# Stratify Command
## (Numeric Fields)

## Used For

To accumulate numeric information in a designated field for each stratum in a table or on a key field in a table that meets a certain condition.

## When Used

Whenever the auditor wants to know the information about strata in a table as stated above. Auditors often stratify the same field repeatedly by using a different number of strata and strata criteria until the values in each stratum correspond to the auditor's needs.
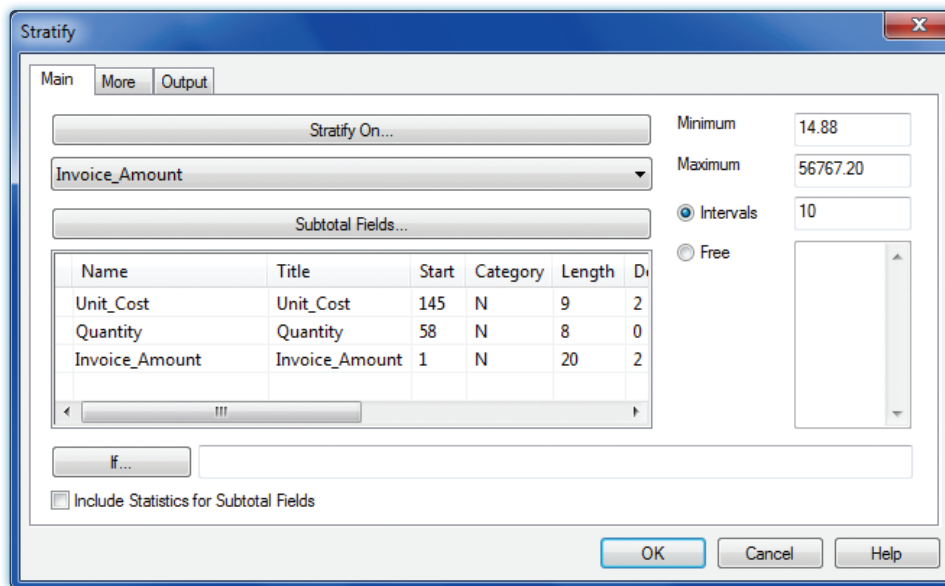
## Examples

- Stratify year-end accounts receivable into meaningful groups ($0 to $5,000; $5,001 to $10,000; $10,001 to $25,000, etc.).
- Stratify transactions by amount for a specific vendor.

## TASK # 1 — Stratify a Key Field in the Table

## Steps

Because the Stratify Command requires you to enter a minimum and maximum value for the field you choose to stratify, first run the Statistics command on the key field before executing the Stratify command.

- *Click Analyze → Statistics. Running the Statistics command automatically generates and stores the minimum and maximum values for the key field so that you do not have to enter these values manually when running the Stratify command.*
- *Select the numeric or date field(s) you want to generate statistics on by clicking on the line(s) containing the field name(s). Use the Shift or Control key to select more than one field.*
- *Click OK.*
- *Close the Statistics command results portion of the window.*
- *Click Analyze → Stratify to open the Stratify command dialog. Each numeric field in the table is listed in the Stratify On drop-down list box. (See the top of the following page.)*
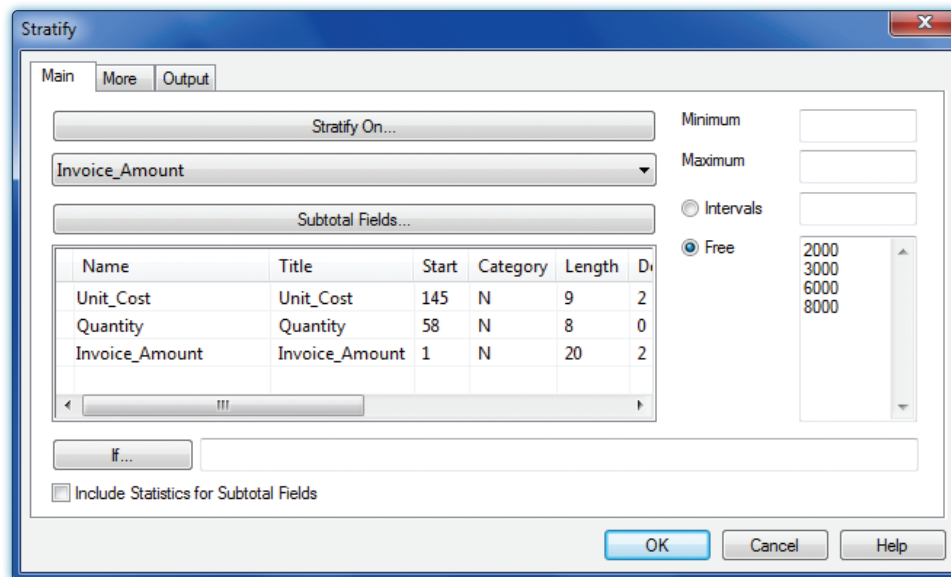
■■■ *Use the Stratify On drop-down arrow to choose the name of the field you want to stratify.*

You must decide whether to accept the default setting for fixed intervals strata or decide your own intervals. The latter option is called Free. Free intervals allow you to customize the intervals you prefer, with or without equal intervals.

■■■ *If you want fixed intervals, decide whether to accept or change the minimum strata value, maximum strata value, and number of intervals. Change any or all of these if you choose.*

■■■ *If you want a different number of intervals other than the default of ten, enter a new number in the Intervals box. If you want to suppress all items outside the minimum and maximum values, click the More tab, then click the Suppress Others check box. Otherwise, skip this step.*

■■■ *If you want free intervals, click the Free radio button and enter the intervals you want in the box to the right. For each stratum except the lowest and highest strata, enter the end point of the stratum without commas or other notations. For the lowest and highest strata, enter the starting value each stratum.* For example, entering 2000, 3000, 6000, and then 8000 provides the following strata: items less than $2,000, items between $2,000 and $2,999, items between $3,000 and $5,999, items between 6,000 and $8,000, and items over $8,000. See the illustration at the top of the following page.

Click OK to run the Stratify command.

## Command Results

The command results show information for each stratum: record count, percent of the total record count, total amount, and percent of the total amount. An example of Stratify command results is shown below.

| | | | | |
|---|---|---|---|---|
| **As of:** | 02/16/2017 13:24:00 | | | |
| **Command:** | STRATIFY ON Invoice_Amount FREE 2000,3000,6000,8000 TO SCREEN | | | |
| **Table:** | AP_Trans | | | |

Minimum encountered was 14.88
Maximum encountered was 56,767.20

| Invoice_Amount | Count | Percent of Count | Percent of Field | Invoice_Amount |
|---|---|---|---|---|
| <2,000.00 | 75 | 73.53% | 16.2% | 45,128.15 |
| 2,000.00 - 2,999.99 | 9 | 8.82% | 7.76% | 21,625.25 |
| 3,000.00 - 5,999.99 | 7 | 6.86% | 11.71% | 32,615.51 |
| 6,000.00 - 8,000.00 | 4 | 3.92% | 10.6% | 29,548.42 |
| >8,000.00 | 7 | 6.86% | 53.73% | 149,724.00 |
| **Totals** | 102 | 100% | 100% | 278,641.33 |

## TASK #2 — Stratify a Key Field in a Table for Records that Meet a Certain Condition

The Stratify command can also be used with a filter to isolate certain records. An example is to run a conditional command to isolate all transaction amounts for a specific vendor. Do the following to run a conditional Stratify command:

- *Complete all steps in Task #1 for Stratify, except do not Click OK to run the command.*
- *Click the If box.*



- *Build the filter in the If box and click OK.* For guidance using the Expression box, see the Filters section of the Reference material.
- *If you want to suppress all items outside the minimum and maximum values, click the Suppress Others check box. Otherwise, skip this step.*
- *Click OK to run the Stratify command with a condition.*

## Command Results

The command results show statistical information for the records that meet the specified condition. An example of command results for a conditional Stratify command is illustrated at the top of the following page.

| As of: | 02/16/2017 13:27:00 | | | |
|---|---|---|---|---|

**Command:** STRATIFY ON Invoice_Amount INTERVALS 10 IF Vendor_Number="11663" TO SCREEN
**Table:** AP_Trans
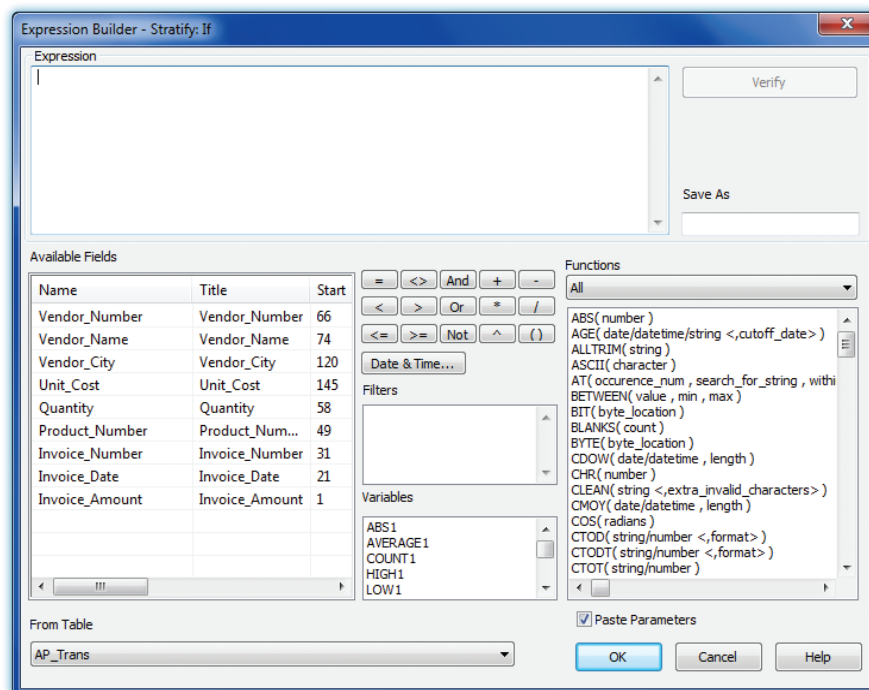**Condition:** Vendor_Number="11663" (4 records matched)

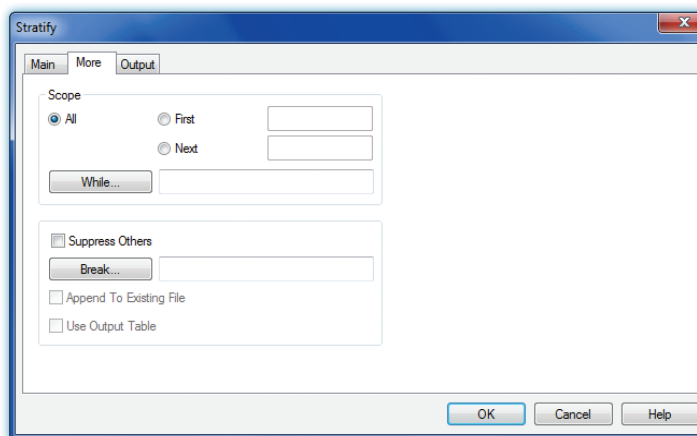Minimum encountered was 31.68
Maximum encountered was 4,870.83

| Invoice_Amount | Count | Percent of Count | Percent of Field | Invoice_Amount |
|---|---|---|---|---|
| 14.88 - 5,690.11 | 4 | 100% | 100% | 6,666.39 |
| 5,690.12 - 11,365.34 | 0 | 0% | 0% | 0.00 |
| 11,365.35 - 17,040.57 | 0 | 0% | 0% | 0.00 |
| 17,040.58 - 22,715.80 | 0 | 0% | 0% | 0.00 |
| 22,715.81 - 28,391.03 | 0 | 0% | 0% | 0.00 |
| 28,391.04 - 34,066.27 | 0 | 0% | 0% | 0.00 |
| 34,066.28 - 39,741.50 | 0 | 0% | 0% | 0.00 |
| 39,741.51 - 45,416.73 | 0 | 0% | 0% | 0.00 |
| 45,416.74 - 51,091.96 | 0 | 0% | 0% | 0.00 |
| 51,091.97 - 56,767.20 | 0 | 0% | 0% | 0.00 |
| **Totals** | 4 | 100% | 100% | 6,666.39 |

## TASK #3 — Stratify All Records in a Table by a Character Field

The Stratify command can also be used with a filter to stratify certain records by classification. An example is to run a conditional command to stratify all transaction amounts in each of several districts. Do the following to run a conditional stratify command for each unique item in a character field.

### Steps

- *Before running the Stratify command in a table by a character field, you must first sort the table, by the character you select, into a new table.* See the Reference material for the Sort command. You will then do the Stratify command on the new table.
- *Complete all steps in Task #1 for Stratify, except do not Click OK to run the command.*
- *Click the More tab to open the More window.* (See illustration that follows.)



Commands — Alphabetical

- *Click on the Break button to access the Selected Fields window.*
- *Select the field you want to classify by and make sure it is included in the Selected Fields box.*
- *Click OK to return to the Main command dialog.*
- *Click OK to run the Stratify command, organized by a character field.*

## Command Results

The command results show a separate stratification for each unique item in the character field you selected. (See the following illustration.)

**As of:** 02/16/2017 13:38:32

**Command:** STRATIFY ON Invoice_Amount SUBTOTAL Invoice_Amount FREE 2000,3000,6000,8000 KEY Vendor_Number TO SCREEN

**Table:** Sort_By_Vendor_Number

**Vendor_Number: 10025**

| Invoice_Amount | Count | Percent of Count | Percent of Field | Invoice_Amount |
|---|---|---|---|---|
| <2,000.00 | 4 | 80% | 4.35% | 2,580.39 |
| 2,000.00 - 2,999.99 | 0 | 0% | 0% | 0.00 |
| 3,000.00 - 5,999.99 | 0 | 0% | 0% | 0.00 |
| 6,000.00 - 8,000.00 | 0 | 0% | 0% | 0.00 |
| >8,000.00 | 1 | 20% | 95.65% | 56,767.20 |
| **Totals** | 5 | 100% | 100% | 59,347.59 |

**Vendor_Number: 10101**

| Invoice_Amount | Count | Percent of Count | Percent of Field | Invoice_Amount |
|---|---|---|---|---|
| <2,000.00 | 3 | 100% | 100% | 691.04 |
| 2,000.00 - 2,999.99 | 0 | 0% | 0% | 0.00 |
| 3,000.00 - 5,999.99 | 0 | 0% | 0% | 0.00 |
| 6,000.00 - 8,000.00 | 0 | 0% | 0% | 0.00 |
| **Totals** | 3 | 100% | 100% | 691.04 |

**Vendor_Number: 10134**

| Invoice_Amount | Count | Percent of Count | Percent of Field | Invoice_Amount |
|---|---|---|---|---|
| <2,000.00 | 4 | 80% | 16.51% | 3,735.28 |
| 2,000.00 - 2,999.99 | 0 | 0% | 0% | 0.00 |
| 3,000.00 - 5,999.99 | 0 | 0% | 0% | 0.00 |
| 6,000.00 - 8,000.00 | 0 | 0% | 0% | 0.00 |
| >8,000.00 | 1 | 20% | 83.49% | 18,883.34 |