

# DATA ANALYTICS FOR AUDITING USING ACL

4TH EDITION

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## Introduction

The purpose of the Reference material is to help students learn ACL commands and other activities that are used in the assignments in the Instructions & Assignments book. The activities other than commands include only filters and computed fields. The use of the term *commands* in the remainder of the introduction implies both commands and other activities.

### Quick Reference Guides

The Quick Reference Guides are integral parts of the Reference materials. There are two parts to the guide:

- **Quick Reference Guide – Alphabetical.** This version of the Guide is useful if you know which command you will use and want to quickly find the command's Reference material.
- **Quick Reference Guide – Category of Command.** This version of the Guide is useful if you want brief information to decide the command to select. After deciding the command, you can also use it to locate the command's Reference material.

To help you identify command buttons, they are included on the top of both of the guides in alphabetical order with the command name immediately below the button.

### Initial Use of the Reference Material

You will likely use the Reference material extensively when you are first learning the ACL commands, but rely on it less as you become more familiar with the software. Even users with considerable experience are likely to refer to the Reference material when they forget how to use certain commands. The Instructions & Assignments book will guide you in learning the commands in the Reference material. The commands are included in the Reference material in alphabetical order.

## Suggested Way to Use the Reference Materials

The following are suggestions to help you effectively use the Reference material:

- While doing Chapters 3 through 5 of the Instructions & Assignments book, use the Reference material extensively to help you learn the uses of the commands as well as the steps to complete each command. The Reference material includes five parts for each command. You will learn ACL more effectively if you understand all five for each command, which will help you in later chapters as well as when you use it in business. The five parts are:
  - What the command is used for. (**Used For**)
  - When the command is likely to be used. (**When Used**)
  - Examples where the command used. (**Examples**)
  - The steps in using the command. (**Steps**)
  - The results of the command. (**Command Results**)
- In Chapters 3 through 5 of the Instructions & Assignments book, follow each of the Steps in the Reference material to make sure you understand what should be done to complete each command. Gaining a complete understanding of the steps in these three chapters will help you complete later chapters more effectively.
- In subsequent chapters use the **Quick Reference Guide – Category of Command** if you need guidance to help you identify a command button, decide the appropriate command, and/or locate the appropriate Reference material if you need guidance to execute the command. Use the **Quick Reference Guide – Alphabetical** to help you identify the command button and/or locate the appropriate Reference material if you know the appropriate command but need guidance to execute the command.