

Audit Commander

Duplicates, Same, Same Different & Summarization

Audit task in brief

Obtain three types of information:

1. Check for duplicates
2. Test for “same, same, different”
3. Summarization, subtotals, and basic stats

Data source(s)

- Excel Workbook

Typical Audit Uses

There are a variety of uses such as tying in transaction totals, checking for duplicate invoice payments, and testing for error conditions.

Description of Output

Each report is a brief summary of the analytical procedure performed.

Examples of reports can be seen at http://ezrstats.com/IIA_CDRUN/Doc/Reports.pdf

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Form Image

The screenshot displays the Audit Commander configuration window. It features several input fields and dropdown menus for setting up a report. The 'Excel File' and 'Report File' fields are both set to 'C:\Program Files\EZS\AC\lfa.xls' and 'C:\Program Files\EZS\AC\lfa.rep' respectively. The 'WorkSheet' dropdown is set to 'FA', and the 'Column' dropdown is set to 'Cost'. The 'Criteria' field contains the text 'cost > 500'. The 'Sort Keys' field contains 'location, life'. The 'Report' section shows a list of columns: Col 3 : AD, Col 4 : Replace, Col 5 : Bookval, Col 6 : Salvage, Col 7 : Depr, Col 8 : Life, and Col 9 : Location. At the bottom, the 'Sort Commands' section has three radio buttons: 'Duplicates', 'SSD', and 'Sub-totals', with 'Sub-totals' selected. 'Exit' and 'OK' buttons are located at the bottom right.

Excel File	C:\Program Files\EZS\AC\lfa.xls		
Report File	C:\Program Files\EZS\AC\lfa.rep		
WorkSheet	FA	Column	Cost
Criteria	cost > 500		
Sort Keys	location, life		
Report	Col 3 : AD Col 4 : Replace Col 5 : Bookval Col 6 : Salvage Col 7 : Depr Col 8 : Life Col 9 : Location		

Sort Commands

Duplicates SSD Sub-totals

Exit 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 analyzed (if doing summarization)
5. 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 variable amount in excess of \$100
6. Click the radio button for the task to be performed, i.e. duplicates, same, same, different or summarization.
7. Click the “OK” button to start the analysis.
8. Once all testing has been completed, click the “Exit” button to close the form and return to the main menu.

A little further explanation:

Duplicates

To test for duplicates, specify the column names which should be used for the test. For example to test for the same vendor number, same invoice date and same invoice amount (all three) the specification would be like vendor_number, invoice_date, invoice_amount. Note that the variable names must be separated by a comma. If the variable names contain an embedded space then they must be enclosed in brackets.

Same, Same, Different

This is a test for an error condition, such as same first name, same last name, same city but DIFFERENT social security number. To perform this test, enter the variable names separated by commas, with the DIFFERENT variable specified last. Note that the input Excel workbook does not need to be sorted in any particular order prior to running the test.

Summarization

To summarize data specify the sort sequence with each variable separated by a comma. For example to obtain subtotals by state, store and vendor you would enter the parameters as state, store, vendor. Note that the variable names are separated by a comma. The system will also provide other basic statistical information as well such as count,



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minimum, maximum, average, sum and standard deviation. Note that the input workbook does not need to be sorted prior to running the summarization.

Example Output

Examples of reports can be seen at http://ezrstats.com/IIA_CDRUN/Doc/Reports.pdf