

Audit Commander

Extracting records in Access with Holiday Dates

Audit task in brief

Extract those rows in an Excel worksheet where the specified column has a row with a date falling on a holiday (US and Canada only).

Data source(s)

- Excel Workbook

Typical Audit Uses

Testing for possible error or unusual conditions.

Description of Output

An extract file in text format which can be loaded back into Excel or Access (or other file format).

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Form Image

Access Holiday Date Extract and Analysis

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

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

Table: FA Column: ACQDATE

Criteria: [Highlighted in pink]

Report: Records with holidays: 117

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 Access database containing the data to be tested.
2. A default report file name will be generated, change the name if required
3. Select the table containing the data to be tested from the drop down list (Table must not contain column names containing special characters such as parentheses, braces, apostrophes, commas or quotation marks)
4. Select the date column to be tested for holidays
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 amount in excess of \$100
6. Click the “OK” button to start the analysis.
7. Once all testing has been completed, click the “Exit” button to close the form and return to the main menu.

Example Output

There is no example output for this function as it is merely a text file with the rows from the Excel worksheet which fall on holidays (US and Canada only).