

Duplicates Command

(Numeric, Character, and Date Fields)

Used For

To check for duplicate records with the same values, typically document or record numbers.

When Used

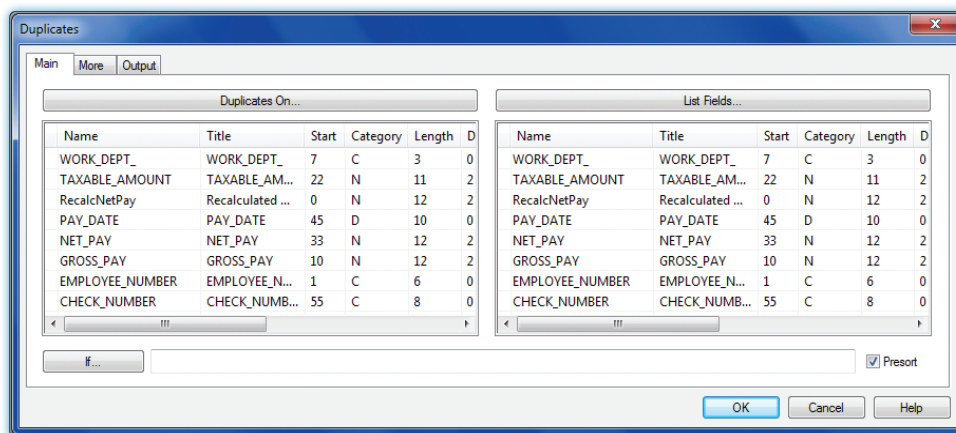
Whenever the auditor is concerned that there are duplicates in a sequence of numbers, usually document numbers.

Examples

- Detect duplicate check numbers in a check register table.
- Detect duplicate vendor numbers in a vendor master file table.

Steps

- Click *Analyze* → *Duplicates* to open the *Duplicates* command dialog. Each field in the table is listed in the *Duplicates* command dialog.

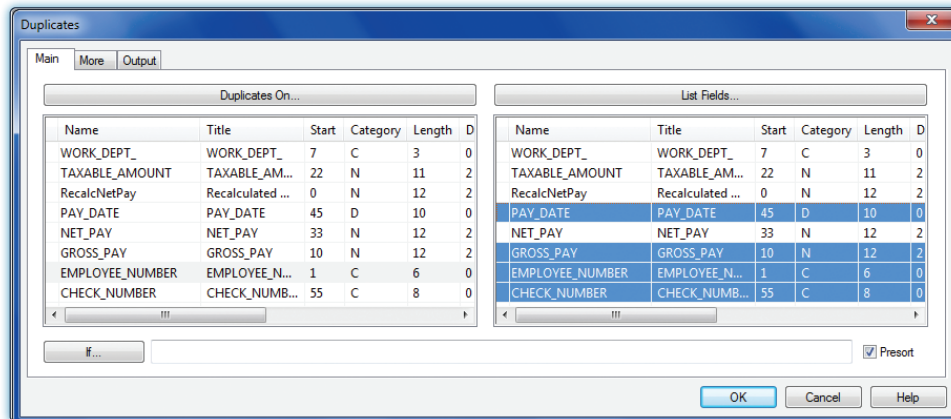


- In the *Duplicates On* portion of the command dialog, click on the name of the field(s) on which you want to run the *Duplicates* command. Use the *Shift* or *Control* key to select multiple fields.

DUPLICATES COMMAND

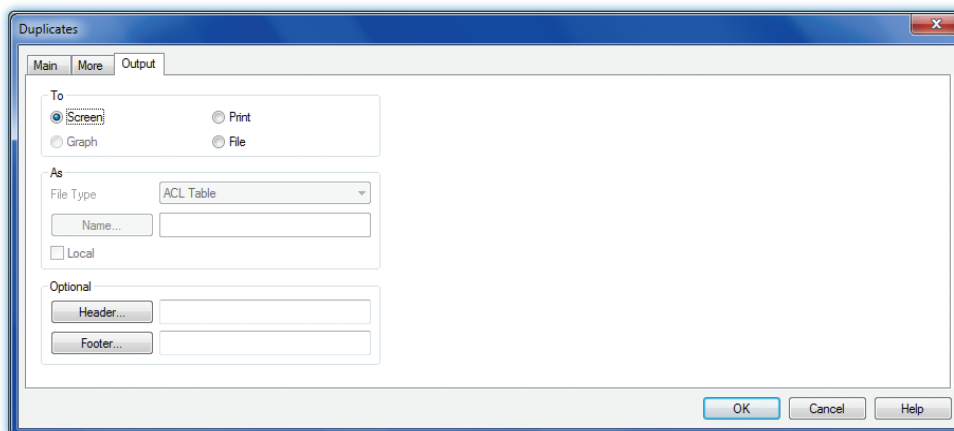
You may wish to generate other information for any duplicate records. Using the preceding table as an example, it might be helpful to know the pay date, employee number, and gross pay for any duplicate check numbers. The List Fields portion of the Duplicates command dialog shows the available fields that can be listed for any duplicates.

- ■ ■ In the List Fields portion of the command dialog, click on the name of the field(s) you want to list for each duplicate. Use the Shift or Control key to select multiple fields.



By default, the results of the Duplicates test are sent to a file unless you have already sent a Duplicates command result to the screen or printer during the same ACL session. Usually, screen output suffices. To change the output location to screen, do the following:

- ■ ■ Click the Output tab.
- ■ ■ Click the Screen radio button if not already selected.



- ■ ■ Click OK to complete the Duplicates command.

Command Results

This command will display the record number and key field if no fields are selected from the List Fields box. If fields are selected from the List Fields box, as in the example, the command output will display the key field and all of the fields selected in the List Fields box, but not the record number. Following is an illustration of Duplicates command results where an item was selected in the List Fields box.

As of: 02/16/2017 10:58:18

Command: [DUPLICATES ON EMPLOYEE_NUMBER OTHER EMPLOYEE_NUMBER CHECK_NUMBER GROSS_PAY PAY_DATE PRESORT TO SCREEN](#)

Table: Payroll

1 duplicates detected

Duplicates:

EMPLOYEE_NUMBER	CHECK_NUMBER	GROSS_PAY	PAY_DATE
000320	12376	1,662.50	09/15/2018
000320	12377	1,662.50	09/15/2018