

# Audit Commander

## Extracting Data from Excel workbooks

### Audit task in brief

Extract data from an Excel sheet in an Excel workbook which contains the data of interest.

### Data source(s)

- Excel Workbook

### Typical Audit Uses

Preliminary step to narrow down the data for further analysis.

### Description of Output

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



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### Form Image

The screen shot below shows an extract from a worksheet in an Excel workbook for asset records with a book value in excess of \$2,000 (cost – ad > 2000) and which also were acquired during the fiscal year ended 4/30/2006. The system located 987 such records and extracted them to the text file that was specified. This information is shown on the status bar at the bottom of the form.

Excel File Extract

Excel File: C:\Program Files\EZS\AC\xl\fa.xls

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

WorkSheet: FA\$

Criteria: (cost - ad) > 2000 and acqdate between #5/1/2005# and #4/30/2006#

Report:

- Col 1 : TagNo
- Col 2 : Cost
- Col 3 : AD
- Col 4 : Replace
- Col 5 : Bookval
- Col 6 : Salvage
- Col 7 : Depr
- Col 8 : Life
- Col 9 : Location

Exit OK

rows extracted: extracted 987 to file C:\Program Files\EZS\AC\xl\fa.rep

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#### How to complete the form and run it

Perform the following steps:

1. Click on the input file and identify the Excel workbook 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 (or use the default file name provided).
3. Select the Excel worksheet from the drop down list. This is the worksheet where the data is to be extracted from. (Worksheet must have a title row consisting of names with no special characters such as parentheses, braces, apostrophes, commas or quotation marks)
4. Specify the extraction criteria (will be used in the SQL that does the extract, i.e. "WHERE" clause).
5. Click the "OK" button to run the extract.
6. When all extracts are completed, click the "Exit" button to close the form and 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 Excel, Access, SQLite (or other), or analyzed separately as a text file.