

# Data Analytics Software Quick Start Guide



## 1. INTRODUCTION

This document gives a brief overview of the Data Analytics Software which features in the Audit and Assurance and Corporate Reporting exams. It highlights the software's key features and functionality, and you may find it useful to refer to once you have read the full Explanatory Guidance Notes. It is relevant for students sitting Audit and Assurance and Corporate Reporting exams.

This document refers to the practice dataset, Elephant. You can access the Elephant data set [here](#).

## 2. NAVIGATING THE MODULES

The initial screen you see when opening the Data Analytics Software is the overview dashboard for the engagement:

The screenshot displays the 'AUDIT' engagement dashboard. At the top, there is a navigation bar with the date '31/12/2018' and the engagement name 'Fieldwork'. The main content area is divided into several panels:

- Collaborate by Status:** Shows 'No collaboration requests' with a progress bar for Draft, Prepared, Submitted, In Progress, Received, and Complete.
- Collaborate by Due Date:** Shows 'No collaboration requests' with a timeline for 15+ Days, 8 - 14 Days, 0 - 7 Days, and Overdue.
- Collaborate by User:** Shows 'No collaboration requests' with a timeline for IU. It includes tabs for 'MY TEAM' and 'CLIENT'.
- Ingest Progress:** Shows 'Step 8: Set Materiality' with a progress bar and a checkmark indicating completion.
- Module Selection:** A central panel with a red circle around the title, containing icons for COLLABORATE, INGEST, FLUX, EXPLORE, DETECT, REVENUE CASCADE, SELECT, METRICS, and REPORTS.
- Recent Activity:** Shows 'No recent activity' with a dropdown for 'Last 2 Days' and a checkbox for 'Include Full Portfolio'.

To navigate into a module, click on the relevant symbol under the 'Module Selection' section (circled).

### 3. THE EXPLORE MODULE

#### Introduction

The *Explore* module is a data analytics tool. It can be used for a variety of audit procedures including risk assessment; analytical procedures; and detailed testing.

The Navigation icon  in the top left-hand corner of the *Explore* dashboard (circled below) is important in switching between modules.

The Navigation icon also switches between stages of the audit, but you should always work in the Fieldwork stage.

#### Financial Statement View and Account View

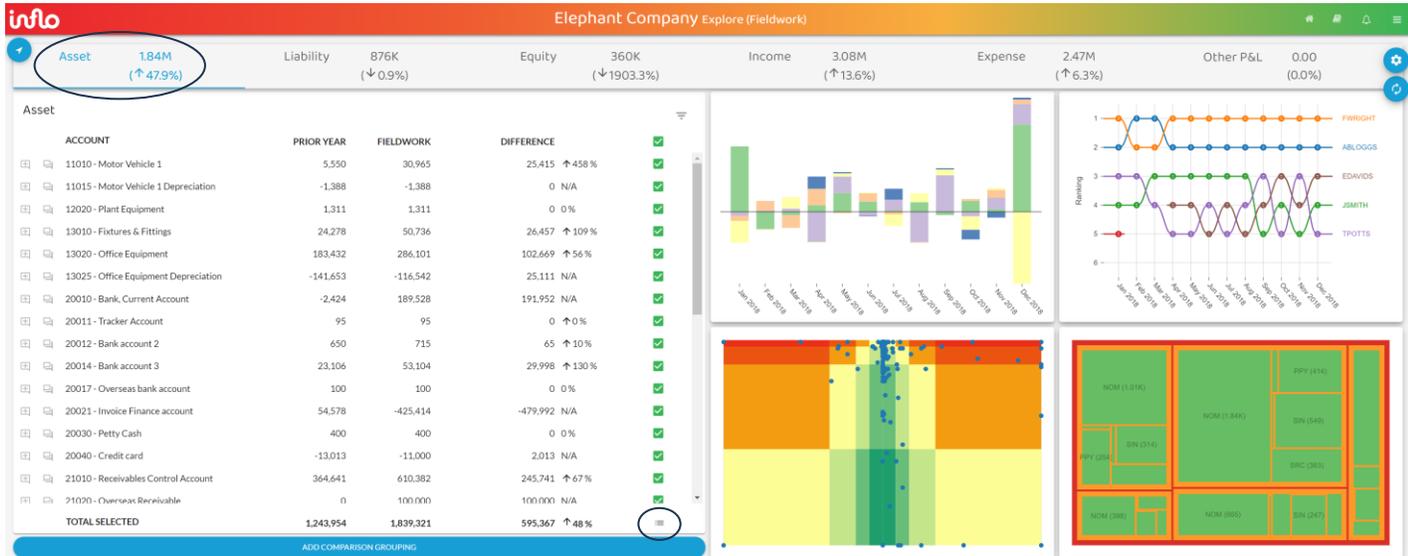


There are two alternative presentations of the *Explore* dashboard:

- The 'Financial Statement View'
- The 'Account View'

The above dashboard shows the '*Financial Statement View*'. At the top of the above screen there is the choice of selecting either: (i) Statement of Profit or Loss; or (ii) Statement of Financial Position. The blue highlighting shows that the **Statement of Profit or Loss** (circled) has currently been selected. The down arrows  indicate that further detail is available for income and expenses to show sub accounts.

Clicking on the  icon (circled above, top right) switches in and out of the 'Financial Statement View' to show the following alternative dashboard – the 'Account View' – as follows:



The 'Account View' shows six account groupings across the top: Asset, Liability, Equity, Income, Expense, Other P&L. It currently shows **Asset** (circled in the top left corner above).

The four quadrants in the right half of the dashboard visualise whatever accounts have been selected in the left half. In this case it is all assets.

### Selecting individual accounts and transactions Method 1

The green ticks show the accounts selected. Click on the top green tick (circled above) to deselect all accounts. Then click on the green tick(s) of the account(s) that you wish to examine.

To drill down further to show individual transactions within the selected account(s), click on the transactions icon  at the bottom of the dashboard (circled above). This shows all transactions in the selected accounts.

For example, if the top account in assets is selected, 11010 – Motor Vehicles, this shows:

Transactions

Transaction Id	Description	Debit	Credit	Account Codes	Effective Dates	User Ids	Document Types	Created Dates
NOM061351	Adj Q1 Suspense	5,000	0	11010	31/03/2018	FWRIGHT	NOM - Nominal Journal	11/05/2018 11:32:48
NOM062037	Adj Q2 Suspense	9,000	0	11010	30/06/2018	FWRIGHT	NOM - Nominal Journal	10/08/2018 14:38:12
NOM062459	Adj Q3 Suspense	11,111	0	11010	30/09/2018	FWRIGHT	NOM - Nominal Journal	16/11/2018 16:00:04
NOM062460	Suspense clear out	304	0	11010	31/10/2018	FWRIGHT	NOM - Nominal Journal	17/11/2018 10:12:32

Show 10 lines

CANCEL

CREATE TEST

If an account has a lot of transactions, then they can be filtered using the filter icon (circled top right). This filters the data according to: effective period; document type and user.

Click on a transaction ID in blue (circled in the top left corner above) show the double entry for the selected transaction as follows:

Transaction 'NOM061351'

Transaction Id	Account Code	Amount	Effective Date	Document Type	Journal Description	User Id	Line Description	Created Date
NOM061351	11010	5,000	31/03/2018	NOM - Nominal Journal	Adj Q1 Suspense	FWRIGHT		11/05/2018 11:32:48
NOM061351	990	-5,000	31/03/2018	NOM - Nominal Journal	Adj Q1 Suspense	FWRIGHT		11/05/2018 11:32:48

Show 10 lines

CANCEL

Showing 1 to 2 of 2 lines

Hovering the cursor over the account code shows the account name.

The effective date is the period to which the transaction relates (accrual basis). The created date is when the transaction was posted.

## Method 2

An alternative method is available to select accounts and transactions. Method 2 is appropriate where you wish to select groupings of accounts (eg, all PPE accounts), rather than one individual account (eg, Motor Vehicles).

For example, select the 'Account View' and then 'Assets'. Clicking on the  icon, just above the top green tick, reveals the following screen:

## Select Categories (Asset)

<b>Intangible Assets</b> ✓ Development costs ✓ Patents, licences & trade marks ✓ Goodwill ✓	<b>Property, Plant &amp; Equipment</b> ✓ Land, buildings & improvement ✓ Machinery & equipment ✓ Motor Vehicles ✓ Other property, plant & equipment ✓ Assets under construction ✓ Investment properties ✓	<b>Investments</b> ✓ Investments in subsidiaries ✓ Investments in joint ventures ✓ Investments in associates ✓ Other investments ✓	<b>Inventory Work in Progress</b> ✓ Raw materials and supplies ✓ Work in progress ✓ Finished goods and goods for resale ✓
<b>Other Assets</b> ✓ Other receivables ✓ Prepaid expenses ✓ Accrued income ✓	<b>Trade Receivables</b> ✓ Trade receivables ✓	<b>Cash at Bank and in Hand</b> ✓ Cash at bank ✓ Cash in hand ✓ Short-term investments ✓	<b>Intercompany Receivables</b> ✓ Intercompany trade receivables ✓ Intercompany loans receivable ✓

**CONFIRM**

Initially all the boxes will be live, with green ticks as above. Clicking on the green ticks of all the accounts that you do **not** want to investigate deselects them, leaving the remaining accounts with green ticks that you are interested in. Clicking the top line in a box, removes all ticks in that box.

Clicking CONFIRM (bottom right) selects all the relevant accounts (ie, those which have not been deselected) which can be examined further by drilling down using the transactions icon ☰ at the bottom of the dashboard, as for Method 1.

## The Four Visualisation Tools

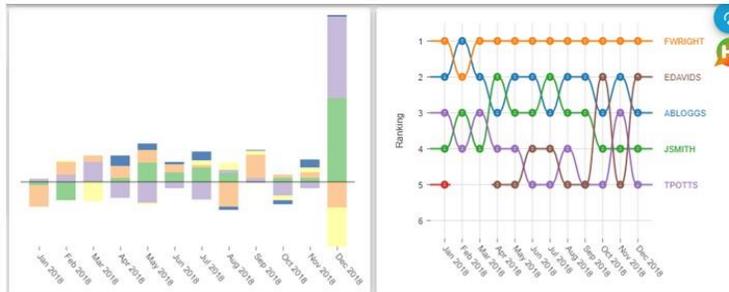
The *Explore* module has four main visualisation tools which are shown in four quadrants in the right half of the main *Explore* module dashboard.

These four visualisations are named as follows:

- Stacked Bar Charts (top left)
- Bump Chart (top right)
- Heat Map (bottom left)
- Tree Map (bottom right)

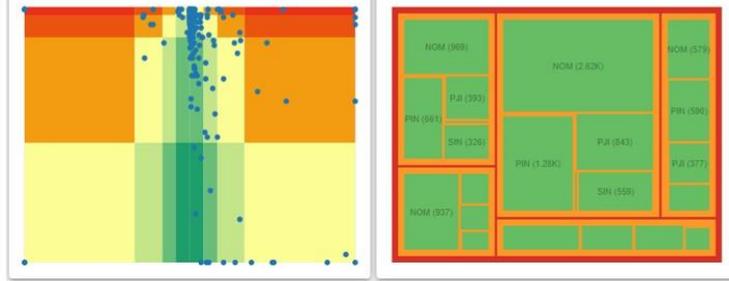
These have different functions and uses which are summarised below:

**Stacked bar chart**  
Find unusual levels of a specific type of transaction in each month / weekday / user.  
**Use the scenario!**  
**WHAT, WHO, WHEN & HOW**



**Bump chart**  
Find users that you wouldn't expect to post to a particular account or interrogate document type  
**E.g. Find manual journals**  
**WHO**

**Heat map**  
Interrogate high value, infrequent transactions.  
**Use this to identify specific high-risk transactions in key areas of audit risk.**  
**WHAT**



**Tree chart**  
Find users that you wouldn't expect to post to a particular account or interrogate document type  
**Don't miss the small elements!**  
**WHO & HOW**

**Stacked Bar Chart** – is a visualisation that shows the transactions selected according to two variables: (a) the primary variable; and (b) the secondary variable. These can be accessed and changed using the drop-down boxes. The variables available to be selected (for either the primary or secondary variable) are: Effective Period; Accounts; Users; Created Hour; Created Weekday and Document Type.

**Bump Chart** – there are two possible variables with the Bump Chart: Users and Document Type. Hovering the cursor over a line on the Bump Chart, shows the number of transactions posted by the selected user for each month of the year. Clicking on a line produces a drop-down box showing the individual transactions posted by the selected user.

**Heat Map** – is a visualisation that identifies items that may be elevated (ie, high) risk according to their positioning on the Heat Map. The Heat Map is a two-dimensional visualisation where the two variables are: monetary impact (ie, size) and occurrence (ie, frequency). The premise of this visualisation is that infrequent transactions of high monetary impact are likely to be highest risk. These will be positioned in the red sections of the Heat Map. They can be selected by clicking individually on the dots or by selecting from the elevated risk colour bar chart. Transactions for the selected dots can be viewed by clicking on the transactions icon  in the top right of the Heat Map.

**Tree Map** – is a visualisation that shows the document types posted by each user. There are two variables: Users and Document Type. The red line around the outside represents the total number of transactions posted. The orange lines show the number of transactions posted by each user. The green areas show the number (in brackets) of transactions of each document type posted by each user.

## 4. METRICS MODULE

The *Metrics* module uses two types of metrics:

- **Financial ratios** – showing the relationship between two or more accounts (expressed as a ratio). These include ratios for: liquidity; profitability; gearing; productivity.
- **Financial information** – showing amounts taken from the accounts (expressed as an absolute amount). Data include: non-current assets; treasury and cash; inventory and production; income and receivables; expenditure and payables; salaries and employees; profit and loss.

Visualisations and graphics show trends in the data.

The metrics are *benchmarked* against other organisations, industry specific standards or all other companies available in the data analytics software.

Metrics module data can be used in analytical procedures.

## 5. REVENUE CASCADE MODULE

The *Revenue Cascade* module is a tool to visualise and interrogate relationships in the revenue/receivable cycle to highlight transactions diverging from expectations.

It takes 100% of the revenue cycle transactions and maps them to the expected business cycle, visualising and stratifying the data population.

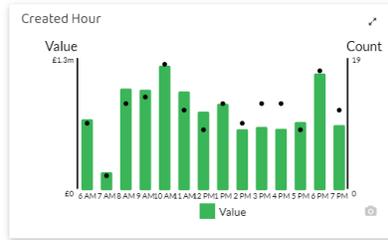
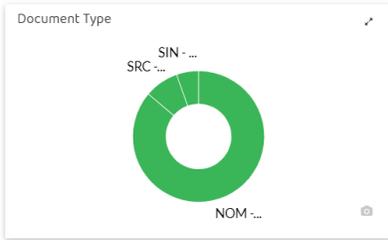
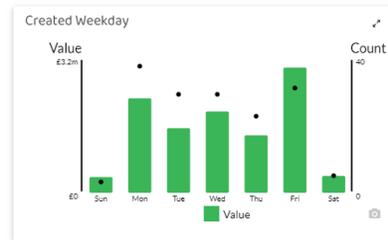
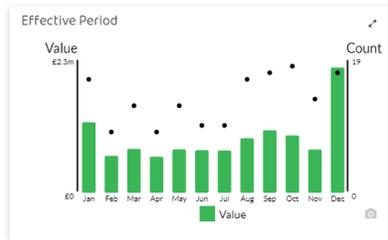
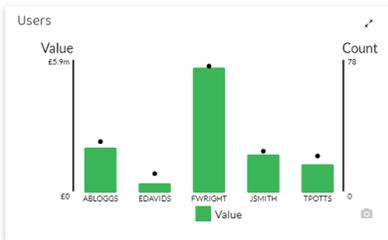
It identifies notable transactions to assess risk and evaluate the impact on quality of earnings. It can be used to reduce or replace alternative techniques, such as sampling.

## 6. DETECT MODULE

The *Detect* module has 24 routines in its dashboard which enable interrogation of data. It can produce visualisations for selected routines to demonstrate trends and patterns in the data and enable further investigation of transactions.

Examinable routines are set out in the Explanatory Guidance Notes. One of the more useful routines is 'large value' which identifies all transactions above the materiality level. An example of a visualisation for 'large value' is as follows:

Graphs



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