

# Audit Commander

## Extracting records in Excel 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

The screenshot shows a dialog box titled "Excel File Holiday Date Extract and Analysis". It contains the following fields and controls:

- Excel File:** C:\Program Files\EZS\AC\lfa.xls
- Report File:** C:\Program Files\EZS\AC\lfa.rep
- WorkSheet:** FA\$
- Column:** AcqDate
- Criteria:** (This field is highlighted in pink and is currently empty.)
- Report:** A text area containing the text "Records with holidays: 117".
- Buttons:** "Exit" and "OK" buttons are located at the bottom right of the dialog.

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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 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).