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Linking Multiple Worksheets

A Solver White Paper

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solverusa.com

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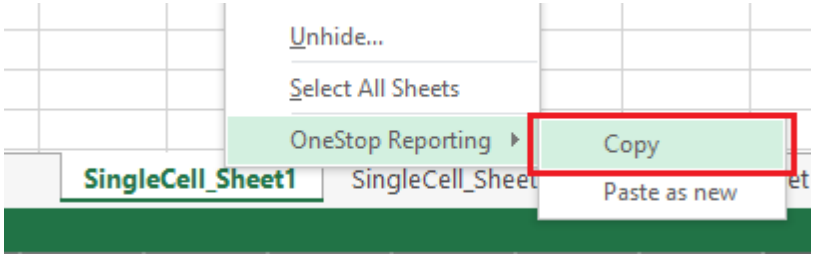
Introduction

This document provides an overview of how to link multiple sheets when using expanding rows and columns. Linking tabs is very common in spreadsheets and this white paper describes how to accomplish this when using BI360 expanding groups.

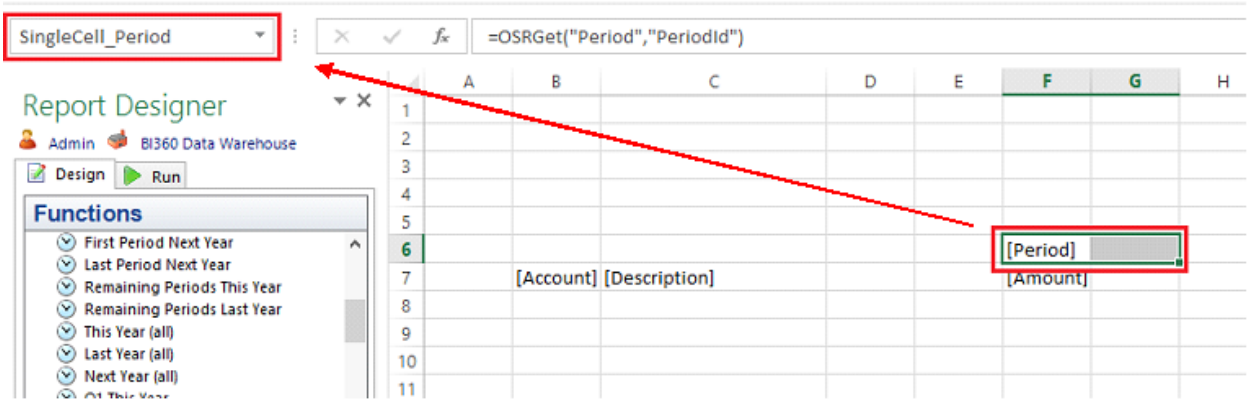
Additionally, users may download a sample of this exercise at the bottom of this document. Please note, you must be signed into the Solver Support Center in order to download this file.

Single Cell Named Range

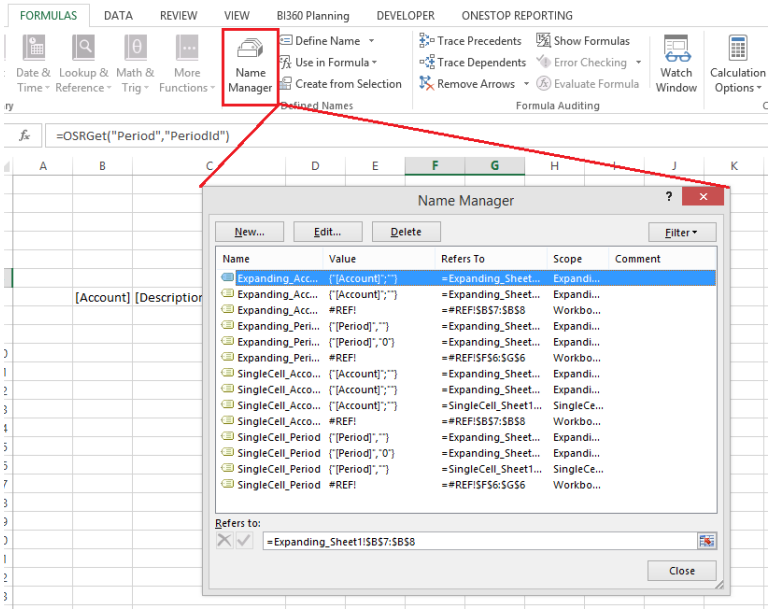
1. Create a basic report with *Account* on the rows, using an expanding group, and *Period* on the columns on the first tab, called **SHEET1**. Add a measure to the cells, such as an *Amount*.
2. Using the OneStop Reporting Copy button, make a copy of this sheet, renaming it Sheet 2.



   Remove the Period and Amount references from sheet two so that Sheet2 is only bringing in Amount.
3. Return back to Sheet1 and create named ranges or *Account* and *Period.* Ensure that the named range includes an extra row or column in the named ranges when using expansion groups.
   a. As an example, in the first tab, go to the cell where there is a period. The cell F6 is used in the example below. Click on F6 and click into the **Named Box** and type in *SingleCell_Period*, as example, and hit **Enter**.



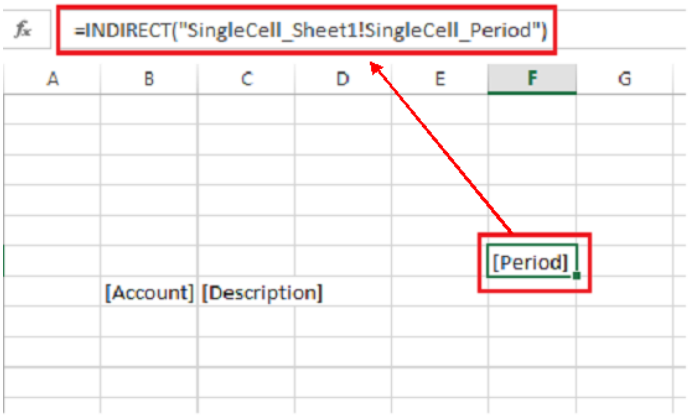
b. In your Excel Ribbons, click **Formulas -> Name Manager** to view a list of all the named ranges that have been created



4. Go to the Sheet2 and enter the formula:

   =INDIRECT("Sheet1!SingleCell_Period") into cell F6

   where Sheet1 is the tab where the named range *SingleCell_Period* was created in step 3a.



5. Execute the report and the period should flow through. As an example, if cell F6 on Sheet1 is period **201001**, then the formula will output **201001** on the second tab.

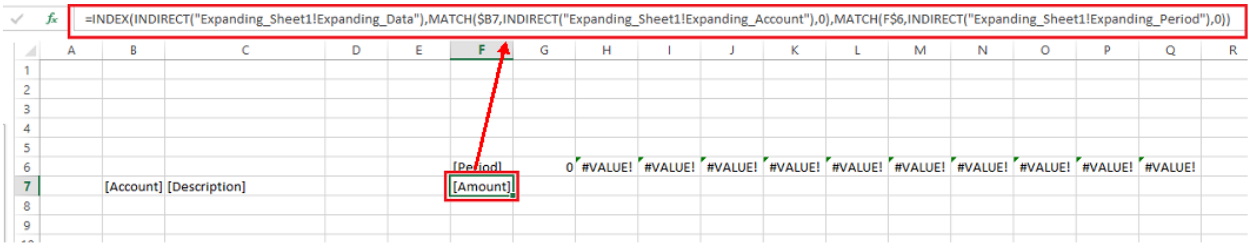
Expanding Group Named Range

In this example, we want to bring in the data for a particular account for a particular period. Building on the example above, we will created a named range for our data and use Excel's Match formula to compare two values.

1. Using the previously created named ranges, we now expand on our report design, applying a *This Year All* function to the Periods grouping on Sheet1.
2. Next, create a named range for the data to be brought into the form. Keep in mind, that this named range should go one cell over and once cell down (2x2) in order to accommodate expanding periods and accounts. This named range can be called *Data.*
3. The next step is to create the formula to bring in the values for the accounts. The steps below will use a formula that may be unfamiliar to the user.
    a. On Sheet2, we need to spread the Period indirect out 12 columns so that all periods are returned. To avoid having the sheet return "#Value", add and IfError clause to the Indirect formula to return *blank* when the formula errors out.
    b. Go to Sheet2 and go to the cell where the measures would go (cell D8 in the example below). Type the formula

    =INDEX(INDIRECT("Expanding_Sheet1!Expanding_Data"),MATCH($B7,INDIRECT("Expanding_Sheet1!Expanding_Account"),0),MATCH(F$6,INDIRECT("Expanding_Sheet1!Expanding_Period"),0))

    This formula incorporates the use of Excel's "Index Match Match" with the Indirect formula to compare a row and column value and return a value where the two intersect.

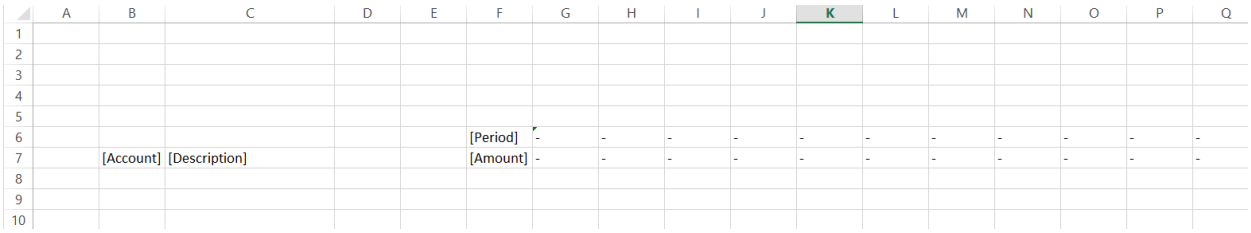


    c. As done in step A, spread the indirect formula out 12 columns to cover bring in all the data.

d. The final step is to add an IfError clause when the formula errors out. In this case, we will have the equation return a dash, "-", when there is an error.

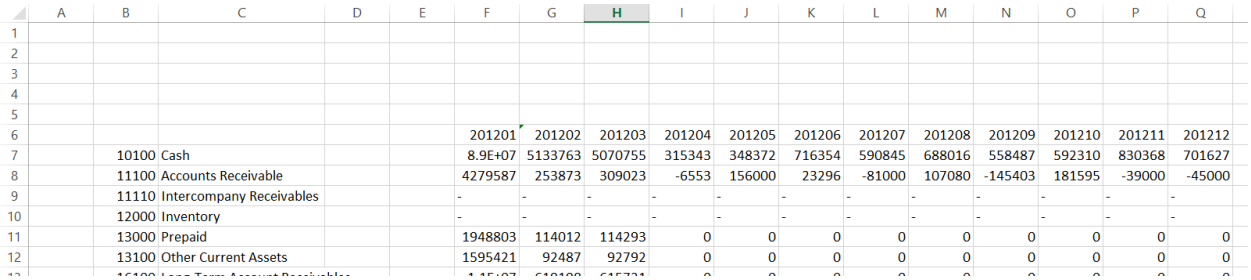
=IFERROR(INDEX(INDIRECT("Expanding_Sheet1!Expanding_Data"),MATCH($B7,INDIRECT("Expanding_Sheet1!Expanding_Account"),0),MATCH(F$6,INDIRECT("Expanding_Sheet1!Expanding_Period"),0)),"-")

Now, the formula is looking up the account and matching to each period column from Sheet1. Below is an example of what the report should look like.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1																	
2																	
3																	
4																	
5																	
6						[Period]	-	-	-	-	-	-	-	-	-	-	-
7		[Account]	[Description]			[Amount]	-	-	-	-	-	-	-	-	-	-	-
8																	
9																	
10																	

4. Execute the report to view the results.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1																	
2																	
3																	
4																	
5																	
6						201201	201202	201203	201204	201205	201206	201207	201208	201209	201210	201211	201212
7		10100	Cash			8.9E+07	5133763	5070755	315343	348372	716354	590845	688016	558487	592310	830368	701627
8		11100	Accounts Receivable			4279587	253873	309023	-6553	156000	23296	-81000	107080	-145403	181595	-39000	-45000
9		11110	Intercompany Receivables			-	-	-	-	-	-	-	-	-	-	-	-
10		12000	Inventory			-	-	-	-	-	-	-	-	-	-	-	-
11		13000	Prepaid			1948803	114012	114293	0	0	0	0	0	0	0	0	0
12		13100	Other Current Assets			1595421	92487	92792	0	0	0	0	0	0	0	0	0

Example

Please download this example from here:

Linking Multiple Worksheets.xlsx

Additional Information

The Solver Knowledgebase is a continuously growing resource for our users to find information on the BI360 Suite. Inside the Knowledgebase, users can find user guides, training guides, downloads and technical documentation. Please check the knowledgebase (https://support.solverusa.com/index.php?/Knowledgebase/List) frequently for the newest content.