

# Computer Auditor Processing Tools

State of California

Board of Equalization

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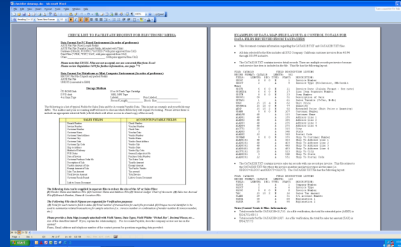
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## Objective of the CAS Program

- To perform a large number of assignments
- Via Statistical Sampling or other Audit Short Cuts.
- Assignments completed with Accuracy and Completeness, while incorporating Brevity.

## ASCII or EBCDIC ?

- We request ASCII or EBCDIC Flat files or delimited files, see provided Handout labeled exhibit (CA 2)... California's Sales and Use Tax Regulations require the taxpayer to provide the data in ASCII or EBCDIC fixed length files.



## Checklist-datamap.doc

- This document covers our request for data and what additional information must accompany the data.
- Specifically, check figures, record counts, data maps as well any customized formatting.
- It also notes that a field to retrieve the physical record is needed within the data.
- Refer to handout CA 2

## Avoid Problems

- Generally, we do not accept Microsoft files.
- We do not accept AS400 Object files
- We do not accept JD Edwards Object files
- The above files require too much pre production work to obtain a usable file for our purposes. In addition, the applications used to generate such files can generate our prescribed files without any extra effort.

## The Tools

- Vedit                      Text editor & More
  - [www.vedit.com](http://www.vedit.com)
- ACL                        Data Analysis Tool & More
  - [www.acl.com](http://www.acl.com)
- IDEA                      Data Analysis Tool
  - [www.audimation.com](http://www.audimation.com)
- Monarch Pro            Report Conversion Tool & More
  - [www.datawatch.com](http://www.datawatch.com)
- Txt Collector            Text file combine Tool
  - <http://www.filesland.com/companies/Bluefive-software/IXTcollector.html>

## VEDIT.COM

- lets you perform near-miracles on data files.
- The single most powerful tool on the planet.
- Patch corrupted database files
- convert huge mainframe files into a Windows workable file
- Combine numerous files into a single file.
- perform search/replace of various characters or text strings
- No file too large for Vedit

## VEDIT.COM

- VEDIT is the fastest editor available for huge multi-megabyte files.
- Works with ( xBASE .DBF), postscript, plotter output, and other non-standard files
- VEDIT can process entire groups of files automatically, even thousands of files.
- edit changes, e.g. a search and replace, can be applied to all files in a directory, or even in all subdirectories.

## What is VEDIT

- VEDIT is both a general purpose editor and a multi-function conversion tool.
- It can edit in ASCII and EBCDIC
- VEDIT can be used on variable-length and fixed length files.

## View the True File

- Review the file (fields) and or a specific line for completeness and to determine why there is a processing problem.
- View the file in both ASCII or EBCDIC while displaying the representation of symbol.
- View the file in Hexadecimal.
- Demo Example here 10 minutes

## Go to Function

- Go to the specific line number
- Go to specific column in file
- Go to a specific file position
- Go to beginning or end of file
  
- Demo here

## Sort files

- Has the ability to sort files and reverse sort
- Sort on length of file. (completeness tool)

## Search and Replace

- Search for a specific data symbol or data string
- Replace single instances or make wholesale changes for data strings.
  
- Demo here example. 3 minutes

## Merging files

- Merging two or more fixed length files on the fly.
- Merging two or more variable length (delimited) files on the fly
  
- Example Demo here 3 minutes

## Cleaning Up Files

- Although we never like the idea of changing original files, occasionally there are times when an extra delimiter needs to be removed.
- Demo on removing the delimiter 3 minutes

## Cleaning up files

- Remove extra CR or LF
- Vedit can removed these extra control characters and allow the normal processing of the data.
- Demo here 3 minutes

# ACL

- Why ACL?

Because ACL is the standard. ACL is used world wide by government and the big 4 accounting firms.

Demo here 5 minutes

# Monarch Pro

- What is Monarch Pro and why do I need it?
- Monarch Pro is tool used to convert report files into usable data. It's also a Database Program capable of processing databases, with simple to use Database tools
- Monarch can extract data from any ASCII or ANSI report file. These files are commonly known as print files, spool files, TXT files, PRN files and formatted ASCII files. For PDF files use Redwing. Better ask for the file in a non PDF file format.

# Monarch Pro

- Demo start to finish 15 minutes.
- Start a Project CAS Demo C:\ACL DATA\amerou\2006\ZMaster
- Create a model C:\ACL DATA\amerou\2006\ZMaster "CAS\_DEMO\_MODEL"
- Verify Show how to verify, why verify and how to adjust.
- Create a table Generally speaking this is the desired output for CAS needs.
- Create a Summary

# Monarch Pro demo continue

- Create a computed field in the table
- Export records

## Txt Collector

- What is Txt Collector
- How it works
- Demo 5 minutes

## Question and Answer

- Answer questions on all examples provided
- Answer questions on any software demo.
  
- VEDIT.COM
- ACL.COM
- DATAWATCH.COM
- [www.filesland.com/companies/Bluefive-software/TXTcollector.html](http://www.filesland.com/companies/Bluefive-software/TXTcollector.html)