Extract Command
(Numeric, Character, and Date Fields)

Used For

To isolate certain records and fields in a table and save the information in a new table.

When Used

When the auditor wants a new table with only specified tables and fields included, usually when the auditor intends to do additional testing of the new table. The new table contains only the records the auditor isolated and is therefore easier to manipulate and analyze.
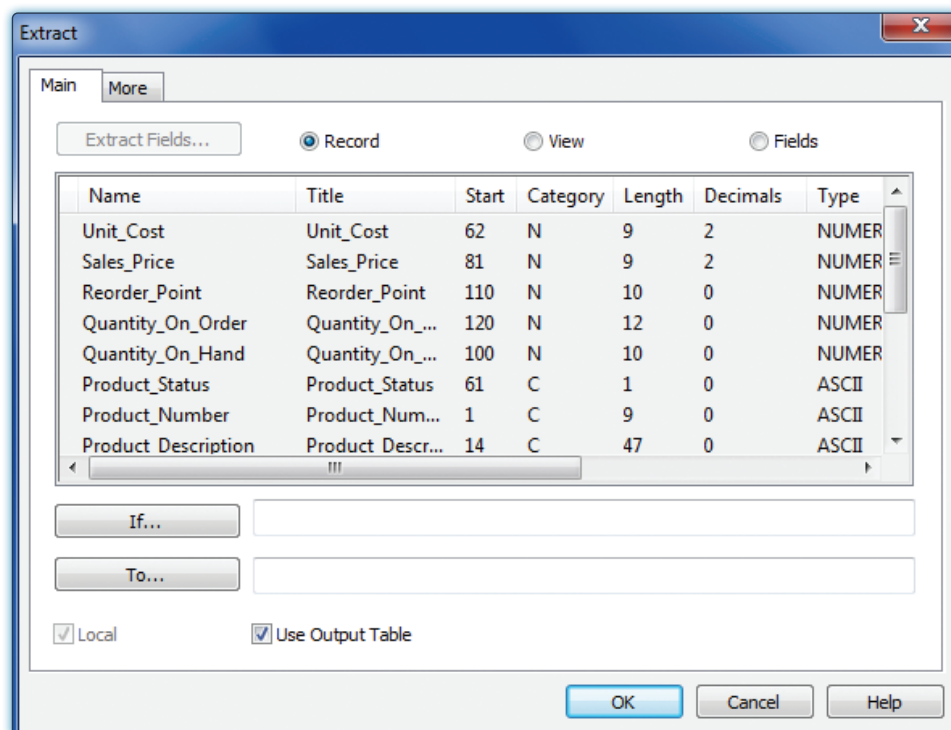
Examples

- Isolate customers with a credit balance in year-end accounts receivable.
- Isolate employees in a specific work department from a master file table.

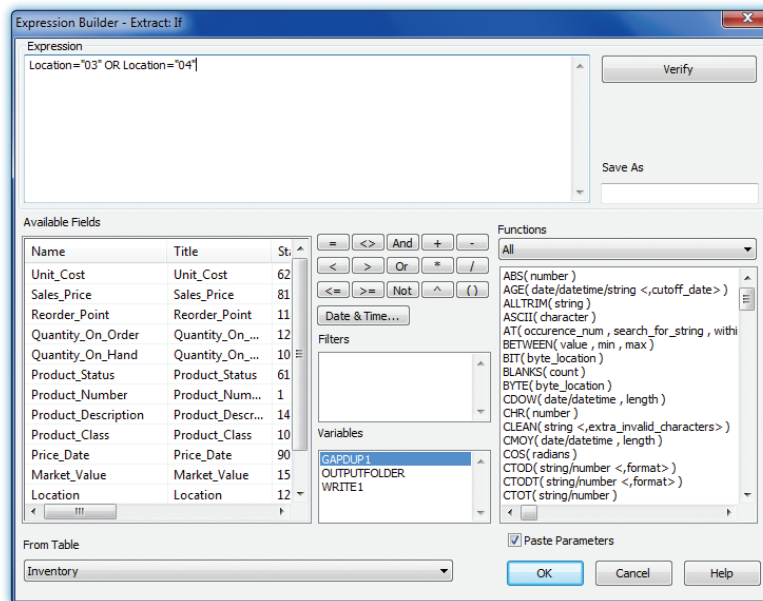## TASK #1 — Extract Certain Records to a Separate Table

Steps

▪▪▪ *Click Data → Extract to open the Extract command dialog.*

▪▪▪ *If the Record radio button is not already selected, click the button.*

Next, you need to build a filter so that ACL knows what records you want to extract.

▪▪▪ *Click the If button.*

▪▪▪ *Build the filter in the Expression box.* For guidance using the Expression box, see the Filters section of the Reference material.

▪▪▪ *Click OK to return to the Extract command dialog.*

ACL creates a new table with the extracted information. You need to provide a table name.

▪▪▪ *Type a descriptive table name in the To box.* You do not need to add the file extension: ACL automatically adds the "fil" extension. See the following illustration as an example.
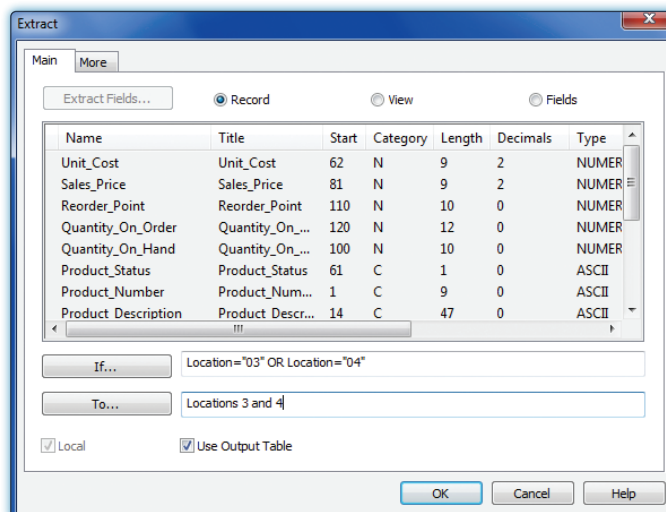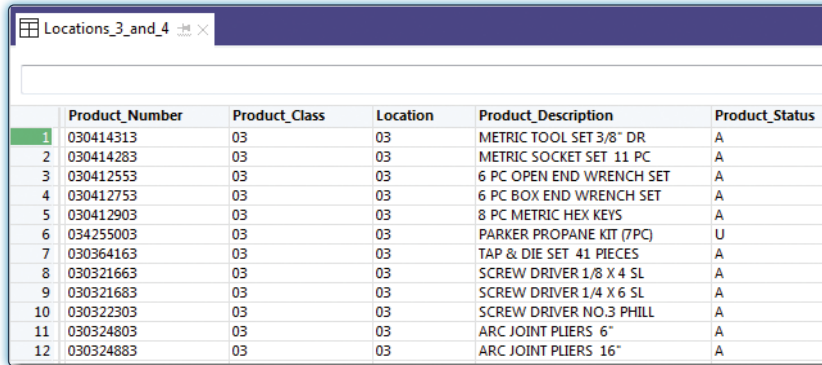

▪▪▪ *Click OK to run the command.*

Command Results

The Extract command creates a new table that contains only the records that were extracted. Notice that there is a new table in the Overview window with the name of the new table you just created. In addition, the default view changes to the newly extracted table. Following is an illustration of an excerpt from an extracted table.
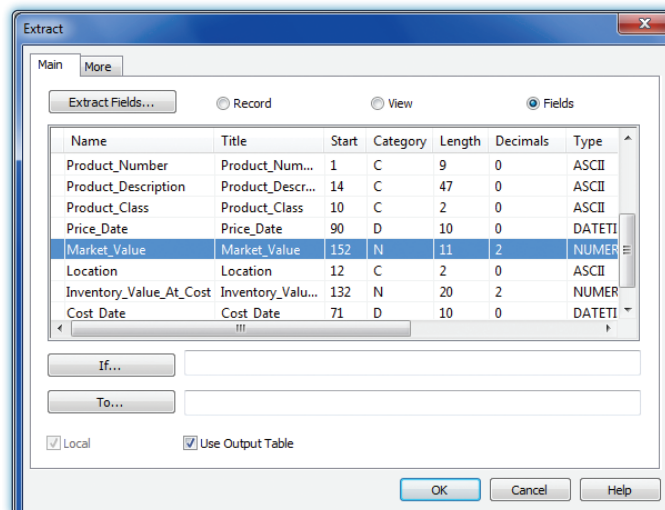

TASK # 2 — Extract Certain Fields to a Separate Table

Steps

- Click Data → Extract to open the Extract command dialog.
- Click the Fields radio button if it not already selected. All fields in the table are listed in the Extract Fields portion of the command dialog.

- In the Extract Fields portion of the command dialog, click on the name of the field(s) on which you want to extract to a separate table. Use the Shift or Control key to select multiple fields.
- Click the If button. (See the top of the following page.)
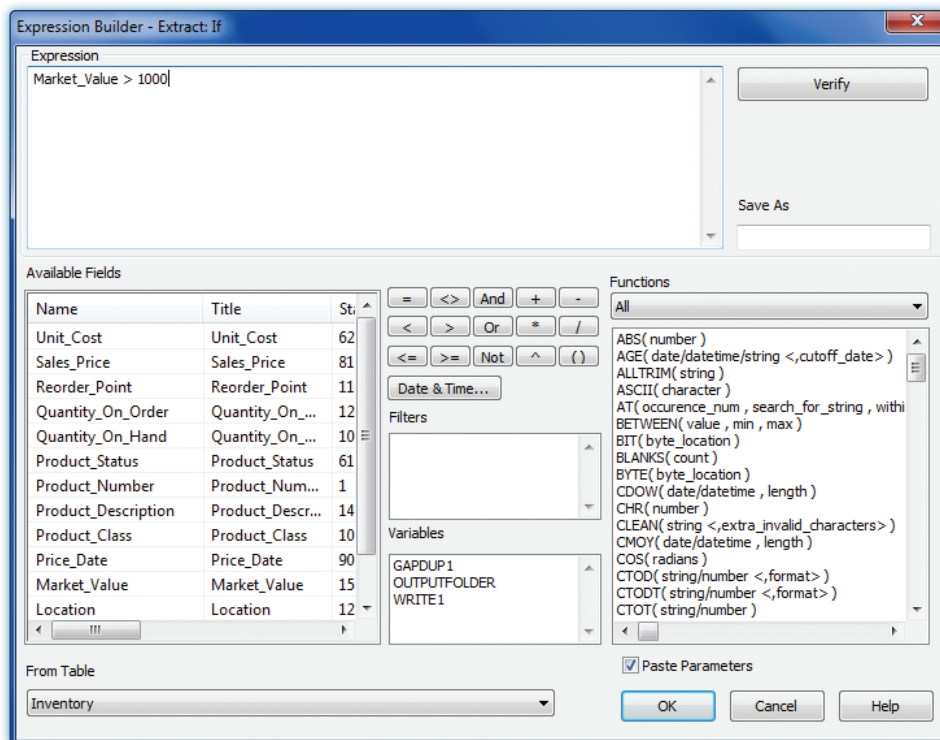
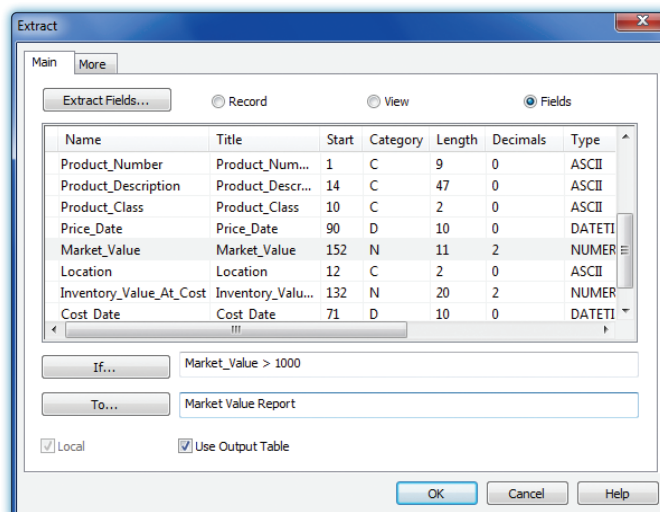- *Build the filter in the Expression box.* For guidance using the Expression box, see the Filters section of the Reference material.

- *Click OK to return to the Extract dialog box.*

- *Type a descriptive table name in the To box.* You do not need to add the file extension: ACL automatically adds the "fil" extension. See the illustration below as an example.
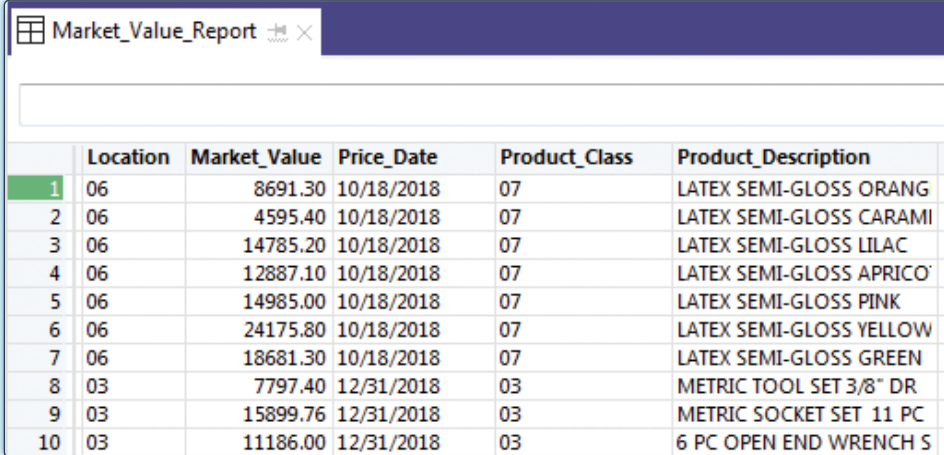

- *Click OK to run the command.*

Command Results

The Extract command creates a new table that includes only the fields that were extracted. Notice that there is a new table in the Overview window with the name of the new table you just created. In addition, the default view changes to the newly extracted table. Following is an illustration of a table of extracted fields for records meeting a certain condition.

Market_Value_Report

	Location	Market_Value	Price_Date	Product_Class	Product_Description
1	06	8691.30	10/18/2018	07	LATEX SEMI-GLOSS ORANG
2	06	4595.40	10/18/2018	07	LATEX SEMI-GLOSS CARAMI
3	06	14785.20	10/18/2018	07	LATEX SEMI-GLOSS LILAC
4	06	12887.10	10/18/2018	07	LATEX SEMI-GLOSS APRICO
5	06	14985.00	10/18/2018	07	LATEX SEMI-GLOSS PINK
6	06	24175.80	10/18/2018	07	LATEX SEMI-GLOSS YELLOW
7	06	18681.30	10/18/2018	07	LATEX SEMI-GLOSS GREEN
8	03	7797.40	12/31/2018	03	METRIC TOOL SET 3/8" DR
9	03	15899.76	12/31/2018	03	METRIC SOCKET SET 11 PC
10	03	11186.00	12/31/2018	03	6 PC OPEN END WRENCH S