



Cross-tabulate Command

(Character Fields)

Used For

To count and aggregate records simultaneously using two character fields and a related numeric field. Cross-tabulate is similar to Summarize, but the results appear in a convenient row/column grid form.

When Used

When the auditor wants to obtain information about two character fields simultaneously, often to evaluate the possibility of unusual subtotals. Frequently used as an analytical procedure.

Summarize and Cross-tabulate are both ways of accumulating information on two fields simultaneously. The decision as to which one to use depends on the following:

- If one of the fields is a date field, use Summarize.
- If both fields are character fields, use Summarize or Cross-tabulate, depending on personal preference. Cross-tabulate results are shown in row/column format; Summarize results are not.

Examples

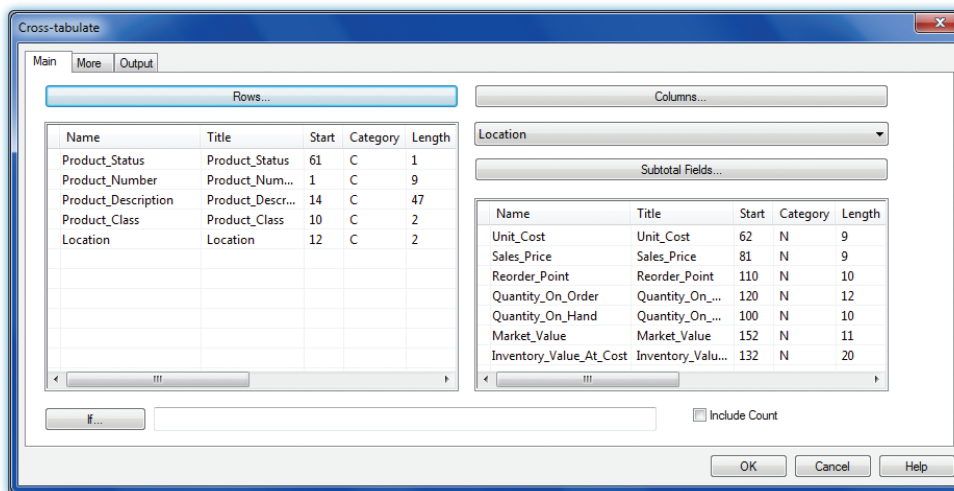
- Accumulate sales volume per salesperson in each territory from information in the sales transaction file.
- Determine quantity on hand by location and product class for an inventory data file.

Steps



Click *Analyze* → *Cross-tab* to open the *Cross-tabulate command dialog*. (See the top of the following page.)

CROSS-TABULATE COMMAND



The cross-tabulate command allows you to accumulate numeric data in rows and columns using a combination of two character fields. After you decide which two character fields to use for the command, it is helpful to choose the character field with the most unique entries as your selection in the Rows drop-down box.


 Select one character field in the Rows box by clicking once on the field name.

Next, select the character field for the Columns box.

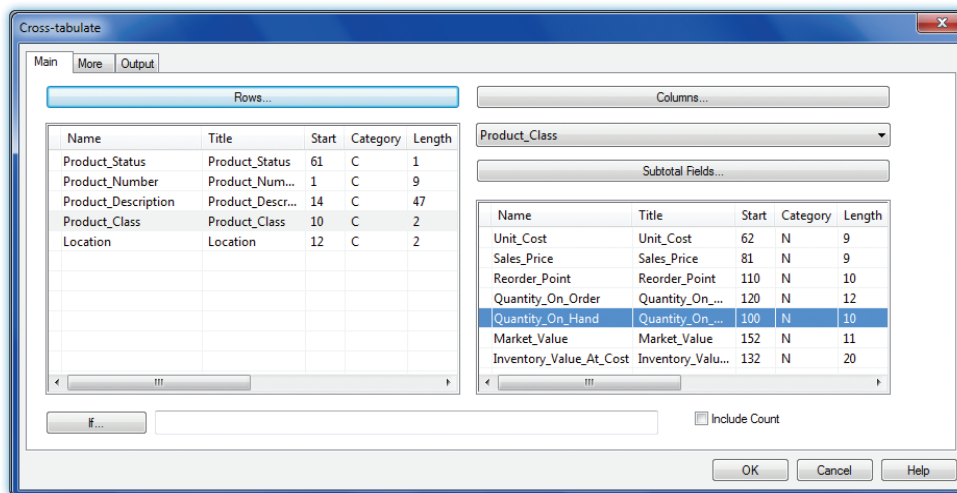
 Click the drop-down arrow beneath the Columns button to view all available character fields.

 Select one character field in the Columns box by clicking once on the field name.

Next, in the Subtotal Fields box, select the numeric field(s) that you want to have totaled for each cell in the Cross-tabulate grid.

 Click on the name of the numeric field(s) in the Subtotal Fields box to be totaled. Use the Shift or Control key to select more than one field.

CROSS-TABULATE COMMAND

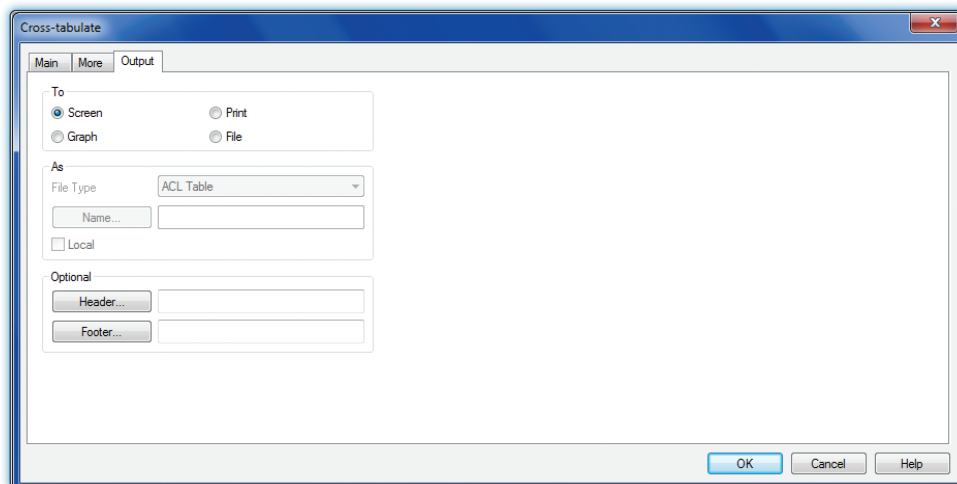


In addition to accumulating numeric totals for each cell in a cross-tabulate grid, you can also request a record count for each cell. This is important if you need to know how many records are included in the numeric total for each unique combination of the two selected character fields.

- ■ ■ *If you want to include a record count for each cell in the cross-tabulate grid, click the Include Count checkbox.*





Next, select the form of output for the cross-tabulate results.

- ■ ■ *Click the Output tab.*



CROSS-TABULATE COMMAND

By default, ACL sends the results of the Cross-tabulate command to an ACL table unless you have already sent a Cross-tabulate 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_CROSSTAB_ItemNo_Loc.
-  Click OK.

If the Cross-tabulate command results are saved to a File, the command creates a new table that contains the cross-tabulated data. The new table will be the one in the View window.

Command Results

An example of command results for a Cross-tabulate command printed to the screen follows:

As of: 02/14/2017 15:50:43
Command: CROSSTAB ON Product Class COLUMNS Product Class SUBTOTAL Quantity On Hand TO SCREEN
Table: Inventory

Product Class	Quantity On Hand Product Class 01	Quantity On Hand Product Class 02	Quantity On Hand Product Class 03	Quantity On Hand Product Class 04	Quantity On Hand Product Class 05	Quantity On Hand Product Class 06
01	2,634	0	0	0	0	0
02	0	3,087	0	0	0	0
03	0	0	12,531	0	0	0
04	0	0	0	4,760	0	0
05	0	0	0	0	89,466	0
06	0	0	0	0	0	2,915
07	0	0	0	0	0	0
08	0	0	0	0	0	0
09	0	0	0	0	0	0
13	0	0	0	0	0	0
18	0	0	0	0	0	0
Totals	2,634	3,087	12,531	4,760	89,466	2,915