

# ACL Certified Training



## ACL 901 ACL Certified Data Analyst (ACDA) Examination

ACL certification evaluates and recognizes your ability to integrate ACL technology into your financial analysis and business process. Earning the ACL Certified Data Analyst (ACDA) designation enhances your professional development while validating your technical skills and ensuring you meet performance standards necessary to address key business challenges.

### Designation

To attain certification, you must attain a minimum passing grade.

### Exam

This closed-book, day-long certification exam is divided into two components: a Knowledge Inventory and a comprehensive Case Study. It is based on the most current version of *ACL*.

The ACL Certification is based on the ACL 100-level and the ACL 200-level courses. Although not required for certification, ACL recommends that you complete one course at each level prior to attending the exam.

### Knowledge Inventory

The Knowledge Inventory component of the exam is three hours in duration and counts for 40 percent of the final grade. It is meant to test your familiarity with *ACL* concepts, terms, commands, and best practices.

The exam consists of multiple choice, true/false, fill-in-the-blank, and short-answer questions covering six topics:

#### ACL Environment

Working in *ACL* and setting program options.

#### Planning

Planning your work to achieve your data analysis objectives with *ACL*.

#### Data Access

Accessing data using *ACL*, including data access methods, common file types, and data types.

#### Data Verification

Verifying data integrity using *ACL* functionality.

### Data Analysis

Producing specified results using *ACL* commands, either on their own or combined with other commands or expressions.

### Reporting

Outputting data to create *ACL* printed reports and graphs.

### Case Study

The Case Study component of the exam is three hours in duration and counts for 60 percent of the final grade. You are provided with a PC that is pre-loaded with data files, a data analysis scenario, and questions to answer. Scoring is based on your answers and your planning process.

The questions are organized into three sections:

#### Data Access & Integrity Verification

Using *ACL* to access data and to ensure it is complete, reliable, and ready to analyze.

#### Exploratory Analysis

Gaining a better understanding of the data by executing multiple commands.

#### Audit Analysis

Performing the analysis to achieve your audit objectives.

### Study Guide

To help you prepare for the exam, please refer to the study guide on the next page.

## For More Information

### View the Schedule and Register

Visit [www.acl.com/services/training\\_schedule.aspx](http://www.acl.com/services/training_schedule.aspx).

### Read More

Visit [www.acl.com/services/certification.aspx](http://www.acl.com/services/certification.aspx).



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## What You Should Know

You should know how to:

- Work with the *ACL* interface, including the Project Navigator, Results tab, and Log
- Create an *ACL* project
- Create table layouts to access Excel spreadsheets, Access databases, flat fixed-length files, and report (print-image) files
- Import, copy, and edit table layouts
- Use *ACL* field definitions and data types
- Combine multiple tables
- Detect data corruption and invalid dates
- Generate control totals
- Detect blanks in key fields
- Test bounds of data in numeric and date fields
- Test numbered transactions (such as paychecks) for completeness
- Test records for uniqueness
- Test field relationships. For example, is the date of birth of an employee always earlier than the employee's hire date?
- Test reliability of a data field calculated from values in two other fields. For example, does "Net Pay" always equal "Gross Pay" less "Total Deductions"?
- Use the following commands: Verify, Count, Total, Statistics, Sequence, Gaps, Duplicates, Stratify, Classify, Age, Summarize, Cross-Tabulate, Extract, Export, Join and Relations
- Create computed fields (conditional and unconditional)
- Use global filters and command filters

## Suggested Reading List

Additional information is available to help you prepare for the exam.

### ACL User Documentation

Available at [www.acl.com/supportcenter/downloads](http://www.acl.com/supportcenter/downloads).

- Getting Started Guide
- Data Access Guide
- ACL in Practice Tutorial

### Other Support Material

Available at [www.acl.com/supportcenter](http://www.acl.com/supportcenter).

- Knowledge Base
- QuickSteps/Results
- Online Learning

### Online Help in ACL

To access, start *ACL* and press F1.

### Course Manuals

Manuals for ACL 100-level and ACL 200-level courses are available to participants.



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