Aellius LynX Office™
Lookup Enhancements

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LynX Office Enhancements

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LYNX OFFICE LOOKUP ENHANCEMENTS

This document describes the Lookup enhancements to all LynX Office Excel templates.

Single Lookup Command

Individual Lookup commands have been replaced by a single Lookup command. The Lookup Command is located in the Lookups Group, as shown in the screenshot below.
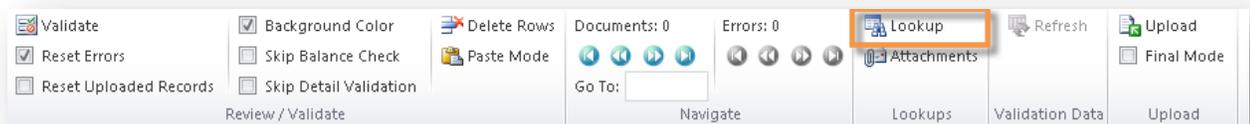
Displaying the Lookup Form

To display the lookup form, select a cell, and then click the Lookup button. Or, you can right-click the cell and then click Lookup, as shown in the screenshot below:
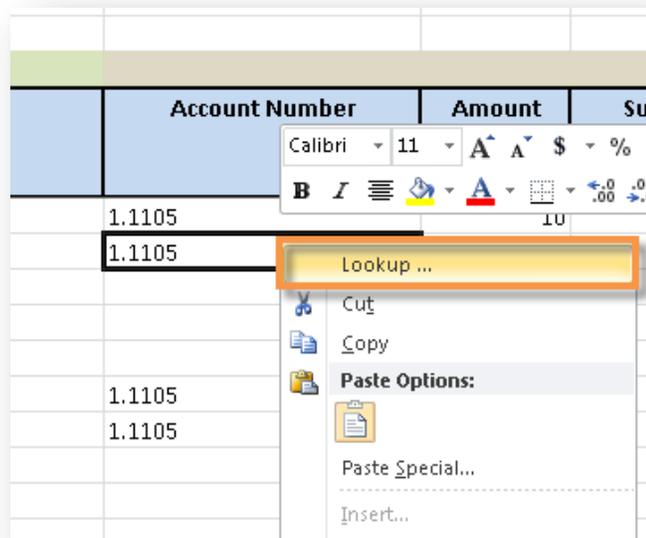
Note: Not all fields support lookups. If a field does not support lookups, a message is displayed.
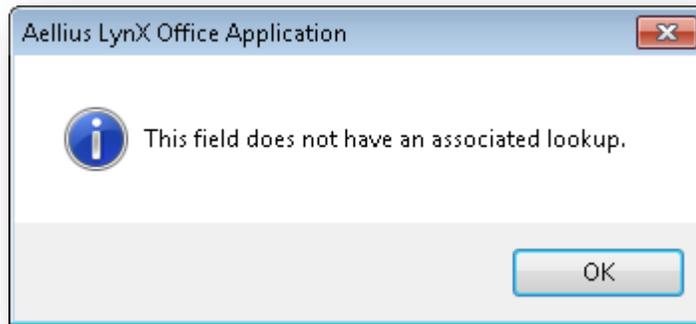
Lookup Form Features

All lookup forms have the same look and feel. Lookup forms have four sections: Commands, Search Fields Lookup Data and Status Messages as shown below.

Commands

The Find command finds lookup data based on the criteria in the search fields. Some Lookup Forms restrict wide open searches, so you have to enter data in at least one search field to find lookup data.

The Select command selects the lookup data and places it in the selected cell. You can also select the data by double-clicking the record in the grid.

The Close command closes the form (without selecting any data).

Search Fields

Search fields allow you to enter search criteria. Search Fields may have one or more of the following features:

Multiple Values

Enter multiple values by separating them with a comma. If the field supports multiple values, a "," icon is displayed next to the field (when you tab out of it).

Ranges

Enter ranges by separating the "from" and "to" values by a hyphen (-). If the field supports ranges, a "-" icon is displayed next to the field (when you tab out of it)..
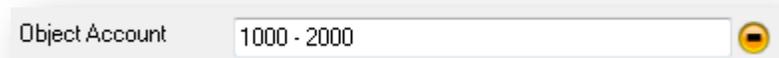
Wild Card

Enter * to specify a wild card. If the field supports wild cards values, a "*" icon is displayed next to the field (when you tab out of it).
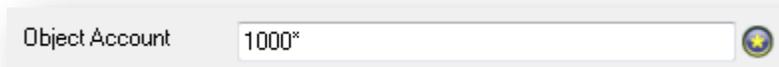
Note: If a field does not support any of the following features, no icon will be displayed next to it. That is your visual cue to indicate that the feature is not supported. If a field supports multiple features, multiple icons will be displayed next to it.

Lookup Data

Lookup Data is displayed in the grid if matching records are found. You can sort the data by clicking the column header.

Note: For performance reasons, the number of fetched records is usually limited to 1000. This number can be changed by request.

Status Messages

Status Messages are displayed on the bottom of the form. The messages include:

- Max. Records: This is the maximum number of records that will be fetched by the lookup. For performance reasons, this number is usually limited to 1000. This number can be changed by request.

- Records Fetched: This is the number of records that are currently in the grid. This message is displayed when one or more matching records are found.

- Warning Message: This message is displayed when the number of records in the grid matches the maximum number of records. Narrow your search criteria to limit the records.

Dependent Lookups

In some cases, the lookup depends on other values in the upload sheet. For example, the Subledger lookup depends on the value of the Subledger Type. To display the lookup form for dependent lookups:

- Verify that the dependent field is on the upload sheet.

- Enter a valid value in the dependent field.

- Use the Lookup command (or right-click and select Lookup)

SublLedger Type	SubLedger	Remark	Reference	
A	500			
A				

Lookup: Address

Find   Select   Close

Address Number

Name

Search Type

	Sbl. Inactive?	Address Number	Name	Type	
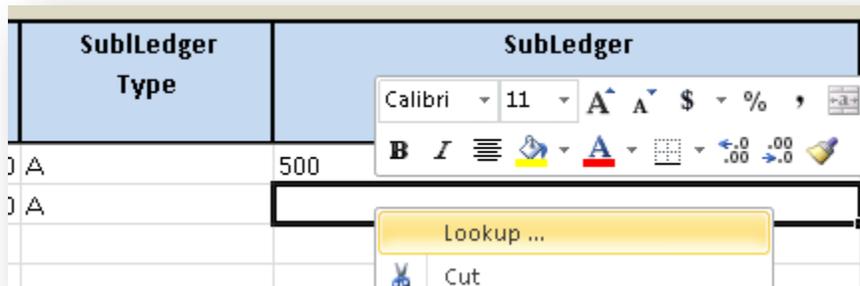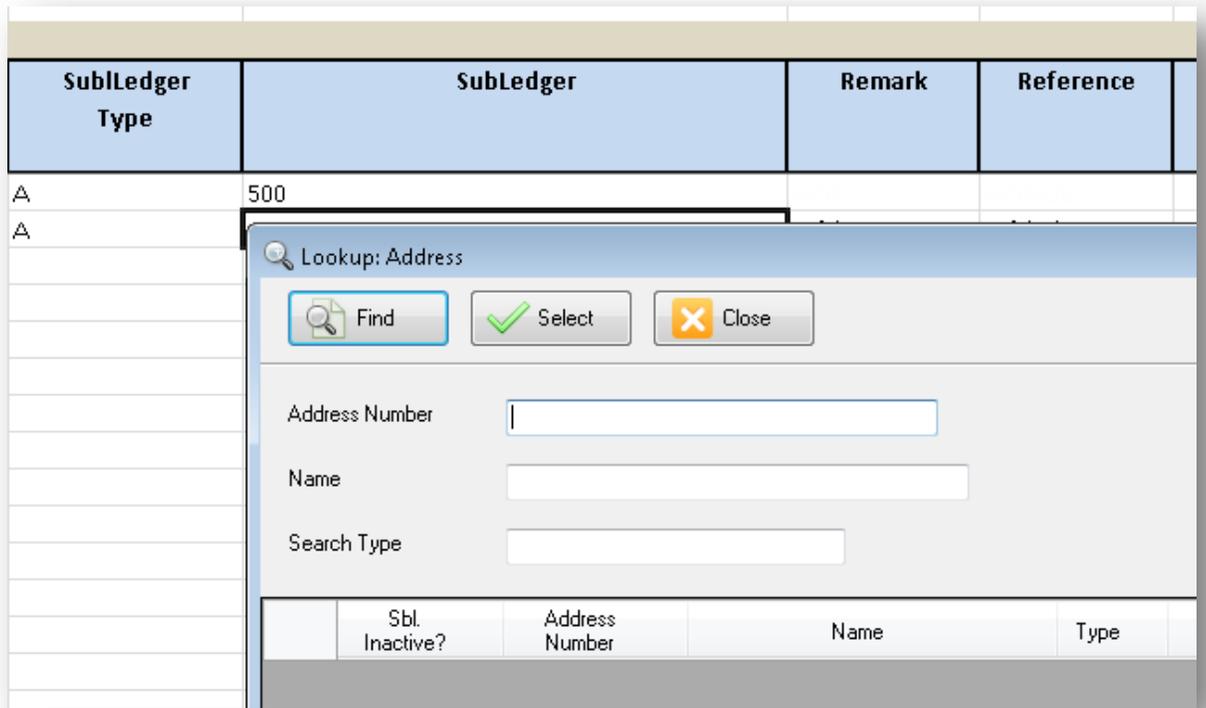
Note: Lookups may not be configured for all dependent field values. If it is not configured, a message is displayed.

Aellius LynX Office Application

This field does not have an associated lookup based on the data in column Subledger Type.

OK