

ACL Certified Training



ACL 101 FOUNDATIONS
COURSE –
CONCEPTS & TECHNIQUES

CHERY (HILUX) HOTEL,
MOROGORO

FEBRUARY 18 – 22, 2019

(5 DAYS)

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 2,350,000.00 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

**Please complete the Registration and return the same to:
The Managing Director,
VICTORIA COMPUTERS AND TELECOMS LTD;
17TH 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**

PLEASE COMPLETE IN BLOCK CAPITALS

Course Title: _____.

DATES: _____

Surname: _____ Title (Prof/Dr/Mr/Ms/Mrs) _____

First Name: _____

Job Title: _____

Organisation: _____

Address: _____

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Payment Details

ACCOUNT NAME: VICTORIA COMPUTERS AND TELECOMS LTD.

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DIAMOND TRUST BANK TANZANIA LTD;

SWIFT CODE : DTKETZTZ;

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TZS ACCOUNT: A/c NO.: 018103002983;

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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 those made between the deadline and the course commencement. No refunds will be made for cancellations after the course commencement.