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| **Question** | Step | Command Used | **Description** | Results/Answer |
| 9-4b | 1 | TABLE LAYOUT | 1. Select EDIT, then TABLE LAYOUT 2. Hit OK | No exceptions noted. The data type for each field of both Trans and Master tables is appropriate. |
| Screen Print of Results or Paste Output: | | | | |

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| **Question** | Step | Command Used | **Description** | Results/Answer |
| 9-4b | 2 | DUPLICATES | 1. Select ANALYZE, then DUPLICATES for the Master file 2. Select EmpNo under DUPLICATES ON 3. Hit OK | No exceptions noted. There are 0 duplicates detected, meaning there are 200 distinct employees. |
| Screen Print of Results or Paste Output: | | | | |

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| **Question** | Step | Command Used | **Description** | Results/Answer |
| 9-4b | 3 | JOIN | 1. Select Master table, then DATA, and JOIN 2. Keep MATCHED PRIMARY AND SECONDARY FIRST SECONDARY MATCH 3. Under Primary Keys, select EmpNo 4. Choose Trans file in the Secondary Table 5. Under Secondary Keys, select EmpNo 6. Name Output Table as Employees\_Join\_mtp180000, then hit OK | No exceptions noted. All 200 distinct employees of the Trans table are found in the Master table. |
| Screen Print of Results or Paste Output: | | | | |

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| **Question** | Step | Command Used | **Description** | Results/Answer |
| 9-4c | 1 | OR | 1. Select Master file, sort HireDate Descending 2. In the command box, type: (HireDate = `20181201`) OR (HireDate = `20181101`) | No exceptions noted. 3 employees are found to be hired on 11/1 and 12/1. |
| Screen Print of Results or Paste Output: | | | | |

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| **Question** | Step | Command Used | **Description** | Results/Answer |
| 9-4c | 2 | OR | 1. Select Trans table 2. In the command box, type: (EmpNo = "200347") OR (EmpNo = "200348") OR (EmpNo = "200342") | No exceptions noted. EmpNo 200348 was hired on 11/1 and got paid on 11/30 and 12/31. The other two employees who were hired on 12/1 got paid on 12/31 appropriately. |
| Screen Print of Results or Paste Output: | | | | |

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| **Question** | Step | Command Used | **Description** | Results/Answer |
| 9-4e | 1 | COUNT IF, AND | 1. Select Master table 2. Select ANALYZE, then COUNT, select IF 3. Type in the command box: Salary < 40000 AND Bonus\_\_ > 0 4. Click Verify, then hit OK | No exceptions noted. There are no employees with salaries less than $40,000 that receive a bonus. Therefore, the December bonus payment for each employee is consistent with the policy established by the board of directors accordingly. |
| Screen Print of Results or Paste Output: | | | | |

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| **Question** | Step | Command Used | **Description** | Results/Answer |
| 9-4f | 1 | RELATE | 1. Select Trans table, then DATA and RELATE 2. Add Master table, then link EmpNo of Trans table as primary key to Master table | No exceptions noted. Both tables are now linked to recalculate salaries and bonuses. |
| Screen Print of Results or Paste Output: | | | | |

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| **Question** | Step | Command Used | **Description** | Results/Answer |
| 9-4f | 2 | ADD COLUMN | 1. Right click on a column in the Trans table, choose Add column, then select Salaries and Bonus\_ from the Master table, hit OK 2. Right click on a column in the Trans table, choose Add column, select Expression 3. Type in the Expression box: Net\_Pay \* 12\*(1+Ch9\_Case4\_Eastland\_Payroll\_Master\_mtp180000.Bonus\_\_) 4. Save As: Recalc\_Salaries then hit OK 5. Do the same to recalculate bonuses by typing in the Expression box: Net\_Pay \* 12 \* Ch9\_Case4\_Eastland\_Payroll\_Master\_mtp180000.Bonus\_\_ 6. Save As: Recalc\_Bon then hit OK | Exception noted. Recalculated salaries and bonuses columns are generated with withholdings and bonuses taken into consideration, thus showing a difference between the salaries given by the IT department (which are calculated by multiplying gross pay with 12). |
| Screen Print of Results or Paste Output: | | | | |

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| **Question** | Step | Command Used | **Description** | Results/Answer |
| 9-4g | 1 | GAPS | 1. In the Trans table, highlight Check\_No column 2. Select ANALYZE, then GAPS 3. Double click on Command GAPS ON, select List Missing Items with Maximum Missing Items of 5000 | Exception noted. 1000 checks are reported to missing, ranging from 66001 to 67000. |
| Screen Print of Results or Paste Output: | | | | |

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| **Question** | Step | Command Used | **Description** | Results/Answer |
| 9-4g | 2 | DUPLICATES | 1. Highlight Check\_No column 2. Select ANALYZE, then DUPLICATES | No exceptions noted. There are no duplicates found in all check numbers. |
| Screen Print of Results or Paste Output: | | | | |

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| **Question** | Step | Command Used | **Description** | Answer |
| 10-3c | 1 | RELATE | 1. Select the Unpaid Invoices table 2. Select DATA, then RELATE 3. Add the Master table 4. Link the Vendor\_No of the Unpaid Invoices table with that of the Master table 5. Hit Finish | No exceptions noted. Two tables are now linked via Vendor\_No as the primary key of the Unpaid Invoices table and the secondary key of the Master table. |
| Screen Print of Results or Paste Output: | | | | |

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| **Question** | Step | Command Used | **Description** | Answer |
| 10-3c | 2 | QUICK FILTER | 1. In the Unpaid Invoices table, right click on the Invoice Date then select QUICK SORT DESCENDING 2. Right click on 03/30/2019, select Quick Filter, then ON OR BEFORE 3. In the command box, type: (INVOICE\_DATE <= `20190330`) AND (INVOICE\_DATE >= `20190301`) 4. Save this command as Mar\_Invoices then run | No exceptions noted. There are 75 unpaid invoices in March. |
| Screen Print of Results or Paste Output: | | | | |

| **Question** | Step | Command Used | **Description** | Answer |
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| 10-3c | 3 | REPORT | In the Unpaid Invoices table, right click on the columns not required to remove them (keep Vender\_No, Invoice\_Amount)Right click on a column and select Add ColumnsSelect the Vendor from the Master table | No exceptions noted. The list of vendors and the balance payable to each vendor at 3/31/2019 is created including account/vendor number, vendor name, and balance due (invoice amount). |
| Screen Print of Results or Paste Output: | | | | |

| **Question** | Step | Command Used | **Description** | Answer |
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| 10-3d | 1 | AGE | In the Unpaid Invoices table, select ANALYZ, then AGEClick on the Command line, choose 3/31/2019 as the Cutoff DateChoose Age On Invoice\_Date and Aging Periods as 0, 31, 61, 90Select Invoice\_Amount for Subtotal Fields, then hit OKSelect Output to Print and name it as Aging\_Schedule\_mtp180000 | No exceptions noted. The schedule of aged accounts payable includes 55.88% of outstanding accounts for 0-30 days. There are 136 outstanding accounts with a total of 453,382.55. |
| Screen Print of Results or Paste Output: | | | | |

| **Question** | Step | Command Used | **Description** | Answer |
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| 10-3e | 1 | ADD COLUMNS | In the Unpaid Invoices table, right click on a column and select ADD COLUMNSSelect Expression and type: INVOICE\_AMOUNT \* Ch10\_Case3\_Veltronics\_Master\_File\_SU19.DISCOUNTSave As Discount\_Lost and hit OK | No exceptions noted. The discounts lost by not taking advantage of the discounts available within the 30-day period are generated by the discount rates from the Master table. |
| Screen Print of Results or Paste Output: | | | | |

| **Question** | Step | Command Used | **Description** | Answer |
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| 10-3g | 1 | COUNT IF | Select ANALYZE, then COUNTIn the Expression box, type: VENDOR\_NO <> Ch10\_Case3\_Veltronics\_Master\_File\_SU19.VENDOR\_NOSave As Vendor\_List\_Discrepancies, then hit OK | No exceptions noted. All vendors on the unpaid invoices list are included on the master list. There are no discrepancies. |
| Screen Print of Results or Paste Output: | | | | |

| **Question** | Step | Command Used | **Description** | Answer |
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| 10-3j | 1 | QUICK FILTER | In the Unpaid Invoices table, right click on Invoice\_Amount column and type in the command box: INVOICE\_AMOUNT > 50000Remove the Invoice\_Amount and add the rest of the columns to the table | No exceptions noted. There is one vendor with a balance greater than 50,000. |
| Screen Print of Results or Paste Output: | | | | |

| **Question** | Step | Command Used | **Description** | Answer |
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| 10-3j | 2 | SAMPLE | In the Unpaid Invoices table, right click on Invoice\_Amount column and type in the command box: INVOICE\_AMOUNT < 50000 AND INVOICE\_AMOUNT > 0Select ANALYZE, then STATISTICSSelect SAMPLING, then RECORD/MONETARY UNIT SAMPLING, and select SAMPLINGSelect RECORDS, then Random under Sample Parameters: Size = 5, Population = 117, Seed = 141Save as AP\_Under\_50k\_mtp180000 | No exceptions noted. The sample of 5 vendors with balances below 50000 is generated. |
| Screen Print of Results or Paste Output: | | | | |

| **Question** | Step | Command Used | **Description** | Answer |
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| 10-3j | 3 | SAMPLE | In the Unpaid Invoices table, right click on Invoice\_Amount column and type in the command box: INVOICE\_AMOUNT < 50000 AND INVOICE\_AMOUNT <= 0 | No exceptions noted. There are only 2 accounts with no balance outstanding. Thus, a sample of 4 is not feasible. |
| Screen Print of Results or Paste Output: | | | | |