Summarize Command
(Character and Date Fields)

Used For

- To count and aggregate related records, accumulating numeric amounts for a character or date field.
- To count and aggregate related records for a combination of records using two character or date fields and a related numeric field.

When Used

When the auditor wants to accumulate information about each character in one field or two fields simultaneously, often to evaluate the possibility of unusual subtotals. Frequently used as an analytical procedure on every character field with three or fewer characters.

Classify, Summarize, and Cross-tabulate are all ways of accumulating information. The decision as to which one to use depends on the following:

- To accumulate percentages, use Classify.
- If data needs to be organized by a date field, use Summarize.
- If data needs to be organized by more than one character field simultaneously (e.g. by product number, by location), use Summarize or Cross-tabulate, depending on personal preference.

Examples

- Accumulate quantities of inventory by location for a table that includes a field for quantities on hand and a field for inventory location.
- Accumulate authorized pay per period for each job description by work department for an employee master file table.
- Accumulate daily sales by the date of the sale in a sales transactions table.

Steps

Click Analyze → Summarize to open the Summarize command dialog. Each character and date field in the table is listed in the Summarize On drop-down list box. (See the top of the following page.)
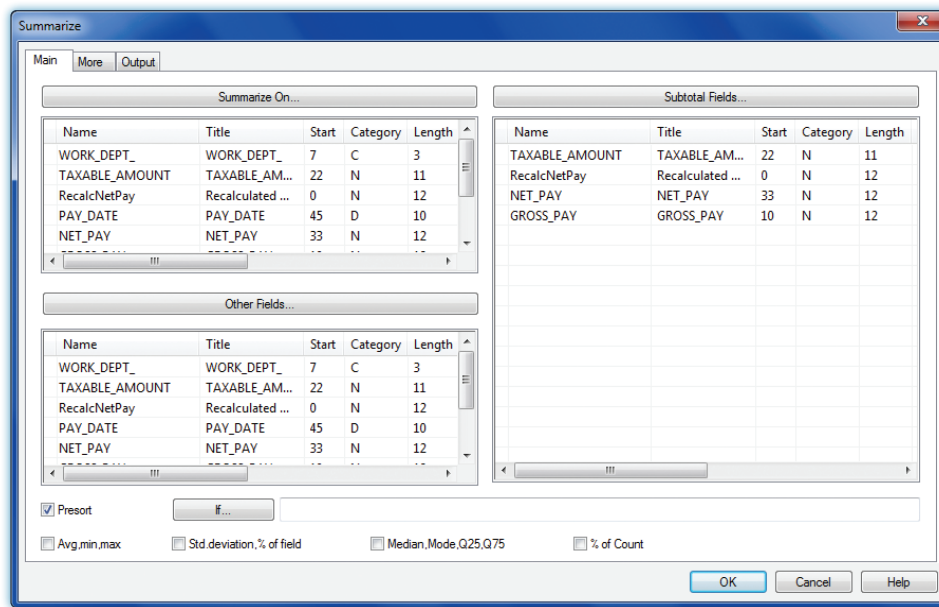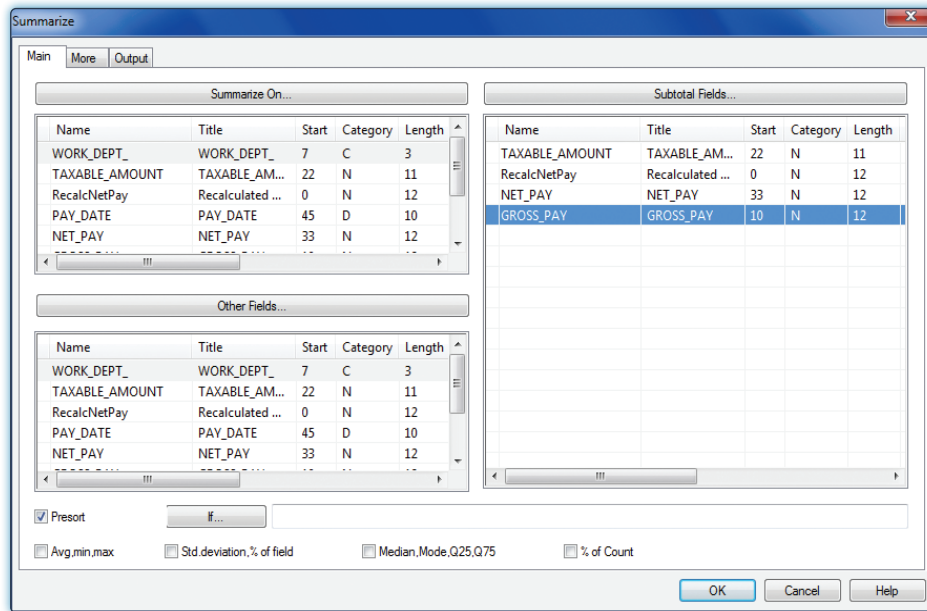
Use the Summarize On drop-down arrow to select the character and/or date field(s) you want to summarize on. Use the Shift or Control key to select multiple fields.
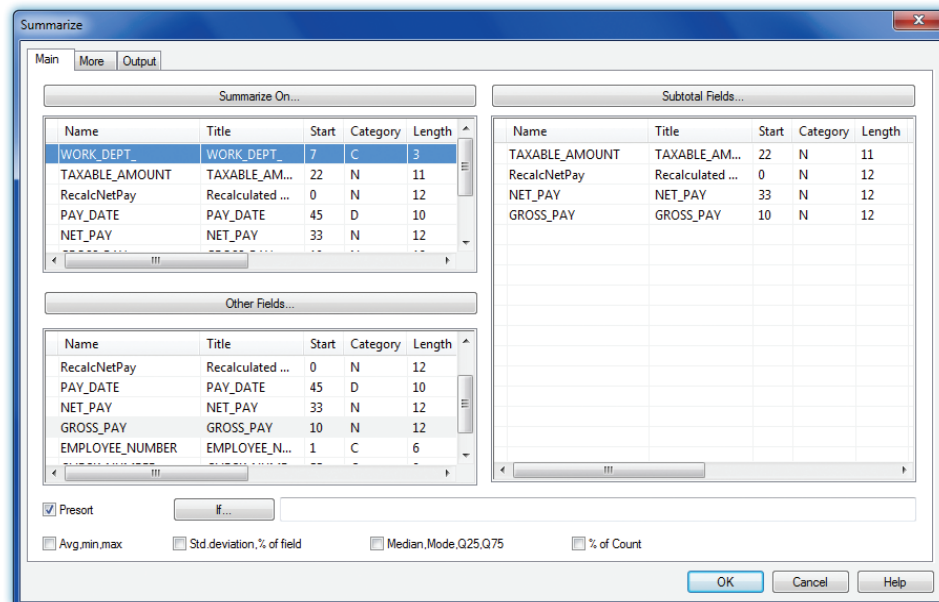

In the Subtotal Fields portion of the window, click on the name(s) of the numeric field(s) you want to accumulate for each summary category. (See the top of the following page.)

Commands — Alphabetical

Unlike the Classify command, the Summarize command allows the user to include other fields in the summarized data. The other fields can be numeric, character, or date fields. ACL will include the contents of other fields selected for the first record that meets the unique combination of fields selected in the Summarize On portion of the command dialog.

> In the Other Fields portion of the command dialog, click on the name(s) of the other field(s) you want to show for the first record in each summary category.

> Click the Output tab.
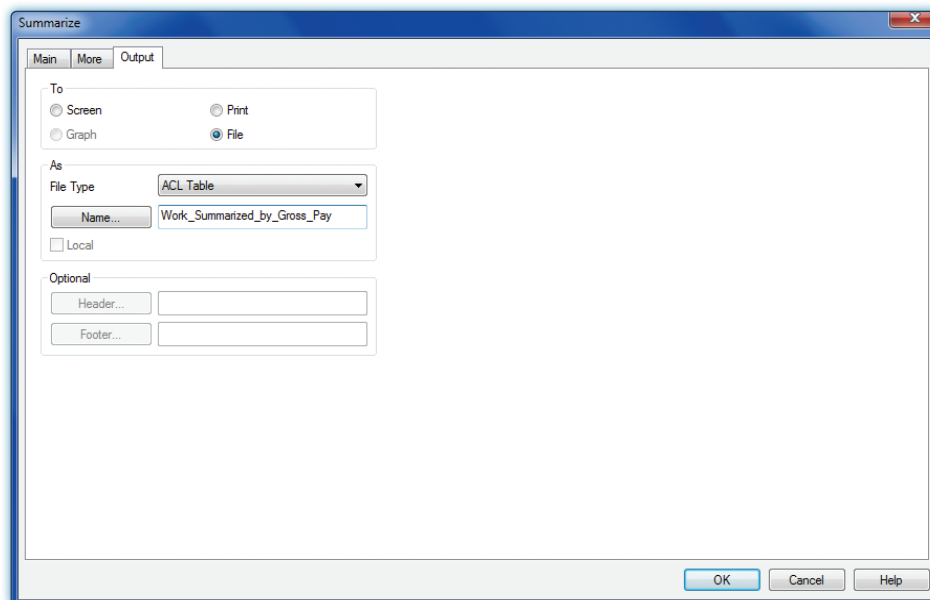
By default, ACL sends the results of the Summarize to an ACL table unless you have already printed a Summarize command result to the screen or printer during the same ACL session.

- *To send the results to the screen, select the Screen radio button if not already selected.*
- *To send the results to a printer, select the Print radio button if not already selected. Then select Print in the Print window.*
- *To send the results to an ACL table, make sure the File radio button is selected and type a table name in the Name box. Note: It is helpful to enter a meaningful name, such as Purchases_SUMM_ItemNo_Loc.*
- *Click OK to complete the command.*

If the Summarize command results are saved to a table, the Summarize command creates a new table that contains the summarized data. 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 summarized table.

Command Results

The command results show the following information:

- The number of records in each summary category.
- The total of the numeric field(s) selected in the Subtotal Fields box for each summary category.
- The contents of the numeric, date, or character field(s) chosen in the Other Fields portion of the window for the first record in each summary category.

An example of command results for a Summarize command follows.

As of:	02/16/2017 13:47:17		
Command:	SUMMARIZE ON WORK_DEPT_ SUBTOTAL GROSS_PAY OTHER WORK_DEPT_ EMPLOYEE_NUMBER TO SCREEN PRESORT		
Table:	Payroll		

WORK_DEPT_	GROSS_PAY	Count	EMPLOYEE_NUMBER
«3 spaces»	0.00	1	«6 spaces»
A00	17,020.83	5	000010
B01	3,437.50	1	000020
C01	9,907.49	4	000030
D11	23,051.69	11	000060
D21	14,973.34	7	000070
E01	3,347.92	1	000050
E11	9,782.50	6	000280
E21	16,401.69	8	000100
E83	1,662.50	1	000320
Totals	99,585.46	45	

10 records produced