Gaps Command

(Numeric, Character, and Date Fields)

Used For

To detect gaps in the sequence of key fields in a table.

When Used

Whenever the auditor is concerned that there are missing numbers in a sequence, usually document numbers.
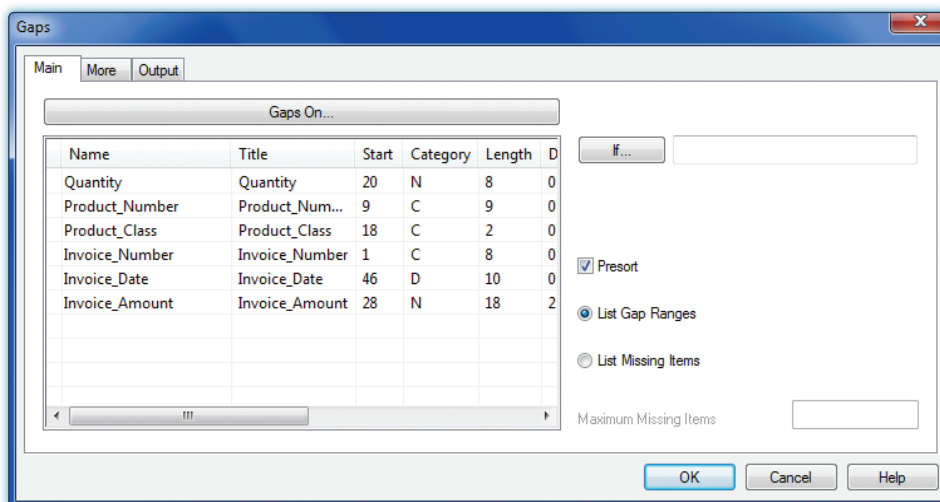
Examples

- Detect missing check numbers in a check register table.
- Detect a gap in invoice number sequence in a sales transaction table.

TASK # 1 — Report a List of Missing Ranges of Records

Steps

▪▪▪ *Click Analyze → Gaps to open the Gaps command dialog.* Each field in the table is listed in the Gaps command dialog.

▪▪▪ *In the Gaps On portion of the command dialog, click on the name of the field on which you want to run the Gaps command.*

▪▪▪ *Click OK to run the command.*

Command Results

The command results show all of the gap ranges detected in the field you chose. An example of Gaps command results follows.

As of: 02/16/2017 11:48:37
Command: GAPS ON Invoice_Number PRESORT TO SCREEN
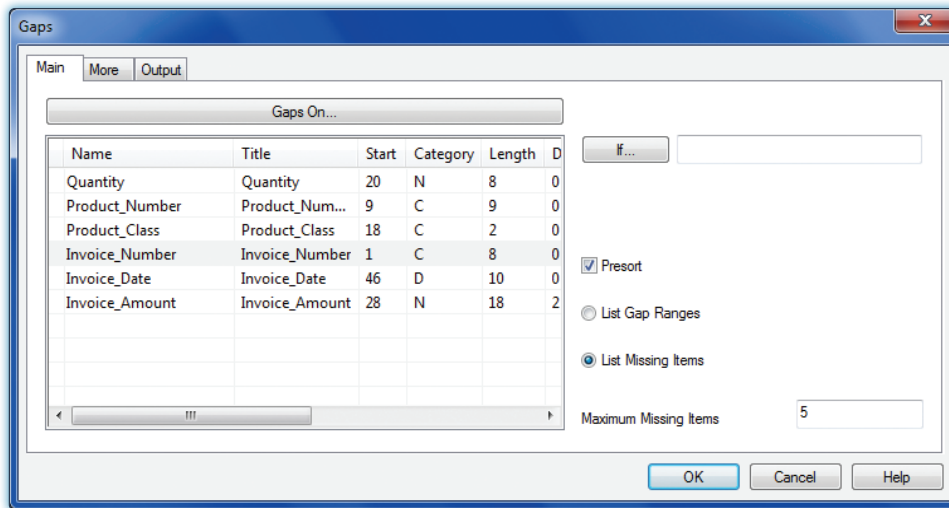**Table:**   Trans

12 gap ranges detected
32 missing items

Gaps Found Between:

Gap Start (Exclusive)	Gap End (Exclusive)	Number of Missing Items
12,867	12,869	1
12,877	12,889	11
12,891	12,893	1
12,919	12,930	10
12,952	12,954	1
12,991	12,993	1
13,003	13,005	1
13,006	13,008	1
13,029	13,032	2
13,091	13,093	1
13,135	13,137	1
13,191	13,193	1

TASK #2 — Report a Listing of Individual Missing Records

Steps

▪ *Click Analyze → Gaps to open the Gaps command dialog.* Each field in the table is listed in the Gaps command dialog.

▪ *In the Gaps On portion of the command dialog, click on the name of the field on which you want to run the Gaps command.*

▪ *Click the List Missing Items radio button on the right side of the command dialog.*

The default in the Maximum Missing Items box is five. If there are more than five consecutive items missing, a range is reported rather than listing each individual item. This setting has no effect on how many missing items are reported in total; it only affects how the missing items are presented.

▪ *If you want each missing item listed separately, change this number to a high number. Otherwise, leave the default at five.*

▪ *Click OK to run the command.*

Command Results

The command results show all missing items in the field(s) you chose. An example of Gaps command results is illustrated at the top of the following page.

As of: 02/16/2017 11:51:52

Command: GAPS ON Invoice_Number PRESORT MISSING 5 TO SCREEN

Table: Trans

32 missing items

Gaps Found:

Invoice_Number	Gap Start (Inclusive)	Gap End (Inclusive)	Number of Missing Items
12,868			1
	12,878	12,888	11
12,892			1
	12,920	12,929	10
12,953			1
12,992			1
13,004			1
13,007			1
13,030			1
13,031			1
13,092			1
13,136			1
13,192			1