORTS FOR PIVOT TABLE - From Tally if you want to export any report like sales register or purchase register with inventory details in which all data is available for example – customer name, group, item name, item code, item group, rate, qty, amount, discount, ledger name etc. then this option is the solution.

Go to Sales register – Select Period – Now F5 (columnar)

In that select –Quantity details, Rate details and amount – Yes then enter

Now press Alt + F1 (Detailed) – So you can see inventory details also.

Now go for export – Alt + E

	Vch Type	Vch No.	Unique No
Exporting Sales Register			
Language	:	Restricted (ASCII Only)	
Format	:	Excel (Spreadsheet)	
Export Location	:	C:\Program Files\Tally.ERP9	
Output File Name	:	DayBook.xlsx	
*****	:	Sales Register	
Export for Pivot Table	:	Yes	
Update existing file	:	Yes	
Excel (Spreadsheet) Formatting	:	Yes	
with Colour	:	No	
Open Exported File	?	Yes	
Show Company Name	?	No	
Show Item Properties	?	No	
(Alias, Part No, Description, Remarks, Stock Group, Category, Standard Cost, Standard Price, Etc...)			
Show Ledger Properties	?	No	
(Alias, Group, Notes, State Name)			
Show Statutory Details	?	No	
(VAT, TCS)			
Show Despatch Details	?	No	
Show Order Details	?	No	
Show Export/Import Details	?	No	

Now see below – show ledger properties, show item properties – whatever you want, all the options are available.