

How to use the Vlookup function in accounting.

If you are an accountant and frequently work with large datasets, quickly and accurately retrieving information is crucial. In Excel, the VLOOKUP function is a powerful tool that helps you search and extract data based on a specific value.

The VLOOKUP function is a data lookup and referencing tool in Excel. It helps search for a value in a given column of a data table and return the result from another column in the same row.

HOW TO USE VLOOKUP IN ACCOUNTING

The VLOOKUP function in accounting automates many important tasks such as calculating fixed asset depreciation, allocating costs, looking up inventory input and output prices, finding accounting account codes and names, and identifying product information in catalogs. Using this function minimizes errors, saves time, and increases accuracy when processing financial data.

Syntax of the Vlookup function

=VLOOKUP(Giá trị để tìm kiếm, Vùng dữ liệu tìm kiếm, Cột trả về Giá trị tìm kiếm, 0)

F4 (3 lần)

F4 (1 lần)

Lưu ý:

- Giữa các giá trị sử dụng dấu phẩy (,) hoặc dấu chấm phẩy là tùy máy tính
- Công thức luôn bắt đầu bằng dấu bằng (=)

- **Search value** : This is the data used for comparison within the search area. For example: product code, product name, unit price, total price, etc.
- **Search range** : The data table containing the search value and the result column to retrieve.
- **Result column** : The column number in the search area containing the data to be retrieved, counting from left to right.
- **Parameter '0'** : Requests an exact value search.

The significance of using F4

- **F4 (once)** : Fix both column and row ? \$column\$row

Example: \$A\$8 ? Fix column A and row 8.

- **F4 (twice)** : Fix row, not fix column ? column\$row

Example: A\$8 ? Fix row 8, column A will still change when copying the formula.

- **F4 (3 times)** : Fix column, not row ? \$columnrow

Example: \$A8 ? Fixes column A, row 8 changes when the formula is copied.

Taimienphi.vn will provide an example of the VLookup function retrieving the Product Name based on the Product Code from the Product Catalog.

BẢNG KÊ XUẤT - NHẬP HÀNG HÓA TRONG KHO									
Thực hiện: Taimienphi.vn									
Tháng 7/2017									
Mã hàng hóa	Tên hàng hóa	Đơn vị tính	Hàng đã nhập		Hàng đã xuất		Hàng tồn		
			Số lượng	Thành tiền	Số lượng	Thành tiền	Số lượng	Thành tiền	
A	B	C	1	2	3	4	5	6	
LT1	=VLOOKUP(\$B11,\$G\$20:\$I\$23,2,0)								
LT2									
LT3									

Danh mục hàng hóa			
STT	Mã hàng hóa	Tên hàng hóa	Đơn vị tính
1	LT1	Laptop Asus	Chiếc
2	LT2	Laptop Dell	Chiếc
3	LT3	Laptop Acer	Chiếc

In there:


- \$B11 : the value to search for

- \$B11,\$G\$20:\$I\$23 : is the search data range

- Parameter '2': retrieves the value from the second column from the left in the search range.

- Parameter '0' : takes the absolute value

The result after pressing Enter:

BẢNG KÊ XUẤT - NHẬP				
				Tháng
Mã hàng hóa	Tên hàng hóa	Đơn vị tính	Hàng đã nhập	
			Số lượng	Thà
A	B	C	1	
LT1	Laptop Asus			
LT2	Laptop Dell			
LT3	Laptop Acer			
				

Note:

Hold down the result cell B11 and drag it down to perform the calculation with the two cells below.

The above is a guide on how to use the VLOOKUP function in accounting. Typically, users combine the VLOOKUP and IF functions to solve problems more quickly. Detailed instructions on combining VLOOKUP and IF functions are available on TipsMake. We hope that after reading this article, you can easily use the VLOOKUP function in your accounting work to make your tasks easier and faster.

You finished reading the article "**How to use the Vlookup function in accounting.**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.