Sequence Command
(Numeric, Character, and Date Fields)

Used For

- To determine if key fields in a table are in sequential order. Note: ACL does not consider gaps or duplicates to be sequence errors. See the Reference material for the Duplicates and Gaps commands.
- To determine sequential order for tables that will be joined with other tables. (See the Join Command Reference material).
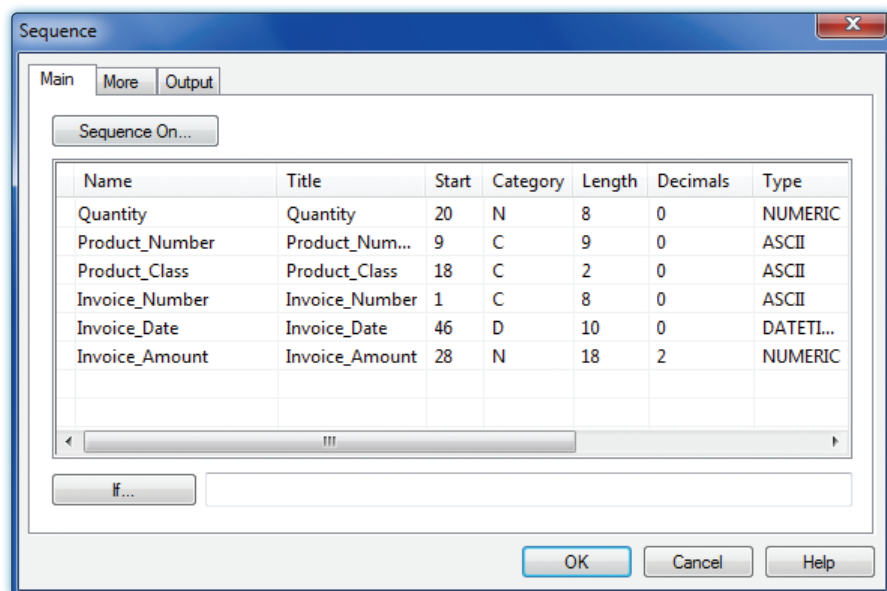
When Used

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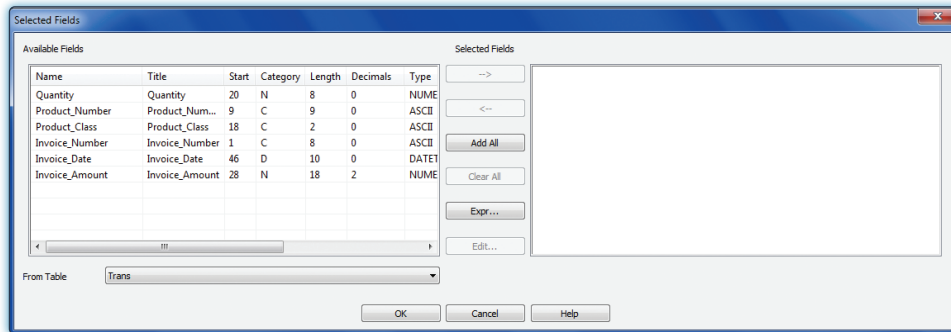
Examples

- Identify exceptions to the sequence of invoice numbers in a sales file.
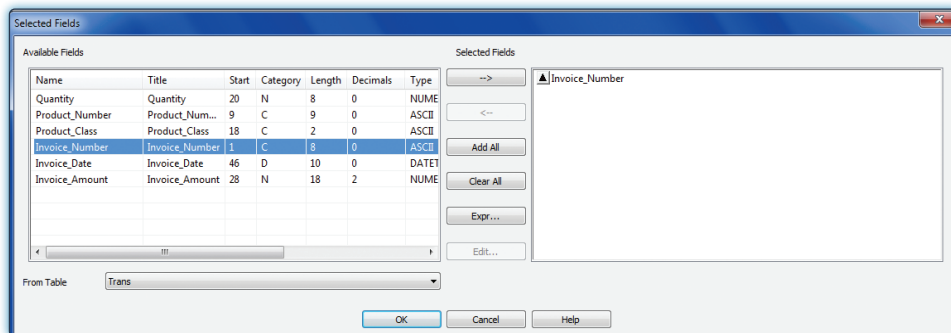- Identify exceptions to the sequence of check numbers in a payroll transactions file.

Steps

Click Analyze → Sequence to open the Sequence command dialog. Each field in the current table is listed in the Sequence command dialog.

Name	Title	Start	Category	Length	Decimals	Type
Quantity	Quantity	20	N	8	0	NUMERIC
Product_Number	Product_Num...	9	C	9	0	ASCII
Product_Class	Product_Class	18	C	2	0	ASCII
Invoice_Number	Invoice_Number	1	C	8	0	ASCII
Invoice_Date	Invoice_Date	46	D	10	0	DATETI...
Invoice_Amount	Invoice_Amount	28	N	18	2	NUMERIC

Click the Sequence On button. The Selected Fields window opens and a list of fields appears in the Available Fields portion of the window.

Double-click on the name of the field(s) on which you want to run the Sequence command. Make sure they are in the Selected Fields box. To select all fields, click the Add All button.

After a field is selected, the name of the field is inserted into the Selected Fields portion of the window, along with an upward pointing arrow. The default for the Sequence command is to test the sequence in ascending order. To change to descending order, click the upward arrow and it changes to a downward arrow. The sequence is then checked in descending order.

If necessary, change the sequence order to descending.

Click OK to return to the Main tab of the Sequence command dialog.

The default number of sequence errors reported by ACL is ten. To change the number, complete the following steps:

Click the More tab and change the number in the error limit box to the number of sequence errors you want reported. If you want to know all sequence errors in the entire table, use the total number of records in the table.

Click OK to run the command.

Command Results

The command results show the number of sequence errors found, up to the error limit chosen (default is ten). ACL lists the record number and key field for each sequence error reported. Following is an illustration of Sequence command results.

As of: 02/16/2017 12:26:55

Command: SEQUENCE ON Invoice_Number ERRORLIMIT 10 TO SCREEN

Table: Trans

5 sequence errors detected

Sequence:

Record Number	Invoice_Number
32	12893
69	12930
132	12993
229	13093
330	13193