

# Quick Reference Guide – Alphabetical



Age



Classify



Count



Cross-tabulate



Export



Filters



Join



Relations



Statistics



Stratify



Summarize



Total



Verify

Icon	Expressions & Commands	Numeric, Character, or Date Fields	Allows Auditors to
	<a href="#">Age Command</a>	Date	Aggregate records into meaningful intervals using dates
	<a href="#">Classify Command</a>	Character	Aggregate records into meaningful groups using character fields
	<a href="#">Computed Fields</a>	All Three	Ask questions of table – Creates a new field
	<a href="#">Count Command</a>	Not Applicable	Count the number of records in a table or those that meet a condition
	<a href="#">Cross-tabulate Command</a>	Character	Aggregate records into meaningful groups using two character fields
	<a href="#">Duplicates Command</a>	All Three	Determine if a key field includes duplicates
	<a href="#">Export Command</a>	All Three	Export an ACL table into other software packages for further processing
	<a href="#">Extract Command</a>	All Three	Isolate records and fields in a table and save them to a new table
	<a href="#">Filters</a>	All Three	Ask questions of table – No new field
	<a href="#">Gaps Command</a>	All Three	Determine if there are gaps in a sequence of a field
	<a href="#">Join Command</a>	Not Applicable	Combine fields from two tables into a new table using a common field
	<a href="#">Relations Command</a>	Not Applicable	Establish a relationship between tables using one or more common fields
	<a href="#">Sample Command – MUS Sampling</a>	Not Applicable	Select and evaluate a random sample of monetary units from a population or subpopulation
	<a href="#">Sample Command – Record Sampling</a>	Not Applicable	Select and evaluate a random sample of a specific size from a population or subpopulation
	<a href="#">Sequence Command</a>	All Three	Determine if a key field is in sequential order
	<a href="#">Sort Command</a>	All Three	Change the sequence of records in a key field and save them to a new table
	<a href="#">Statistics Command</a>	Numeric and Date	Better understand client data files and generate statistics
	<a href="#">Stratify Command</a>	Numeric	Aggregate records into meaningful intervals using numeric amounts
	<a href="#">Summarize Command</a>	Character and Date	Aggregate records into meaningful groups using character and/or date fields
	<a href="#">Total Command</a>	Numeric	Total one or more numeric fields in a table or those that meet a condition
	<a href="#">Verify Command</a>	All Three	Check for data validity errors and consistency with table layout

# Quick Reference Guide – Category of Command



Filters



Verify



Count



Total



Statistics



Classify



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Cross-tabulate



Stratify



Age



Join



Relations



Export

Allows Auditors to	Numeric, Character, or Date Fields	Expressions & Commands	Icon
<b>Filters &amp; Computed Fields</b>			
Ask questions of table – No new field	All Three	<a href="#">Filters</a>	
Ask questions of table – Creates a new field	All Three	<a href="#">Computed Fields</a>	
<b>Initial Commands</b>			
Check for data validity errors and consistency with table layout	All Three	<a href="#">Verify Command</a>	
Count the number of records in a table or those that meet a condition	Not Applicable	<a href="#">Count Command</a>	
Total one or more numeric fields in a table or those that meet a condition	Numeric	<a href="#">Total Command</a>	
Better understand client data files and generate statistics	Numeric and Date	<a href="#">Statistics Command</a>	
<b>Missing Items &amp; Duplicates</b>			
Determine if a key field is in sequential order	All Three	<a href="#">Sequence Command</a>	
Determine if there are gaps in a sequence of a key field	All Three	<a href="#">Gaps Command</a>	
Determine if a key field includes duplicates	All Three	<a href="#">Duplicates Command</a>	
<b>Investigation</b>			
Aggregate records into meaningful groups using character fields	Character	<a href="#">Classify Command</a>	
Aggregate records into meaningful groups using character and/or date fields	Character and Date	<a href="#">Summarize Command</a>	
Aggregate records into meaningful groups using two character fields	Character	<a href="#">Cross-tabulate Command</a>	
Aggregate records into meaningful intervals using numeric amounts	Numeric	<a href="#">Stratify Command</a>	
Aggregate records into meaningful intervals using dates	Date	<a href="#">Age Command</a>	
<b>Sampling</b>			
Select and evaluate a random sample of monetary units from a population or subpopulation	Not Applicable	<a href="#">Sample Command – MUS Sampling</a>	
Select and evaluate a random sample of a specific size from a population or subpopulation	Not Applicable	<a href="#">Sample Command – Record Sampling</a>	
<b>Manipulation</b>			
Isolate records and fields in a table and save them to a new table	All Three	<a href="#">Extract Command</a>	
Change the sequence of records in a key field and save them to a new table	All Three	<a href="#">Sort Command</a>	
Combine fields from two tables into a new table using a common field	Not Applicable	<a href="#">Join Command</a>	
Establish a relationship between tables using one or more common fields	Not Applicable	<a href="#">Relations Command</a>	
Export an ACL table into other software packages for further processing	All Three	<a href="#">Export Command</a>	