

# Audit Commander

## Ageing data in Excel

### Audit task in brief

Perform ageing of amounts by date.

### Data source(s)

- Excel Workbook

### Typical Audit Uses

Accounts receivable testing, accounts payable testing.

### Description of Output

Amounts are classified by date range into totals. Date ranges are set according to the ageing date specified and the width of the ageing bin (e.g. 30 days)/

### Form Image

The screenshot shows the 'Excel File Ageing Analysis' dialog box. It contains the following fields and values:

- Excel File: C:\Program Files\EZS\AC\lfa.xls
- Report File: C:\Program Files\EZS\AC\lfa.rep
- WorkSheet: FA\$
- Date Column: AcqDate
- Amt Column: Cost
- Ageing Date: 6/30/2005
- AgeWidth: 30

The 'Report' section displays the following data:

Start	End	Amount
3/18/2002	4/17/2002	44,550.00
4/17/2002	5/17/2002	4,050.00
5/17/2002	6/16/2002	4,050.00
8/15/2002	9/14/2002	4,050.00

Below the report is a text area for 'Explanation of audit step' and buttons for 'Exit' and 'OK'.

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### How to complete the form and run it

The following steps should be used to complete and run the form:

1. Select the name of the Excel workbook containing the data to be tested.
2. A default report file name will be generated, change the name if required
3. Select the worksheet containing the data to be tested from the drop down list (Worksheet must have a title row consisting of names with no special characters such as parentheses, braces, apostrophes, commas or quotation marks)
4. Select the column to be used for the date ageing (must be a date column)
5. Select the amount column to be used for the ageing (must be numeric)
6. Specify any criteria to be used to focus the analysis, e.g. Cost > 100 will limit the analysis to just those rows which have a cost amount in excess of \$100
7. Specify the Ageing date, i.e. the date being used to classify the amounts
8. Specify the ageing width, i.e. the number of days in each ageing “bucket”, e.g. 30 days.
9. Click the “OK” button to start the analysis.
10. Once all testing has been completed, click the “Exit” button to close the form and return to the main menu.

### Example Output

Examples of reports can be seen at [http://ezrstats.com/IIA\\_CDRUN/Doc/Reports.pdf](http://ezrstats.com/IIA_CDRUN/Doc/Reports.pdf)