

DATA MANAGEMENT GROUP

# Introductory ACL Training

ACL 3 day course – Detailed Outline

# Data Analytics Introductory Course

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## Detailed Course Outline

### Day 1: Data Access & Preparation

- What Makes ACL The Tool Of Choice?
- What Does ACL Do?
- Fundamentals
  - Data Concepts
  - Data Analysis Concepts
- Planning your analysis
- ACL Overview
  - Navigation
  - Project Objects
- Data Access
- Stages of Data Access
- Importing Data
  - Flat files
  - Excel spreadsheets
  - ODBC-compliant data sources
  - Delimited files
  - dBASE files
  - Report files
  - PDF files
- Reusing a table layout
- Data Quality
  - Validity
  - Control totals
  - Ranges
  - Missing items
  - Duplicate Records

## Day 2: Analysis & Reporting

- Isolating Data
  - Local & Global Filters
  - Extract Command
  - Sample Command
  - Record notes
- Creating Values That Don't Exist
  - Computed Fields
  - Conditional Computed Fields
- Profiling Data
  - Statistics Command
  - Classify Command
  - Stratify Command
  - Age Command
- Summarizing Data
- Duplicate Entries
- Reordering data
  - Sequence command
  - Sort command
  - Index command
  - Quick Sort
- Combining Data
  - Merging files (Extract and Append)
  - Join Command
  - Relations Command
- Reporting
- Building Reports from a View
- Graph Output
- Exporting Data to Other Applications
  - Export Command
  - Crystal Reports
- Reviewing the ACL log

## Day 3: Case Studies

- “Sea to Sky” case study
  - Import tables for available data
  - Perform Data Quality Testing
  - Prepare required data sets
  - Perform Analytics:
    - Duplicate Purchase Orders
    - Invoices For Unknown Vendors
    - Purchase Orders Over Auth Limit
    - Retroactive Purchase Orders
    - Purchases Vs. Invoices
    - Invoices Vs. Payments
    - Employees Vs. Vendors
    - Duplicate Vendors