



## Export Command

(Numeric, Character, and Date Fields)

### Used For

To export data from an existing ACL table into a file that can be used by other software packages for further processing. ACL can export data into the following formats:

- Microsoft Excel 2.1 (.xls), 97-2003 (.xls), and 07-2010 (.xlsx)
- Text (.txt)
- Delimited text (.del)
- Microsoft Access (.mdb)
- Windows clipboard for pasting into other documents or applications
- XML (.xml)
- JSON (.json)
- dBASE III PLUS (.dbf)
- ACL GRC (export exceptions to the Results Manager module of ACL GRC)

Instructions for two of these file formats are included in this section: Text and Microsoft Excel.

### When Used


When the auditor believes certain tasks can be performed on a table more conveniently in an alternative file format or when the data in the table is to be used by client personnel and they prefer the information in an alternative file format.

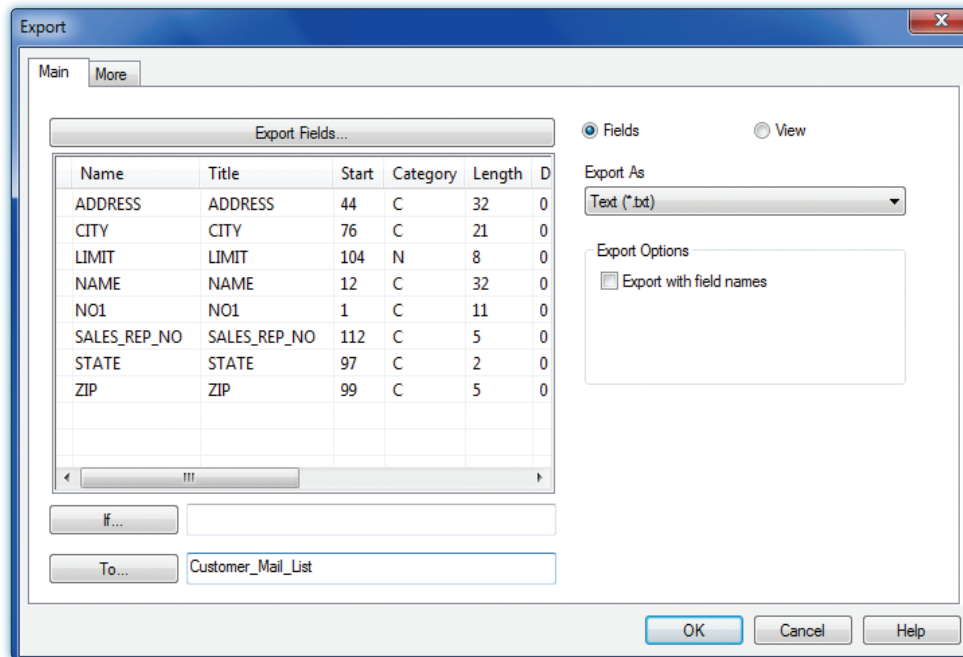
### Examples

- Create a Text file to be used for accounts receivable confirmation by extracting information from the year-end accounts receivable and customer master file tables.
- Export sales price and cost data to Microsoft Excel from an inventory transaction table for further analysis.

## TASK # 1 — Export Data to a Text File

### Steps

- ■ ■  Click **Data** → **Export to Other Application** to open the **Export** dialog box.
- ■ ■ Select **Text (\*.txt)** in the **Export As** drop-down list box. See below for the command dialog illustration.



- ■ ■ In the **Export Fields** portion of the command dialog, click on the name of the field(s) you want to include in the mail merge file. Use the **Shift** or **Control** key to select multiple fields.
- ■ ■ If you want only certain records to be included in the mail merge (for example, all customers with amounts due for more than 120 days), click the **If** button, build a filter, and then click **OK** to return to the main **Export** command dialog. Otherwise, skip this step.
- ■ ■ Type a descriptive file name in the **To** box. Do not add the **.txt** file extension; **ACL** does this automatically.
- ■ ■ Click **OK** to run the command.

### Command Results

The command results show the name and location of the exported Text file, as well as a list of fields that were exported from the original table. The exported Text file is now ready to be imported into MS Word or other software. Although you cannot see the file in the Overview section of the window, you can locate the file using Windows Explorer and the file location described in the command results portion of the window. See the top of the following page for an example of Export command results for a Text file.

# EXPORT COMMAND

**Command:** EXPORT FIELDS NO1 NAME ADDRESS ASCII TO "Customer Mail List"

09:48:51 - 04/28/2017

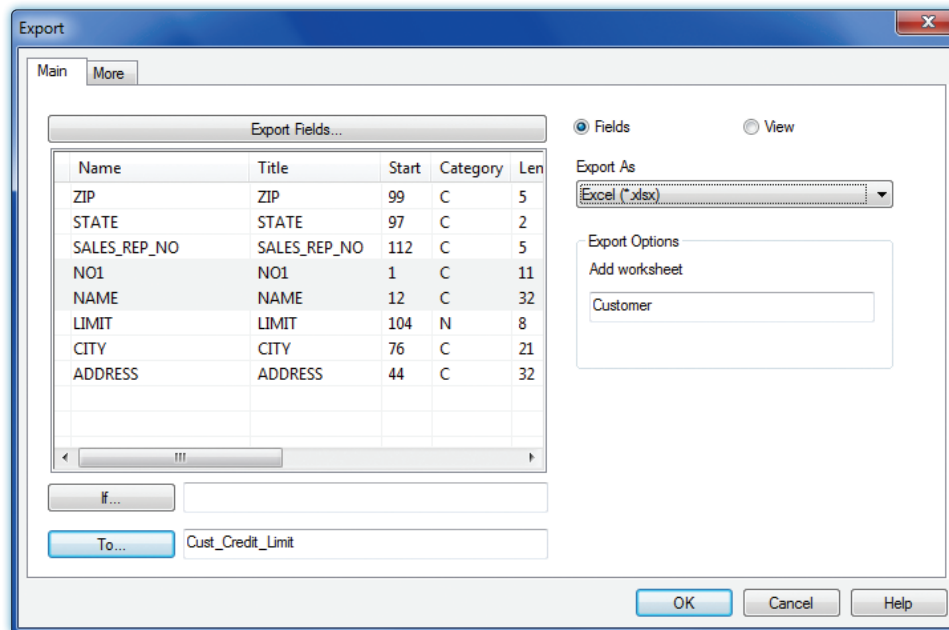
64 records produced





Output to C:\Users\Carol\Documents\ACL Data\Sample Data Files\Customer Mail List.txt is done

## TASK # 2 – Export Data to Microsoft Excel

### Steps

-   Click Data → Export to Other Application to open the Export command dialog.
-  Select Excel in the Export As drop-down list box.



-  In the Export Fields portion of the command dialog, click on the name of the field(s) you want to include in the Excel file. Use the Shift or Control key to select multiple fields.
-  If you want only certain records to be included in the Excel file, click the If button, build a filter, and then click OK to return to the main Export command dialog. Otherwise, skip this step.
-  Type a descriptive file name in the To box. Do not add the .xlsx file extension; ACL does this automatically.
-  Click OK to run the command.

## Command Results

The command results show the name and location of the exported Excel file, as well as a list of fields that were exported from the original table. The exported file is now ready to be imported in Excel. Although you cannot see the file in the Overview section of the window, you can locate the file using Windows Explorer and the file location described in the command results portion of the window. An example of Export command results for an Excel file follows:

**Command:** [EXPORT FIELDS NO1 NAME XLSX TO "Cust\\_Credit\\_Limit" WORKSHEET Customer](#)

11:16:37 - 02/16/2017

64 records produced

Output to C:\Users\Jennifer\Documents\ACL Data\Sample Data Files\Cust\_Credit\_Limit.xlsx is done