

# ACL Certified Training



## **ACL 101 FOUNDATIONS COURSE CONCEPTS & TECHNIQUES**

**MOROGORO OR KIBAHA  
MAY 07 - 11 2018.  
(5 DAYS)**

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SEE INSIDE FOR COURSE DETAILS

# ACL 101 Foundations

## Focus and Features

This five-day course is a comprehensive introduction to ACL™ Analytics, designed for new and beginner users who want to learn the concepts and features needed to start using ACL™ Analytics. In an interactive hands-on environment, you will learn fundamentals such as basic data concepts and how to work within the ACL™ Analytics environment, as well as integral skills such as how to conduct analysis steps and procedures and accomplish analysis objectives in ACL™ Analytics. You will learn the proper methodology and best practices for all five phases of the data analysis cycle (planning, importing, preparing, analyzing, and reporting). On the third day, basic scripting will be introduced. Through this comprehensive introduction and practical application, you will learn how to effectively use ACL™ Analytics to accomplish your audit and/or business objectives.

## Fields of Study

- Specialized Knowledge and Applications
- Data Analytics

## Methodology

This is a group-live, instructor-led course in an interactive classroom. This course introduces fundamental concepts and maintains a comprehensible, progressive approach that follows the five phases of the data analysis cycle. The course incorporates an instructor-led case study, which enhances the learning process by seeing how a typical audit/data analysis project is conducted in ACL™ Analytics.



# Learning Objectives

Efficiently and effectively using ACL™ Analytics to achieve your analysis objectives, report your findings, and build a narrative of your organization's data.

- Reduce time and resources needed to analyze data.
- Detect gaps and control failures.
- Leverage hundreds of built-in data analysis commands and tools.
- Access and reconcile data from various systems in order to identify potential issues.
- Identify outliers and issues.
- Analyze data to achieve objectives.
- Combine data from multiple source types in order to make comparisons between them.
- Identify trends between issues that may be indicative of the root cause(s) of the problem.
- Create working paper documentation detailing your objectives, the analysis steps taken to achieve them, and the results returned.
- Use basic scripting to automate processes and initiate Continuous monitoring.

# Course Outline

About ACL Analytics

## Basics

Data Concepts

Data Storage

Fields (Data Types)

ACL Analytics

The Launcher

The ACL Analytics Environment Process

Diagram

ACL Analytics User Interface

The ACL Analytics Environment

Views

Folders

Commands

Command Dialogue Boxes

Datetime & Numeric Display Formats

(Options)

Sub Files

Phases of Data Analysis

Data Analysis Cycle

Best Practices File

Organization Naming

Conventions

## Expressions

Expression Output

Expressions

## Filters

Filters

Global (View) Filters

Creating Filters Using the Expression Builder

Searching  
Filters (Errors and Troubleshooting)  
Unconditional Computed Fields  
Conditional Computed Fields  
Conditional Computed Field Examples  
Functions  
Expression Features  
Fixed-Point Arithmetic

## Importing Data

Locate Files  
Acquire Files  
Acquisition Methods  
Source File Formats  
Import Files  
Importing Fixed-Width Files  
Verifying Validity VERIFY  
command Importing  
Delimited Files Importing  
Excel Files  
Importing Report (Print Image) Files  
Importing PDF Files  
Importing ODBC-Compliant Files  
SQL syntax  
Reusing Table Layouts  
Reusing Fixed-Width File Table Layouts  
Refresh From Source  
Reusing Log Import Entry

## Preparing Data

Integrity Threats  
Preparation (Testing Data Integrity) Checklist  
Controls (Counts & Control Totals)  
COUNT command  
TOTAL command

STATISTICS command  
Bounds Testing  
BETWEEN()  
Quality & Completeness  
ISBLANK()  
MAP()  
GAPS Command  
Uniqueness  
DUPLICATES Command  
Reasonableness  
Measuring Reasonableness  
Association & Recalculation  
Association  
Recalculation

## Analyzing Data

Grouping Data  
CLASSIFY Command  
SUMMARIZE Command  
Comparing Classify & Summarize  
CROSS-TAB Command  
STRATIFY Command  
Suppress Others Option  
AGE Command  
Reordering Records  
Quick Sort  
SORT Command INDEX  
Command Comparing  
Sort & Index Isolating  
Data  
EXTRACT Command  
Combining Data  
Using EXTRACT/APPEND  
Using EXPORT/APPEND

RELATIONS Command

Relations Process & Planning Checklist

JOIN Command

JOIN Processes

Planning Checklist (Join)

Join Types

Comparing Join & Relations

## Reporting

EXPORT Command

The Log

Log Sessions & Entries

Searching & Exporting from the Log

Visualizing Data

The Analysis App window | Visualizations | Interpretations

Getting started with visualizations

Filtering and sorting data

Creating visualizations

Breaking down the bubble chart

Results Manager

Results Manager overview

Getting started with Results Manager

Sharing and Tracking in Results Manager

1. Assign access
2. Investigate results
3. Automate the process
4. Create a storyboard

## Scripting

Scripting Basics

About Scripting

Command Syntax

Creating a Script

SET Command

OPEN Command

## Variables

About Variables

Variable Creation

Variable Permanency

Interactive Scripts

ACCEPT Command

## Variable Substitution

Variable Substitution

Adding Comments to Scripts

Computed Fields & Functions

Unconditional Computed Fields

Conditional Computed Fields

Functions

## Appendices

Hex to ASCII Conversion Table

Hex to EBCDIC Conversion Table

Many-to-Many Join Process

About Results Manager

Additional Resources



**Course Instructor.**

**ACL Certified Trainer & ACL Certified Data Analyst (ACDA)**

**Fees.**

**The course fee TZS 2,240,000.00 per delegate VAT exclusive.**

**Mode of Payment.**

All payments to be made in advance to: - **Victoria Computers and Telecoms Ltd.**

**Certification.**

An **ACL certificate will be awarded** upon accomplishment of the training.

## **REGISTRATION FORM**

**The Managing Director,  
VICTORIA COMPUTERS AND TELECOMS LTD;  
17<sup>TH</sup> FLOOR, GOLDEN JUBILEE TOWER (PSPF), OHIO STREET;  
P.O. Box 7085, DSM Tel.:022 211 9916; Mobile: 0754 434 335;  
Fax : 022 211 9928; E-mail: wminja@intafrika.com, info@vicatel.com**

Course Title: \_\_\_\_\_.

**DATES:** \_\_\_\_\_

Surname: \_\_\_\_\_ Title (Prof/Dr/Mr/Ms/Mrs) \_\_\_\_\_

First Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Organisation: \_\_\_\_\_

Address: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

### Payment Details

**ACCOUNT NAME: VICTORIA COMPUTERS AND TELECOMS LTD.**

**USD ACCOUNT: A/C NO: 0400626014.**

**TZS ACCOUNT: A/c NO.: 018103002983;**

**DIAMOND TRUST BANK TANZANIA LTD:**

**NATIONAL BANK OF COMMERCE;**

**SWIFT CODE : DTKETZT:**

**SWIFT NO: NLCBTZTXXXXX;**

**MAIN BRANCH**

**MNAZI MMOJA BRANCH**

## **CANCELLATIONS**

Cancellations have to be made in writing before the payment deadline. 90% refunds will be made for cancellations before the deadline. 50% refunds will be made for Payments made between the deadline and the course commencement. No refunds will be made for cancellations after the course commencement.