

Audit Commander

Extracting Data from Microsoft Access databases

Audit task in brief

Extracting data from an Access database for further analysis.

Data source(s)

- Access Database

Typical Audit Uses

Preliminary audit work to identify the population for further analysis.

Description of Output

Output will be a text file extract of the data which met the data extract criteria.



Audit Commander

Extracting Data from Microsoft Access databases

Form Image

In the example below we extract fixed asset records where the net book value (cost – accumulated depreciation) is greater than \$2000 and the asset was acquired during the fiscal year ended 4/30/2006. The system identified 1,206 such records and extracted them to a text file which can then be imported back into Excel Access or other system.

Access Database Extract

Access DB: C:\Program Files\EZS\AC\mdb\fa.mdb

Report File: C:\Program Files\EZS\AC\mdb\fa.rep

Table: FA3

Criteria: ([asset cost] - depr) > 2000 and acqdate between #5/1/2005# and #4/30/2006#

Report:

- Col 7 : DEPR
- Col 8 : Useful Life
- Col 9 : LOCATION
- Col 10 : ACQDATE
- Col 11 : ACCODE
- Col 12 : DISPDATE
- Col 13 : REPCOST
- Col 14 : ACQUISITIO

Exit OK

rows extracted: 1206

Audit Commander

Extracting Data from Microsoft Access databases

How to complete the form and run it

Perform the following steps:

1. Click on the input file and identify the Access database file from which the data is to be extracted
2. Click on the report file and specify the name of the file which is to contain the extracted data (if different from the default file name which is provided).
3. Select the Access table from the drop down list where the data is to be extracted from.
4. Specify the extraction criteria (will be used in the SQL that does the extract).
5. Click the “OK” button to run the extraction.
6. When finished with all extractions, click the “Exit” button to return to the main menu.

Example Output

Output is a text file whose records met the data extraction criteria specified. This text file can be imported back into Access, Excel, SQLite or analyzed separately as a text file.