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

Extract Fields	Record		🔘 View		🔘 Fiel	lds
Name	Title	Start	Category	Length	Decimals	Туре
Unit_Cost	Unit_Cost	62	N	9	2	NUMER
Sales_Price	Sales_Price	81	N	9	2	NUMER =
Reorder_Point	Reorder_Point	110	N	10	0	NUMER
Quantity_On_Order	Quantity_On	120	N	12	0	NUMER
Quantity_On_Hand	Quantity_On	100	Ν	10	0	NUMER
Product_Status	Product_Status	61	С	1	0	ASCII
Product_Number	Product_Num	1	С	9	0	ASCII
Product Description	Product Descr	14	С	47	0	ASCII
•						•
If						
То						

Click Data \rightarrow 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.

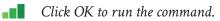
Location="03" OR Locatio	n="04"			Verify
				Save As
vailable Fields				Functions
Name	Title	Sti ^	= <> And + -	All 🗸
Unit Cost	Unit Cost	62	<> or * /	ABS(number)
Sales Price	Sales Price	81	<= >= Not ^ ()	AGE(date/datetime/string <,cutoff_date>)
Reorder Point	Reorder Point	11	Date & Time	ALLTRIM(string) ASCII(character)
Quantity_On_Order	Quantity_On	12	Filters	AT(occurence_num , search_for_string , withi
Quantity_On_Hand	Quantity_On	10 ≡	11015	BETWEEN(value, min, max) BIT(byte location)
Product_Status	Product_Status	61	<u>^</u>	BLANKS(count)
Product_Number	Product_Num	1		BYTE(byte_location) CDOW(date/datetime , length)
Product_Description	Product_Descr	14	-	CHR(number)
Product_Class	Product_Class	10	Variables	CLEAN(string <, extra_invalid_characters>) CMOY(date/datetime, length)
Price_Date	Price_Date	90	GAPDUP1	COS(radians)
Market_Value	Market_Value	15	OUTPUTFOLDER	CTOD(string/number <, format>) CTODT(string/number <, format>)
Location	Location	12 🔻	WRITE1	CTOT(string/number)
< III		•	Ψ	< >
rom Table				Paste Parameters

- 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.

Extract Fields	Record		View		Fie	lds
Name	Title	Start	Category	Length	Decimals	Туре
Unit_Cost	Unit_Cost	62	N	9	2	NUMER
Sales_Price	Sales_Price	81	N	9	2	NUMER
Reorder_Point	Reorder_Point	110	N	10	0	NUMER
Quantity_On_Order	Quantity_On		N N C	12 10 1	0 0 0	NUMER NUMER ASCII ASCII
Quantity_On_Hand	Quantity_On					
Product_Status	Product_Status					
Product_Number	Product_Num	1	С	9		
Product Description	Product Descr	14	С	47	0	ASCII
•	III					•
If	ocation="03" OR Location	on="04"				
To	ocations 3 and 4					



EXTRACT 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.

	Product Number	Product Class	Location	Product Description	Product Status
1	030414313	03	03	METRIC TOOL SET 3/8" DR	A
2	030414283	03	03	METRIC SOCKET SET 11 PC	Α
3	030412553	03	03	6 PC OPEN END WRENCH SET	A
4	030412753	03	03	6 PC BOX END WRENCH SET	A
5	030412903	03	03	8 PC METRIC HEX KEYS	A
6	034255003	03	03	PARKER PROPANE KIT (7PC)	U
7	030364163	03	03	TAP & DIE SET 41 PIECES	Α
8	030321663	03	03	SCREW DRIVER 1/8 X 4 SL	A
9	030321683	03	03	SCREW DRIVER 1/4 X 6 SL	A
10	030322303	03	03	SCREW DRIVER NO.3 PHILL	A
11	030324803	03	03	ARC JOINT PLIERS 6"	A
12	030324883	03	03	ARC JOINT PLIERS 16"	A

TASK # 2 — Extract Certain Fields to a Separate Table

Steps



- Click Data \rightarrow 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.

Extract Fields	Record		O View		Fiel	IOS
Name	Title	Start	Category	Length	Decimals	Туре
Product_Number	Product_Num	1	С	9	0	ASCII
Product_Description	Product_Descr	14	С	47	0	ASCII
Product_Class	Product_Class	10	С	2	0	ASCII
Price_Date	Price_Date	90	D	10	0	DATETI
Market_Value	Market_Value	152	N	11	2	NUMER
Location	Location	12	С	2	0	ASCII
Inventory_Value_At_Cost	Inventory_Valu	132	N	20	2	NUMER
Cost Date	Cost Date	71	D	10	0	DATETI
(III					•
If	e Output Table					

- 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.)

Expression Builder - Extra	ct: If				— X
Expression					
Market_Value > 1000				*	Verify
					,
					Save As
				_	
L				× .	
Available Fields				Functions	
Name	Title	Sti ^	= <> And + -	All	•
		62	< > Or * /		
Unit_Cost	Unit_Cost	81	<= >= Not ^ ()	ABS(number) AGE(date/datetin	ne/string <,cutoff date>)
Sales_Price	Sales_Price	11		ALLTRIM(string)	
Reorder_Point	Reorder_Point		Date & Time	ASCII(character)) m , search for string , withi
Quantity_On_Order	Quantity_On	12	Filters	BETWEEN(value ,	min, max)
Quantity_On_Hand	Quantity_On	10 ≡	*	BIT(byte_location BLANKS(count)	1)
Product_Status	Product_Status	61		BYTE(byte_locati	
Product_Number	Product_Num	1	-	CDOW(date/date CHR(number)	time , length)
Product_Description	Product_Descr	14	Variables		extra_invalid_characters>)
Product_Class	Product_Class	10	variables	CMOY(date/date	
Price_Date	Price_Date	90	GAPDUP1	COS(radians) CTOD(string/num	ber <.format>)
Market_Value	Market_Value	15	OUTPUTFOLDER WRITE1	CTODT(string/nu	mber <, format>)
Location	Location	12 -		CTOT(string/num	ber) 🔻
•			*	•	•
From Table				V Paste Parame	ters
Inventory			•	ОК	Cancel Help

- 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.

Extract Fields	Record		View		Fie	lds
Name	Title	Start	Category	Length	Decimals	Туре 🖍
Product_Number	Product_Num	1	С	9	0	ASCII
Product_Description	Product_Descr	14	С	47	0	ASCII
Product_Class	Product_Class	10	С	2	0	ASCII
Price_Date	Price_Date	90	D	10	0	DATETI
Market_Value	Market_Value	152	N	11	2	NUMER =
Location	Location	12	С	2	0	ASCII
Inventory_Value_At_Cost	Inventory_Valu	132	N	20	2	NUMER
Cost Date	Cost Date	71	D	10	0	DATETI *
						,
If Mar	ket_Value > 1000					
To Mark	et Value Report					
To Mark	et Value Report					

Click OK to run the command.

EXTRACT COMMAND

Command Results

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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.

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ВΜ	arket Value	_Report 🖽 🗙			
	arket_value				
	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 CARAN
З	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 YELLOV
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