Sort Command

(Numeric, Character, and Date Fields)

Used For

To change the sequence of a table in ascending or descending order based on specified key fields and save the information into a new table.

When Used

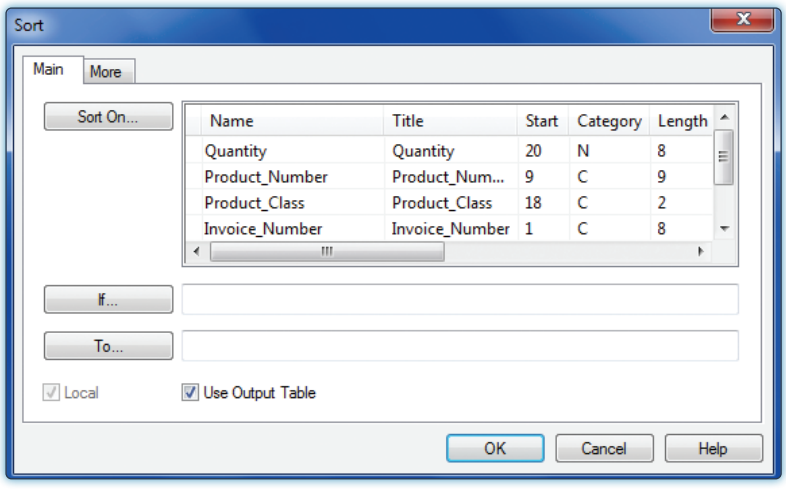
When the auditor wants a new table sorted differently from the original table. Typically the auditor intends to do additional ACL testing on the new table.

Examples

- Sort a year-end accounts receivable table by date of outstanding invoices.
- Sort a payroll transaction file by work department.

Steps

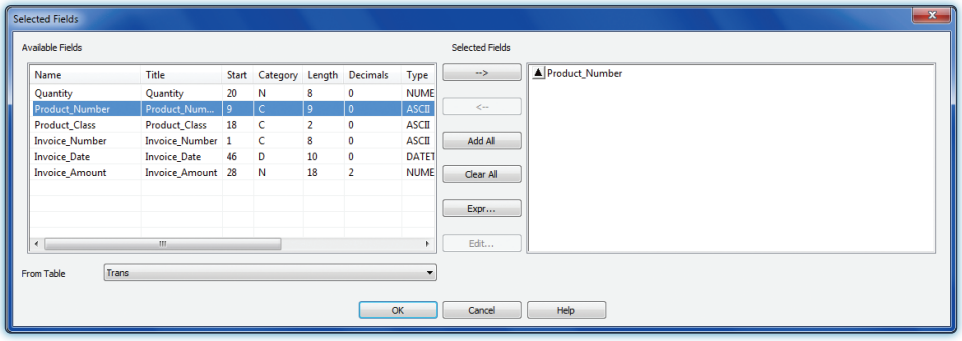
Click Data → Sort to open the Sort command dialog. All fields in the table are listed in the Sort command dialog.



Click the Sort On box to open the Selected Fields window.

Double-click on the name of the field on which you want to sort the table.

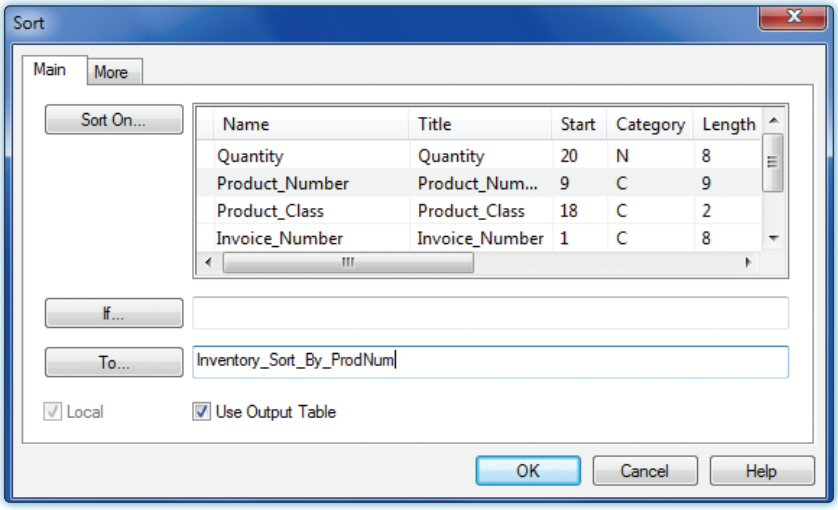
To change the sorting order from ascending (default) to descending, click on the arrow next to the field name in the Selected Fields portion of the window. If ascending order is fine, skip this step. An example of a completed window is illustrated at the top of the following page.



Click OK to return to the Sort command dialog.

The Sort command produces an output table that has been physically reordered based on the specified key fields. Provide a meaningful name for the new table. For example, the following name could be used for an inventory table sorted by product number: Inventory_Sort_By_ProdNum.

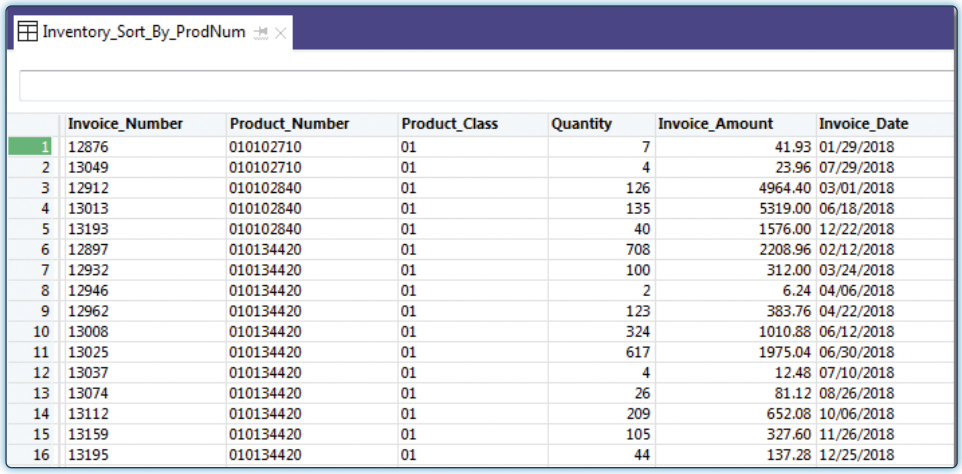
Type a descriptive table name in the To box. Do not add the file extension: ACL automatically adds the "fil" extension. An example of a completed window follows. Observe that it is also possible to do a conditional sort by use of the If button.



Click OK to run the command.

Command Results

The Sort command creates a new sorted data table. 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 new sorted table. Following is an illustration of an excerpt from a sorted table.



Inventory_Sort_By_ProdNum

	Invoice_Number	Product_Number	Product_Class	Quantity	Invoice_Amount	Invoice_Date
1	12876	010102710	01	7	41.93	01/29/2018
2	13049	010102710	01	4	23.96	07/29/2018
3	12912	010102840	01	126	4964.40	03/01/2018
4	13013	010102840	01	135	5319.00	06/18/2018
5	13193	010102840	01	40	1576.00	12/22/2018
6	12897	010134420	01	708	2208.96	02/12/2018
7	12932	010134420	01	100	312.00	03/24/2018
8	12946	010134420	01	2	6.24	04/06/2018
9	12962	010134420	01	123	383.76	04/22/2018
10	13008	010134420	01	324	1010.88	06/12/2018
11	13025	010134420	01	617	1975.04	06/30/2018
12	13037	010134420	01	4	12.48	07/10/2018
13	13074	010134420	01	26	81.12	08/26/2018
14	13112	010134420	01	209	652.08	10/06/2018
15	13159	010134420	01	105	327.60	11/26/2018
16	13195	010134420	01	44	137.28	12/25/2018