



USER GROUP
NYC AREA

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ACL Just the Steps

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8/17/2009

ACL Support Options		
Method	URL	Notes
Self-Help/ Online	https://www.acl.com/supportcenter/search.aspx	Search the ACL Knowledge Base for a specific issue.
Online	https://www.acl.com/supportcenter/ol/	Learn ACL Online
Online	https://www.acl.com/supportcenter/forums/	Ask a question on the ACL User Forum.
Online	https://www.acl.com/supportcenter/contact_support/support_request.aspx	Send a message to the ACL Support Center.
Telephone	https://www.acl.com/supportcenter/contact_support/global_support_contacts.aspx 604.669.4997	Call for ACL Telephone Support: <ul style="list-style-type: none">■ Please be specific with your issue;■ provide a short data extract if possible; or■ use WebEx as below.
WebEx/ Online	https://www.acl.com/supportcenter/kb/article.aspx?ID=5440	ACL WebEx Support



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Verify

This procedure is used to identify data errors in the file or data. It should be performed on the character, numeric and date fields.

Step	Action	Menu Item	Notes
1.	Select	Data	
2.	Select	Verify...	
3.	Select	Main	
4.	Choose	Field Name	
5.	Click	OK	

Count

This procedure is used to assess the completeness of the data set that you are analyzing using ACL.

Step	Action	Menu Item	Notes
1.	Select	Analyze	
2.	Select	Count Records...	
3.	Select	If...	
4.	Double Click	Desired Field in Available Fields Box	
5.	Click	<> Button	
6.	Type	"0"	The Expression Box should now contain, "Desired_Field <> 0".
7.	Click	OK	Ensure that you see "Expression is valid" in the information box.
8.	Click	OK	Closes information dialog box
9.	Click	OK	Runs the command in ACL



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Total

This procedure is used to calculate a total on a field with a numeric value that can be used to compare to the control total in the data set.

Step	Action	Menu Item	Notes
1.	Select	Analyze	
2.	Select	Total Fields...	
3.	Select	Desired Field in Name Box	
4.	Click	OK	

Statistics

This procedure is used to compile statistics such as: range, positive, negative, zero, totals, absolute value and 5 highest and lowest values in the data set.

Step	Action	Menu Item	Notes
1.	Select	Analyze	
2.	Select	Statistical	
3.	Select	Statistics...	
4.	Select	Main	
5.	Choose	Field Name	
6.	Select	Desired Field in Name Box	
7.	Select	More Tab	
8.	Enter	# of High/Low	Enter 10 for a Top Ten List
9.	Click	OK	



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Stratify

This procedure is used to count the number of records occurring into a specified number of even intervals, and provides totals by stratum for selected numeric fields.

Step	Action	Menu Item	Notes
1.	Select	Analyze	
2.	Select	Stratify...	
3.	Choose	Field Name	
4.	Choose	Minimum	
5.	Choose	Maximum	
6.	Choose	Intervals	Select the number of intervals desired.
7.	Click	OK	

Age

This procedure counts the number of records in a table and divides them into intervals on date or aging periods; Counts number of records in each interval; Subtotals the values of one or more numeric fields for each interval; and calculates the percent of the total count and of the total value of a field with a subtotal for each interval.

Step	Action	Menu Item	Notes
1.	Select	Analyze	
2.	Select	Age...	
3.	Choose	Date Field Name	
4.	Choose	Default Cutoff Date	Default
5.	Enter	Aging Periods	Example: 30, 60, 90...
6.	Click	OK	

Classify

This procedure is used to count the number of records for each unique value of a character field and computes a subtotal for the selected numeric fields for each of the unique values.

Step	Action	Menu Item	Notes
1.	Select	Analyze	
2.	Select	Classify...	
3.	Choose	Field Name	
4.	Choose	Subtotal Fields	Optional
5.	Click	OK	



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Summarize

This procedure is used to compile a record count and totals for numeric fields for each distinct value of key character fields in a sorted table.

Step	Action	Menu Item	Notes
1.	Select	Analyze	
2.	Select	Summarize...	
3.	Choose	Field Name	
4.	Choose	Subtotal Fields	Optional
5.	Click	OK	

Cross-Tabulate

This procedure is used to analyze character fields by reorganizing them in rows and columns. The cross-tabulate function counts the number of records in a table which:

- counts each row value within each column value,
- subtotals numeric fields for each row value within each column value, and
- totals the amounts for each column value.

Step	Action	Menu Item	Notes
1.	Select	Analyze	
2.	Select	Cross-Tabulate...	
3.	Choose	Rows...	
4.	Choose	Columns...	
5.	Choose	Subtotal Fields...	
6.	Choose	Include Count	Optional
7.	Click	OK	

Sequence

This procedure is used to determine whether key fields in the active table are in sequential order.

Step	Action	Menu Item	Notes
1.	Select	Analyze	
2.	Select	Examine Sequence...	
3.	Choose	Sequence On...	
4.	Choose	Available Fields...	
5.	Click	OK	



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Gaps

This procedure is used to detect gaps in the key fields of the active table.

Step	Action	Menu Item	Notes
1.	Select	Analyze	
2.	Select	Look for Gaps...	
3.	Choose	Gaps On...	
4.	Choose	Available Fields...	
5.	Click	OK	

Duplicates

This procedure is used to detect if key fields in the table contain duplicates in the sequence.

Step	Action	Menu Item	Notes
1.	Select	Analyze	
2.	Select	Look for Duplicates...	
3.	Choose	Duplicates On...	
4.	Choose	List Fields...	
5.	Click	OK	

Extract

This procedure is used to extract records from the current active table to a new table for further analysis.

Step	Action	Menu Item	Notes
1.	Select	Data	
2.	Select	Extract Data...	
3.	Choose	Record or Fields	
4.	Enter	Output File Name	
5.	Click	OK	



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Export

This procedure is used to extract records from the current active table to a new table for further analysis.

Step	Action	Menu Item	Notes
1.	Select	Data	
2.	Select	Export to Other Application...	
3.	Choose	Fields or View	
4.	Choose	Export As	i.e., Access, Excel, Text...
5.	Enter	Output File Name	
6.	Click	OK	

Sort

This procedure is used to sort and physically reorganize the active table in ascending or descending order on the specified key fields.

Step	Action	Menu Item	Notes
1.	Select	Data	
2.	Select	Sort Records...	
3.	Choose	Sort On...	
4.	Choose	Available Fields...	
5.	Enter	Output File Name	
6.	Click	OK	

Index

This procedure is used to create an index file that allows direct access to the table records in a logical versus physical order.

Step	Action	Menu Item	Notes
1.	Select	Data	
2.	Select	Create Index...	
3.	Choose	Index On...	
4.	Choose	Available Fields...	
5.	Enter	Output File Name	
6.	Click	OK	



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Profile

This procedure is used to provide summary statistics on one or more numeric fields in a table. The profile function provides the following information for numeric fields:

- Total value,
- absolute value,
- minimum,
- maximum.

Step	Action	Menu Item	Notes
1.	Select	Analyze	
2.	Select	Statistical	
3.	Select	Profile...	
4.	Choose	Profile Fields...	
5.	Click	OK	

Benford

This procedure is used to counts the number of times each leading digit combination occurs in a data set and compares the actual count to the expected count. The Benford Formula is used to calculate the expected count. The result is used to identify data anomalies for further review.

Step	Action	Menu Item	Notes
1.	Select	Analyze	
2.	Select	Perform Benford Analysis...	
3.	Choose	Available Fields...	
4.	Click	OK	

Relations

This procedure is used to simultaneously access and analyze data from two or more tables for analysis of the combined data if it existed in a single table and to add fields from related tables to a view.

Step	Action	Menu Item	Notes
1.	Select	Data	
2.	Select	Relate Tables...	
3.	Choose	Add Tables...	
4.	Click	OK	



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Join

This procedure is used to combine fields from two tables into a third table.

Step	Action	Menu Item	Notes
1.	Select	Data	
2.	Select	Join Tables...	
3.	Select	Primary Table, Primary Keys, Primary Fields	
4.	Select	Secondary Table, Secondary Keys, Secondary Fields	
5.	Click	OK	

Merge

This procedure is used to combine two sorted tables with identical record layouts into a third table. This function combines the merged output records from the primary and secondary table into a third output table.

Step	Action	Menu Item	Notes
1.	Select	Data	
2.	Select	Merge Tables...	
3.	Select	Primary Table, Primary Keys	
4.	Select	Secondary Table, Secondary Keys	
5.	Click	OK	



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Extract and Append

This procedure is used to add the records from the active table to another table with an identical record layout.

Step	Action	Menu Item	Notes
1.	Select	Window	
2.	Select	Show Command Line	
3.	Open	Table (1)	
4.	Enter	Display on Command Line	
5.	Open	Table (2)	Compare to Table 1 structure for agreement.
6.	Select	Extract Data...	
7.	Choose	Record or Fields	
8.	Enter	Output File Name	
9.	Select	Append to Existing File	
10.	Click	OK	

Attach Notes

This procedure is used to attach notes to individual records within ACL tables.

Step	Action	Menu Item	Notes
1.	Select	Edit	
2.	Select	Notes	
3.	Select	Edit Note...	
4.	Enter	Note	
5.	Click	OK	

Sampling - Sample Size

This procedure is used to perform record-based and monetary unit sampling.

Step	Action	Menu Item	Notes
1.	Select	Sampling	
2.	Select	Calculate Sample Size...	
3.	Enter	Sample Criteria	
4.	Click	OK	



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Sampling - Sampling Records

This procedure is used to perform record-based and monetary unit sampling.

Step	Action	Menu Item	Notes
1.	Select	Sampling	
2.	Select	Sample Records...	
3.	Choose	MUS or Records	
4.	Enter	Required Information	
5.	Click	OK	

Sampling - Evaluate Error

This procedure is used to perform record-based and monetary unit sampling.

Step	Action	Menu Item	Notes
1.	Select	Sampling	
2.	Select	Evaluate Error...	
3.	Enter	Confidence	
4.	Enter	Interval	
5.	Click	OK	

Reporting

This procedure is used to design and print reports.

Step	Action	Menu Item	Notes
1.	Format		Format the view to suit your requirements.
2.	Design		Report Layout
3.	Select	Data	
4.	Select	Report...	
5.	Select	Main	
6.	Enter	Header, Footer and Other Information	
7.	Click	OK	



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Charting

This procedure is used to design, save, and print graphs (charts).

Step	Action	Menu Item	Notes
1.	Select	Output Tab	
2.	Select	Graph	
3.	Click	OK	