

[PARENT_FOLDER_ID] 0

*Note: Prior to performing this script, the required tables must be properly created and formatted.
Follow directions below for table creation:

*

*Header File

- *1. Run EX_SHEET_HDR from PeopleSoft Financials Citrix Application. Run report for the testing month to the screen and excel
- *2. In excel, remove all extra gray columns
- *3. In sheet, copy Creation Date, Approval Date, Submission Date, Resubmission Date, Acctg Date, Doc Seq Date and paste into excel to ensure correct date format is achieved. Change format in excel to MM/DD/YYYY
- *4. Save file as a txt delimited format named: (3 MONTH ABBREVIATION) HEADER.txt to filepath C:\ACL Input\Exp Rpt Monitoring

*

*3 Month Header File

- *1. Run EX_SHEET_HDR from PeopleSoft Financials Citrix Application. Run report for the testing month to the screen and excel. For date range, select the 2 months prior to the testing month and the testing month
- *2. In excel, remove all extra gray columns
- *3. In sheet, copy Creation Date, Approval Date, Submission Date, Resubmission Date, Acctg Date, Doc Seq Date and paste into excel to ensure correct date format is achieved. Change format in excel to MM/DD/YYYY
- *4. Save file as a txt delimited format named: (3 MONTH ABBREVIATION) 3 Month HEADER.txt to filepath C:\ACL Input\Exp Rpt Monitoring

*

*Line File

- *1. Run EX_SHEET_LINE from PeopleSoft Financials Citrix Application. Run report for the testing month to the screen and excel.
- *2. In excel, remove all extra gray columns
- *3. In sheet, copy Transaction Date and Description fields and paste into excel to ensure correct date format and the removal of hard returns. Change format of Transaction Date to MM/DD/YYYY in excel.
- *4. Save file as txt delimited format named: (3 MONTH ABBREVIATION) LINE.txt to filepath C:\ACL Input\Exp Rpt Monitoring

*

*3 Month Line File

- *1. Run EX_SHEET_LINE from PeopleSoft Financials Citrix Application. Run report for the testing month to the screen and excel. For date range, select the 2 months prior to the testing month and the testing month
- *2. In excel, remove all extra gray columns
- *3. In sheet, copy Transaction Date and Description fields and paste into excel to ensure correct date format and the removal of hard returns. Change format of Transaction Date to MM/DD/YYYY in excel.
- *4. Save file as txt delimited format named: (3 MONTH ABBREVIATION) 3 Month LINE.txt to filepath C:\ACL Input\Exp Rpt Monitoring

*

*

*Attendees File

*

- *1. Run EX_SHEET_ATTENDEES from PeopleSoft Financials Citrix application.
- *2. Run report for the testing month to the screen and excel.
- *3. In excel, remove all extra gray columns
- *4. Save file as txt delimited format named: (3 MONTH ABBREVIATION) ATTENDEES.txt to filepath C:\ACL Input\Exp Rpt Monitoring

*

*

*EX_PURPOSE_TBL

*

*This table does not change and is only used to obtain the business purpose description field.
Copy previous month table and rename as: (3 MONTH ABBREVIATION) EX PURPOSE TBL.txt

*

*Active All

*

- *1. Run Active All query from PeopleSoft HRMS
- *2. Run report to excel.
- *3. In excel, delete extra row at top of file.
- *4. Change format of all date fields to MM/DD/YYYY
- *5. Save file as txt delimited format named: (3 MONTH ABBREVIATION) Active All.txt to filepath C:\ACL Input\Exp Rpt Monitoring

*

*Missing Receipts File

```
*
*1. Run public query AEX564_EXPENSE_RECEIPT_AUDIT from PeopleSoft Financials Citrix application.
*2. Run report for the testing month to the screen and excel.
*3. In excel, remove all extra gray columns.
*4. In sheet, copy Creation Date field and paste into excel to ensure correct date format and the
removal of hard returns. Change format of Transaction Date to MM/DD/YYYY in excel.
*5. Save file as txt delimited format named: (3 MONTH ABBREVIATION) MISSING RECEIPTS.txt to
filepath C:\ACL Input\Exp Rpt Monitoring
*
*
*-----
*
*This script serves as the master script for the monthly Expense Report Continuous Monitoring
project. Upon running this script, the user is prompted to enter the 3-letter abbreviation
for the testing month (Jan, Feb, Mar, etc.). Once the testing month is determined, the
script performs the following actions:
*
*- Imports all tables from the 'C:\ACL Input' file path. The require tables include:
* * %MONTH%_3_MONTH_HEADER: Contains header information for each expense report (3 month range for
testing of expenses submitted multiple times).
* * %MONTH%_3_MONTH_LINE: Contains individual transaction information for each expense report (3
month range for testing of expenses submitted multiple times).
* * %MONTH%_ACTIVE_ALL: Contains job information for all active employees and contractors.
* * %MONTH%_ATTENDEES: Contains data for any transaction that included attendees other than the
submitter.
* * %MONTH%_EX_PURPOSE_TBL: Contains descriptions for the 'Business Purpose' field found in the
HEADER table.
* * %MONTH%_HEADER: Contains header information for each expense report.
* * %MONTH%_LINE: Contains individual transaction for each expense report.
* * %MONTH%_MISSING_RECEIPTS: PeopleSoft report that notes all expense reports which did not include
a receipt.
*
*- Creates indexes for all files that are going to be related. Indexes are required to allow
direct access to the records in a logical (rather than physical) order. Indexes are created
for the %MONTH%_HEADER, %MONTH%_EX_PURPOSE, %MONTH%_ACTIVE_ALL, and %MONTH%_3_MONTH_HEADER
tables.
*
*- Creates relationships between the two primary testing tables (%MONTH%_LINE &
%MONTH%_3_MONTH_LINE) and the %MONTH%_HEADER, %MONTH%_EX_PURPOSE, and %MONTH%_ACTIVE_ALL
tables
*
*- Creates conditional fields required for expense report testing, including:
* * Spouse_Search: Identifies spouses in the %MONTH%_ATTENDEE table
* * Error: Detects the word 'error' in the 'Description' field of the %MONTH%_LINE table
* * Transaction_DOW: Converts 'Transaction_Date' field to the character day of the week in the
%MONTH%_LINE table. Field is used to detect transactions performed on Saturday or Sunday
* * Gift_Card: Detects the word 'gift card' in the 'Description' field of the %MONTH%_LINE table
* * Holiday: Converts 'Transaction_Date' field to the character holiday (where applicable) in the
%MONTH%_LINE table. Field is used to detect transactions performed on holidays
*
*- Calls script 'Test_Procedures' which performs each testing procedure
*
*Script Creator: Blake Varner
*Created On Date: 5/4/2011
*Last Updated Date: 5/23/2011
DELETE LOG OK

SET SAFETY OFF

COMMENT Displays prompt box upon initiating script which allows the user to input month to test.
Input must be in 3-letter abbreviation format (JAN, FEB, MAR, etc.)

ACCEPT "Enter 3-letter abbreviation for month (must match file name):" TO MONTH

COMMENT Import all tables in text (tab delimited) format from the location "C:\ACL Input\Exp Rpt
Monitoring\"

IMPORT DELIMITED TO %MONTH% Missing Receipts "%MONTH% Missing Receipts.fil" FROM "C:\ACL Input\Exp
Rpt Monitoring\%MONTH% MISSING RECEIPTS.txt" 0 SEPARATOR TAB QUALIFIER "" CONSECUTIVE
STARTLINE 1 KEPTITLE FIELD "Name" C AT 1 DEC 0 WID 24 PIC "" AS "" FIELD "EmplID" C AT 25
DEC 0 WID 5 PIC "" AS "" FIELD "Report_ID" C AT 30 DEC 0 WID 10 PIC "" AS "" FIELD
"Creation_Date" D AT 40 DEC 0 WID 10 PIC "MM/DD/YYYY" AS "" FIELD "Due_Employee" N AT 50 DEC
```

Produced with ACL by: AGL Resources, Inc.

```

IMPORT DELIMITED TO %MONTH% LINE "%MONTH% LINE.fil" FROM "C:\ACL Input\Exp Rpt Monitoring\%MONTH%
LINE.txt" 0 SEPARATOR TAB QUALIFIER NONE CONSECUTIVE STARTLINE 1 KEEPTITLE FIELD "Report_ID"
C AT 1 DEC 0 WID 10 PIC "" AS "" FIELD "Line_Number" C AT 11 DEC 0 WID 2 PIC "" AS "" FIELD
"Line_Status" C AT 13 DEC 0 WID 11 PIC "" AS "" FIELD "Expense_Type" C AT 24 DEC 0 WID 12 PIC
"" AS "" FIELD "Transaction_Date" D AT 36 DEC 0 WID 10 PIC "MM/DD/YYYY" AS "" FIELD "Deny_" C
AT 46 DEC 0 WID 13 PIC "" AS "" FIELD "Personal_Expense" C AT 59 DEC 0 WID 16 PIC "" AS ""
FIELD "Transaction_Amt" N AT 75 DEC 3 WID 15 PIC "" AS "" FIELD "Currency" C AT 90 DEC 0 WID
8 PIC "" AS "" FIELD "Rate Multiplier" C AT 98 DEC 8 WID 15 PIC "" AS "" FIELD "Payment_Type"
C AT 113 DEC 0 WID 12 PIC "" AS "" FIELD "Merchant" C AT 125 DEC 0 WID 40 PIC "" AS "" FIELD
"Description" C AT 165 DEC 0 WID 254 PIC "" AS "" FIELD "Ticket_Number" C AT 419 DEC 0 WID 16
PIC "" AS "" FIELD "Distance_Traveled" C AT 435 DEC 0 WID 17 PIC "" AS "" FIELD
"Distance_Type" C AT 452 DEC 0 WID 13 PIC "" AS "" FIELD "Nbr_of_Nights" C AT 465 DEC 0 WID
13 PIC "" AS "" FIELD "Location_Amount_Comment" C AT 478 DEC 0 WID 10 PIC "" AS "" FIELD
"No_Receipt_Comment" C AT 488 DEC 0 WID 60 PIC "" AS "" FIELD "Preferred_Vendor_Comment" C AT
548 DEC 0 WID 10 PIC "" AS "" FIELD "No_Rcpt" C AT 558 DEC 0 WID 7 PIC "" AS "" FIELD
"GrossUp" C AT 565 DEC 0 WID 7 PIC "" AS "" FIELD "Separate_Check" C AT 572 DEC 0 WID 14 PIC
"" AS "" FIELD "_of_Passengers" C AT 586 DEC 0 WID 15 PIC "" AS "" FIELD "Approval_Flag" C
AT 601 DEC 0 WID 13 PIC "" AS ""

IMPORT DELIMITED TO %MONTH% HEADER "%MONTH% HEADER.fil" FROM "C:\ACL Input\Exp Rpt
Monitoring\%MONTH% HEADER.txt" 0 SEPARATOR TAB QUALIFIER "" CONSECUTIVE STARTLINE 1
KEEPTITLE FIELD "Report_ID" C AT 1 DEC 0 WID 10 PIC "" AS "" FIELD "Employee_ID" C AT 11 DEC
0 WID 5 PIC "" AS "" FIELD "Report_Status" C AT 16 DEC 0 WID 22 PIC "" AS "" FIELD "Origin" C
AT 38 DEC 0 WID 6 PIC "" AS "" FIELD "Creation_Date" D AT 44 DEC 0 WID 10 PIC "MM/DD/YYYY" AS
"" FIELD "Approval_Date" D AT 54 DEC 0 WID 10 PIC "MM/DD/YYYY" AS "" FIELD "Submission_Date"
D AT 64 DEC 0 WID 10 PIC "MM/DD/YYYY" AS "" FIELD "Resubmission_Date" D AT 74 DEC 0 WID 10
PIC "MM/DD/YYYY" AS "" FIELD "Last_Updated_Date" D AT 84 DEC 0 WID 10 PIC "MM/DD/YYYY" AS ""
FIELD "Last_Updated_By" C AT 94 DEC 0 WID 15 PIC "" AS "" FIELD "Receipts_Received" C AT 109
DEC 0 WID 17 PIC "" AS "" FIELD "Receipts_Verified" C AT 126 DEC 0 WID 17 PIC "" AS "" FIELD
"Report_Description" C AT 143 DEC 0 WID 50 PIC "" AS "" FIELD "Expense_Location" C AT 193 DEC
0 WID 16 PIC "" AS "" FIELD "SetID" C AT 209 DEC 0 WID 5 PIC "" AS "" FIELD "Posting_Status"
C AT 214 DEC 0 WID 14 PIC "" AS "" FIELD "Acctg_Date" D AT 228 DEC 0 WID 10 PIC "MM/DD/YYYY"
AS "" FIELD "Business_Purpose" C AT 238 DEC 0 WID 5 PIC "" AS "" FIELD "Doc_Seq_Date" D AT
243 DEC 0 WID 10 PIC "MM/DD/YYYY" AS "" FIELD "Entered_By" C AT 253 DEC 0 WID 10 PIC "" AS ""
FIELD "No_Receipt_Flag" C AT 263 DEC 0 WID 15 PIC "" AS "" FIELD "No_VAT_Receipt" C AT 278
DEC 0 WID 14 PIC "" AS "" FIELD "Sync_ID" C AT 292 DEC 0 WID 7 PIC "" AS "" FIELD
"Sync_Date_Time" C AT 299 DEC 0 WID 26 PIC "" AS "" FIELD "Total_Amount" N AT 325 DEC 2 WID
12 PIC "" AS "" FIELD "Total_Due_to_Employee" N AT 337 DEC 2 WID 21 PIC "" AS "" FIELD
"Approval_In_Progress_Flag" C AT 358 DEC 0 WID 25 PIC "" AS "" FIELD "Date_Time_Stamp" C AT
383 DEC 0 WID 26 PIC "" AS "" FIELD "Last_User_to_Take_Action" C AT 409 DEC 0 WID 24 PIC ""
AS "" FIELD "Last_Action_Taken" C AT 433 DEC 0 WID 22 PIC "" AS "" FIELD "Total_Due_Vendor" N
AT 455 DEC 2 WID 16 PIC "" AS "" FIELD "Total_Vendor_Credits" N AT 471 DEC 2 WID 20 PIC "" AS
""

IMPORT DELIMITED TO %MONTH% EX_PURPOSE "%MONTH% EX PURPOSE.fil" FROM "C:\ACL Input\Exp Rpt
Monitoring\%MONTH% EX PURPOSE TBL.txt" 0 SEPARATOR TAB QUALIFIER NONE CONSECUTIVE STARTLINE 1
KEEPTITLE FIELD "SetID" C AT 1 DEC 0 WID 5 PIC "" AS "" FIELD "Purpose" C AT 6 DEC 0 WID 5
PIC "" AS "" FIELD "Eff_Date" D AT 11 DEC 0 WID 10 PIC "MM/DD/YYYY" AS "" FIELD "Status" C AT
21 DEC 0 WID 6 PIC "" AS "" FIELD "Business_Purpose" C AT 27 DEC 0 WID 28 PIC "" AS "" FIELD
"Short_Desc" C AT 55 DEC 0 WID 10 PIC "" AS "" FIELD "Sync_ID" C AT 65 DEC 0 WID 7 PIC "" AS
"" FIELD "Sync_Date_Time" C AT 72 DEC 0 WID 26 PIC "" AS ""

IMPORT DELIMITED TO %MONTH% ATTENDEES "%MONTH% ATTENDEES.fil" FROM "C:\ACL Input\Exp Rpt
Monitoring\%MONTH% ATTENDEES.txt" 0 SEPARATOR TAB QUALIFIER NONE CONSECUTIVE STARTLINE 1
KEEPTITLE FIELD "Report_ID" C AT 1 DEC 0 WID 10 PIC "" AS "" FIELD "Line_" C AT 11 DEC 0 WID
2 PIC "" AS "" FIELD "Seq_Nbr" C AT 13 DEC 0 WID 7 PIC "" AS "" FIELD "Name" C AT 20 DEC 0
WID 43 PIC "" AS "" FIELD "Company" C AT 63 DEC 0 WID 35 PIC "" AS "" FIELD "Title" C AT 98
DEC 0 WID 35 PIC "" AS ""

IMPORT DELIMITED TO %MONTH% ACTIVE ALL "%MONTH% ACTIVE ALL.fil" FROM "C:\ACL Input\Exp Rpt
Monitoring\%MONTH% Active All.txt" 0 SEPARATOR TAB QUALIFIER "" CONSECUTIVE STARTLINE 1
KEEPTITLE FIELD "ID" C AT 1 DEC 0 WID 5 PIC "" AS "" FIELD "Name" C AT 6 DEC 0 WID 37 PIC ""
AS "" FIELD "Pay_Status" C AT 43 DEC 0 WID 10 PIC "" AS "" FIELD "Job_Code" C AT 53 DEC 0 WID
8 PIC "" AS "" FIELD "Job_Title" C AT 61 DEC 0 WID 30 PIC "" AS "" FIELD "DeptID" C AT 91 DEC
0 WID 6 PIC "" AS "" FIELD "Department" C AT 97 DEC 0 WID 30 PIC "" AS "" FIELD "Last_Start"
D AT 127 DEC 0 WID 10 PIC "MM/DD/YYYY" AS "" FIELD "Entry_Date" D AT 137 DEC 0 WID 10 PIC
"MM/DD/YYYY" AS "" FIELD "Co" C AT 147 DEC 0 WID 3 PIC "" AS "" FIELD "Company" C AT 150 DEC
0 WID 30 PIC "" AS "" FIELD "Org_Relation" C AT 180 DEC 0 WID 12 PIC "" AS ""

IMPORT DELIMITED TO %MONTH% 3 MONTH LINE "%MONTH% 3 MONTH LINE.fil" FROM "C:\ACL Input\Exp Rpt
Monitoring\%MONTH% 3 Month Line.txt" 0 SEPARATOR TAB QUALIFIER NONE CONSECUTIVE STARTLINE 1
KEEPTITLE FIELD "Report_ID" C AT 1 DEC 0 WID 10 PIC "" AS "" FIELD "Line_Number" C AT 11 DEC
0 WID 2 PIC "" AS "" FIELD "Line_Status" C AT 13 DEC 0 WID 11 PIC "" AS "" FIELD
"Expense_Type" C AT 24 DEC 0 WID 12 PIC "" AS "" FIELD "Transaction_Date" D AT 36 DEC 0 WID
10 PIC "MM/DD/YYYY" AS "" FIELD "Deny_" C AT 46 DEC 0 WID 13 PIC "" AS "" FIELD
"Personal_Expense" C AT 59 DEC 0 WID 16 PIC "" AS "" FIELD "Transaction_Amt" N AT 75 DEC 2

```

Produced with ACL by: AGL Resources, Inc.

```
IMPORT DELIMITED TO %MONTH%_3_MONTH_HEADER "%MONTH% 3 MONTH_HEADER.fil" FROM "C:\ACL Input\Exp Rpt
Monitoring\%MONTH% 3 Month_HEADER.txt" 0 SEPARATOR TAB QUALIFIER ''' CONSECUTIVE STARTLINE 1
KEEPTITLE FIELD "Report_ID" C AT 1 DEC 0 WID 10 PIC "" AS "" FIELD "Employee_ID" C AT 11 DEC
0 WID 5 PIC "" AS "" FIELD "Report_Status" C AT 16 DEC 0 WID 22 PIC "" AS "" FIELD "Origin" C
AT 38 DEC 0 WID 6 PIC "" AS "" FIELD "Creation_Date" D AT 44 DEC 0 WID 10 PIC "MM/DD/YYYY" AS
"" FIELD "Approval_Date" D AT 54 DEC 0 WID 10 PIC "MM/DD/YYYY" AS "" FIELD "Submission_Date"
D AT 64 DEC 0 WID 10 PIC "MM/DD/YYYY" AS "" FIELD "Resubmission_Date" D AT 74 DEC 0 WID 10
PIC "MM/DD/YYYY" AS "" FIELD "Last_Updated_Date" D AT 84 DEC 0 WID 10 PIC "MM/DD/YYYY" AS ""
FIELD "Last_Updated_By" C AT 94 DEC 0 WID 15 PIC "" AS "" FIELD "Receipts_Received" C AT 109
DEC 0 WID 17 PIC "" AS "" FIELD "Receipts_Verified" C AT 126 DEC 0 WID 17 PIC "" AS "" FIELD
"Report_Description" C AT 143 DEC 0 WID 50 PIC "" AS "" FIELD "Expense_Location" C AT 193 DEC
0 WID 16 PIC "" AS "" FIELD "SetID" C AT 209 DEC 0 WID 5 PIC "" AS "" FIELD "Posting_Status"
C AT 214 DEC 0 WID 14 PIC "" AS "" FIELD "Acctg_Date" D AT 228 DEC 0 WID 10 PIC "MM/DD/YYYY"
AS "" FIELD "Business_Purpose" C AT 238 DEC 0 WID 5 PIC "" AS "" FIELD "Doc_Seq_Date" D AT
243 DEC 0 WID 10 PIC "MM/DD/YYYY" AS "" FIELD "Entered_By" C AT 253 DEC 0 WID 10 PIC "" AS ""
FIELD "No_Receipt_Flag" C AT 263 DEC 0 WID 15 PIC "" AS "" FIELD "No_VAT_Receipt" C AT 278
DEC 0 WID 14 PIC "" AS "" FIELD "Sync_ID" C AT 292 DEC 0 WID 7 PIC "" AS "" FIELD
"Sync_Date_Time" C AT 299 DEC 0 WID 26 PIC "" AS "" FIELD "Total_Amount" N AT 325 DEC 2 WID
12 PIC "" AS "" FIELD "Total_Due_to_Employee" N AT 337 DEC 2 WID 21 PIC "" AS "" FIELD
"Approval_In_Progress_Flag" C AT 358 DEC 0 WID 25 PIC "" AS "" FIELD "Date_Time_Stamp" C AT
383 DEC 0 WID 26 PIC "" AS "" FIELD "Last_User_to_Take_Action" C AT 409 DEC 0 WID 24 PIC ""
AS "" FIELD "Last_Action_Taken" C AT 433 DEC 0 WID 22 PIC "" AS "" FIELD "Total_Due_Vendor" N
AT 455 DEC 2 WID 16 PIC "" AS "" FIELD "Total_Vendor_Credits" N AT 471 DEC 2 WID 20 PIC "" AS
""
```

```
IMPORT DELIMITED TO Terminated_Users "Terminated_Users.fil" FROM "C:\ACL Input\Exp Rpt
Monitoring\Terminated_Users.txt" 0 SEPARATOR TAB QUALIFIER ''' CONSECUTIVE STARTLINE 1
KEEPTITLE FIELD "ID" C AT 1 DEC 0 WID 5 PIC "" AS "" FIELD "Name" C AT 6 DEC 0 WID 28 PIC ""
AS "" FIELD "Pay_Status" C AT 34 DEC 0 WID 10 PIC "" AS "" FIELD "Job_Code" C AT 44 DEC 0 WID
8 PIC "" AS "" FIELD "Descrip" C AT 52 DEC 0 WID 30 PIC "" AS "" FIELD "DeptID" C AT 82 DEC 0
WID 6 PIC "" AS "" FIELD "Descr" C AT 88 DEC 0 WID 30 PIC "" AS "" FIELD "Start_Date" D AT
118 DEC 0 WID 10 PIC "MM/DD/YYYY" AS "" FIELD "Last_Start" D AT 128 DEC 0 WID 10 PIC
"MM/DD/YYYY" AS "" FIELD "Term_Date" D AT 138 DEC 0 WID 10 PIC "MM/DD/YYYY" AS "" FIELD
"Last_Date" D AT 148 DEC 0 WID 10 PIC "MM/DD/YYYY" AS "" FIELD "Org_Relation" C AT 158 DEC 0
WID 12 PIC "" AS ""
```

```
IMPORT DELIMITED TO Not_Active_or_Term "Not_Active_or_Term.fil" FROM "C:\ACL Input\Exp Rpt
Monitoring\Not_active_or_terminated.txt" 0 SEPARATOR TAB QUALIFIER ''' CONSECUTIVE STARTLINE
1 KEEPTITLE FIELD "ID" C AT 1 DEC 0 WID 5 PIC "" AS "" FIELD "Name" C AT 6 DEC 0 WID 20 PIC
"" AS "" FIELD "Pay_Status" C AT 26 DEC 0 WID 16 PIC "" AS "" FIELD "Job_Code" C AT 42 DEC 0
WID 8 PIC "" AS "" FIELD "Job" C AT 50 DEC 0 WID 29 PIC "" AS "" FIELD "DeptID" C AT 79 DEC 0
WID 4 PIC "" AS "" FIELD "Dept" C AT 83 DEC 0 WID 30 PIC "" AS "" FIELD "Last_Start" C AT 113
DEC 0 WID 10 PIC "" AS "" FIELD "Job_Entry_Date" C AT 123 DEC 0 WID 14 PIC "" AS "" FIELD
"Co" C AT 137 DEC 0 WID 3 PIC "" AS "" FIELD "Company" C AT 140 DEC 0 WID 29 PIC "" AS ""
FIELD "EE_or_CWR" C AT 169 DEC 0 WID 9 PIC "" AS "" FIELD "Term_Date" C AT 178 DEC 0 WID 10
PIC "" AS "" FIELD "Last_Date" C AT 188 DEC 0 WID 10 PIC "" AS ""
```

COMMENT Create indexes for all files that are going to be related. Index must be created to allow direct access to the records in a logical (rather than physical) order.

```
OPEN %MONTH%_HEADER
INDEX ON Report_ID TO "Header_Report_ID" OPEN
SET INDEX TO "Header_Report_ID"
```

```
OPEN %MONTH%_EX_PURPOSE
INDEX ON Purpose TO "EX_PURPOSE_Purpose" OPEN
SET INDEX TO "EX_PURPOSE_Purpose"
```

```
OPEN %MONTH%_ACTIVE_ALL
INDEX ON ID TO "ACTIVE_ALL_ID" OPEN
SET INDEX TO "ACTIVE_ALL_ID"
```

```
OPEN %MONTH%_3_MONTH_HEADER
INDEX ON Report_ID TO "Month3_Header_Report_ID" OPEN
SET INDEX TO "Month3_Header_Report_ID"
```

```
OPEN Terminated_Users
INDEX ON ID TO "Terminated_ID" OPEN
SET INDEX TO "Terminated_ID"
```

```
OPEN Not_Active_or_Term
INDEX ON ID TO "Not_Active_or_Term_ID" OPEN
SET INDEX TO "Not_Active_or_Term_ID"
```

COMMENT Relate all testing tables to %MONTH%_LINE. Many-to-1 relationship can be related, rather than joined, to decrease number of joins required for testing.

OPEN %MONTH%_LINE

```
DEFINE RELATION Report_ID WITH %MONTH%_HEADER INDEX Header_Report_ID
DEFINE RELATION %MONTH%_HEADER.Business_Purpose WITH %MONTH%_EX_PURPOSE INDEX EX_PURPOSE_Purpose
DEFINE RELATION %MONTH%_HEADER.Employee_ID WITH %MONTH%_ACTIVE_ALL INDEX ACTIVE_ALL_ID
DEFINE RELATION %MONTH%_HEADER.Employee_ID WITH Terminated_Users INDEX Terminated_ID
DEFINE RELATION %MONTH%_HEADER.Employee_ID WITH Not_Active_or_Term INDEX Not_Active_or_Term_ID
```

COMMENT Relate 3 Month tables for Query 1B (Expenses submitted multiple times)

OPEN %MONTH%_3_MONTH_LINE

```
DEFINE RELATION Report_ID WITH %MONTH%_3_MONTH_HEADER INDEX Month3_Header_Report_ID
DEFINE RELATION %MONTH%_3_MONTH_HEADER.Business_Purpose WITH %MONTH%_EX_PURPOSE INDEX
EX_PURPOSE_Purpose
DEFINE RELATION %MONTH%_3_MONTH_HEADER.Employee_ID WITH %MONTH%_ACTIVE_ALL INDEX ACTIVE_ALL_ID
```

COMMENT Create conditional field 'Spouse_Search' which is used during test 1F. The field is searching in the 'Name' and 'Title' fields of the Attendee table for specific strings associate with spouses (Wife, Husband, etc.)

OPEN %MONTH%_ATTENDEES

DEFINE FIELD Spouse_Search COMPUTED

```
T IF FIND( 'Wife', Name)
T IF FIND( 'Husband', Name)
T IF FIND( 'Spouse', Name)
T IF FIND( 'Guest', Name)
T IF FIND( 'Wife', Title)
T IF FIND( 'Husband', Title)
T IF FIND( 'Spouse', Title)
T IF FIND( 'Guest', Title)
F
```

COMMENT Create conditional field 'Error' which is used during test to capture 'error' and 'personal' in the %MONTH%_LINE 'Description' field

OPEN %MONTH%_LINE

DEFINE FIELD Error COMPUTED

```
T IF FIND( 'Error', Description)
T IF FIND( 'Personal', Description)
F
```

COMMENT Create computed field Transaction_DOW which converts the 'Transaction_Date' field to the text day of the week. This is used during test 1J to search for transactions performed on weekends.

OPEN %MONTH%_LINE

DEFINE FIELD Transaction_DOW COMPUTED CDOW(Transaction_Date, 9)

COMMENT Create conditional field 'Gift_Card' which is used during test 1K. The field is searching in the 'Description' and 'Merchant' fields of the Line table for specific strings associate with gift cards

OPEN %MONTH%_LINE

DEFINE FIELD Gift_Card COMPUTED

```
T IF FIND( 'Gift Card', Description)
T IF FIND( 'Gift', Description)
T IF FIND( 'Giftcard', Description)
T IF FIND( 'Gift Card', Merchant)
T IF FIND( 'Giftcard', Merchant)
T IF FIND( 'Reward', Merchant)
T IF FIND( 'Visa', Merchant)
```

```
T IF FIND( 'Mastercard', Merchant)
T IF FIND( 'Discover', Merchant)
T IF FIND( 'Amex', Merchant)
T IF FIND( 'American Express', Merchant)
T IF FIND( 'Bank', Merchant)
T IF FIND( 'Credit Union', Merchant)
F
```

COMMENT Create computed field Holiday which converts the 'Transaction_Date' field to the text holiday (if applicable). This is used during test 1J to search for transactions performed on holidays.

OPEN %MONTH%_LINE

```
DEFINE FIELD Holiday          COMPUTED
  "New Year's Day" IF Transaction_Date = `20101231`
  "Martin Luther King, Jr. Day" IF Transaction_Date = `20110117`
  "Memorial Day" IF Transaction_Date = `20110530`
  "Independence Day" IF Transaction_Date = `20110704`
  "Labor Day" IF Transaction_Date = `20110905`
  "Thanksgiving" IF Transaction_Date = `20111124`
  "Friday After Thanksgiving" IF Transaction_Date = `20111125`
  "Christmas Eve" IF Transaction_Date = `20111223`
  "Christmas Day" IF Transaction_Date = `20111226`
  "New Years Day" IF Transaction_Date = `20120102`
  "N/A"
```

COMMENT Create conditional field 'TestA_Filter' which is used during test 1A. Test 1A looks for cash reimbursements that are not related to mileage or parking. IA noted that filtering mileage and parking expense types did not fully remove all false positives. This computed field looks for additional strings which should be removed from the analysis.

OPEN %MONTH%_LINE

```
DEFINE FIELD TestA_Filter COMPUTED
```

```
T IF FIND( 'Tip', Description)
T IF FIND( 'Toll', Description)
T IF FIND( 'Cab', Description)
T IF FIND( 'Taxi', Description)
T IF FIND( 'Bus Fare', Description)
T IF FIND( 'Safety Shoe', Description)
T IF FIND( 'Safety Boot', Description)
F
```

COMMENT Create computed field Term_Days_Count which will show how many days have passed between an employees terminated date and the processed transaction date.

OPEN %MONTH%_LINE

```
DEFINE FIELD Term_Days_Count COMPUTED Terminated_Users.Term_Date - Transaction_Date
```

COMMENT Call test script Test_Procedures

```
DO Test_Procedures
```

Produced with ACL by: AGL Resources, Inc.

[PARENT_FOLDER_ID] 0

*This script is called from script 'Exp_Rpt_Monitoring' and is used to perform the expense report monthly monitoring test procedures. The script performs the following tests:

- *
 - *- Inactive Employee Test: Extract all transactions records that are submitted by an inactive employee ID. Inactive IDs are determined from the %MONTH%_ACTIVE_ALL table
 - *
 - *- 1A Cash Reimbursements: Detects cash reimbursements that are not related to mileage or parking payment types.
 - *
 - *- 1B Expenses Submitted Multiple Times: Utilizes the 3-month transactions data to detect duplicate transactions (same employee and same transaction amount). Data is sorted on employee ID, transaction amount, and transaction date.
 - *
 - *- 1C Airfare: Searches transactions for 'Airfare' expense type and sorts on transaction amount. High transaction amounts are investigated.
 - *
 - *- 1F Spouse Charges: Utilizes the 'Spouse_Search' conditional field which was created in the 'Exp_Rpt_Monitoring' script to search for spouse records in the %MONTH%_ATTENDEE table. These records are joined with the %MONTH%_LINE table to extract full transaction details for these charges.
 - *
 - *- 1F Error Charges: Utilizes the 'Error' conditional field which was created in the 'Exp_Rpt_Monitoring' script to search for error charges in the %MONTH%_LINE table. Detected records are exported for review.
 - *
 - *- 1G No Receipts: Joins the PeopleSoft No Receipt report to the %MONTH%_ACTIVE_ALL table to provide complete employee information on each 'No Receipt' record.
 - *
 - *- 1H Split Transactions: Searches for potential split transactions by filtering for duplicates on employee ID, merchant, and transaction date fields.
 - *
 - *- 1J Non-business day purchases: Uses the 'Transaction_DOW' and 'Holiday' conditional fields to detect transactions performed on weekends and holidays.
 - *
 - *- 1K Gift Card: Utilizes the 'Gift Card' conditional field to capture instances of the string 'gift card' in the %MONTH%_LINE 'Description' field. Detected fields are extracted for investigation.

*Upon completion of the test procedures, the script calls the 'Clean_up' script.

COMMENT Inactive Employee Test: Extract records that are not related to an active employee ID. This test searches for transactions related to employees who are terminated or on leave with pay. These transactions are excluded from the remaining reports and should be reviewed.

```
OPEN %MONTH%_LINE
SET FILTER TO %MONTH%_ACTIVE_ALL.ID = " "
EXPORT FIELDS %MONTH%_HEADER.Employee_ID Terminated_Users.Name Terminated_Users.Term_Date
Term_Days_Count Not_Active_or_Term.Name Not_Active_or_Term.Pay_Status
%MONTH%_HEADER.Report_ID %MONTH%_EX_PURPOSE.Business_Purpose Line_Number Transaction_Date
Transaction_Amt Merchant_Description %MONTH%_HEADER.Report_Status Payment_Type
%MONTH%_HEADER.Acctg_Date Expense_Type EXCEL TO "C:\ACL Output\Exp_Rpt_Monitoring\%MONTH%
UNMATCHED_ACTIVE_EMP.XLS"
```

COMMENT Perform 1A query looking for Cash Reimbursements. Use related %MONTH%_LINE and filter for:
 PAYMENT_TYPE = 'CSH' and EXPENSE_TYPE <> 'MILEAGE' and EXPENSE_TYPE <> 'PARKING' and
 TestA_Filter = F.

```
OPEN %MONTH%_LINE
SET FILTER TO %MONTH%_ACTIVE_ALL.ID <> " " AND Payment_Type = 'CSH' AND Expense_Type <> 'MILEAGE'
AND Expense_Type <> 'PARKING' AND TestA_Filter = F
EXPORT FIELDS %MONTH%_HEADER.Employee_ID %MONTH%_ACTIVE_ALL.Name %MONTH%_ACTIVE_ALL.Job_Title
%MONTH%_ACTIVE_ALL.DeptID %MONTH%_ACTIVE_ALL.Department %MONTH%_ACTIVE_ALL.Co
%MONTH%_HEADER.Report_ID %MONTH%_EX_PURPOSE.Business_Purpose Line_Number Transaction_Date
Transaction_Amt Merchant_Description %MONTH%_HEADER.Report_Status Payment_Type
%MONTH%_HEADER.Acctg_Date Expense_Type EXCEL TO "C:\ACL Output\Exp_Rpt_Monitoring\%MONTH% 1A
Cash_Reimbursements"
```

COMMENT Query 1B: Expenses submitted multiple times. Take the 3-month related data and review transactions for duplications for same employee and amount. Sort data on employee ID, transaction amount, and transaction date. Export to excel.

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```
OPEN %MONTH%_3_MONTH_LINE
SET FILTER TO %MONTH%_ACTIVE_ALL.ID <> " "
DUPLICATES ON %MONTH%_ACTIVE_ALL.ID Transaction_Amt OTHER %MONTH%_ACTIVE_ALL.ID
%MONTH%_ACTIVE_ALL.Name %MONTH%_ACTIVE_ALL.Job_Title %MONTH%_ACTIVE_ALL.Department
%MONTH%_ACTIVE_ALL.Co_Report_ID %MONTH%_EX_PURPOSE.Business_Purpose Line_Number
Transaction_Date Transaction_Amt Merchant_Description %MONTH%_3_MONTH_HEADER.Report_Status
Payment_Type %MONTH%_3_MONTH_HEADER.Acctg_Date Expense_Type PRESORT OPEN TO "B1 Multiple
Submissions.FIL"
```

```
OPEN "B1 Multiple Submissions"
SORT ON ID Transaction_Amt Transaction_Date TO "B1 Sorted" OPEN
```

COMMENT Analysis should exclude duplicates that are both Mastercard charges (wallet functionality would not allow multiple expenses). Filter all MC charges from B1 sorted and search for duplicates on ID and Transaction Amt.

```
OPEN B1_Sorted
SET FILTER TO Payment_Type = "MC"
DUPLICATES ON ID Transaction_Amt OTHER ID Name Job_Title Department Co_Report_ID Business_Purpose
Line_Number Transaction_Date Transaction_Amt Merchant_Description Report_Status Payment_Type
Acctg_Date Expense_Type PRESORT OPEN TO "Duplicate MC Charges.FIL"
OPEN "Duplicate_MC_Charges"
```

COMMENT Open B1_Sorted and filter for MC charges. Join results to Duplicate_MC_Charges searching for unmatched records on ID and Transaction_Amt. This is looking for stand-alone MC charges that are tied to a CSH transaction.

```
OPEN B1_Sorted
SET FILTER TO Payment_Type = "MC"
OPEN Duplicate_MC_Charges SECONDARY
JOIN PKEY ID Transaction_Amt FIELDS ID Transaction_Amt Name Job_Title Department Co_Report_ID
Business_Purpose Line_Number Transaction_Date Merchant_Description Report_Status Payment_Type
Acctg_Date Expense_Type SKEY ID Transaction_Amt UNMATCHED TO "Unmatched MC Dups" OPEN PRESORT
SECSORT
OPEN "Unmatched_MC_Dups"
```

COMMENT Filter B1_Sorted for CSH charges and extract to a separate table. This allows for the merging of the CSH only transactions to the stand alone MC charges.

```
OPEN B1_Sorted
SET FILTER TO Payment_Type = "CSH"
EXTRACT RECORD TO "B1_CSH_Only" OPEN
OPEN "B1_CSH_Only"
```

COMMENT Merge CSH only with stand alone MC charges.

```
OPEN B1_CSH_Only
OPEN Unmatched_MC_Dups SECONDARY
MERGE PKEY ID SKEY ID TO "B1_Final" OPEN PRESORT
OPEN "B1_Final"
```

COMMENT Run a duplicate search on the final file to catch any stray CSH charges that may have been randomly associated to multiple MC charges. Export to excel.

```
OPEN "B1_Final"
DUPLICATES ON ID Transaction_Amt OTHER Transaction_Date Transaction_Amt Report_Status Report_ID
Payment_Type Name Merchant_Line Number Job_Title ID Expense_Type Description Business_Purpose
Department Co_Report_ID PRESORT OPEN TO "B1_Final_Dups.FIL"
OPEN "B1_Final_Dups"
OPEN B1_Final_Dups
EXPORT FIELDS ID Name Job_Title Department Co_Report_ID Business_Purpose Line_Number
Transaction_Date Transaction_Amt Merchant_Description Report_Status Payment_Type Acctg_Date
Expense_Type EXCEL TO "C:\ACL Output\Exp Rpt Monitoring\%MONTH%_1B_Exp_submitted_multiple
times.XLS"
```

COMMENT Query 1C: Airfare. Using %MONTH%_LINE, filter for EXPENSE_TYPE = 'Airfare' and sort on Transaction_Amt

```
OPEN %MONTH%_LINE
SET FILTER TO %MONTH%_ACTIVE_ALL.ID <> " " AND Expense_Type = 'AIRFARE' AND Transaction_Amt > 950
SORT ON Transaction_Amt TO "C1_Sorted" OPEN
OPEN "C1_Sorted"
```


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```
EXPORT FIELDS %MONTH%_ACTIVE_ALL.ID %MONTH%_ACTIVE_ALL.Name %MONTH%_ACTIVE_ALL.Job_Title
%MONTH%_ACTIVE_ALL.Department %MONTH%_ACTIVE_ALL.Co %MONTH%_HEADER.Report_ID
%MONTH%_EX_PURPOSE.Business_Purpose Line_Number Transaction_Date Transaction_Amt Merchant
Description %MONTH%_HEADER.Report_Status Payment_Type %MONTH%_HEADER.Acctg_Date Expense_Type
EXCEL TO "C:\ACL Output\Exp Rpt Monitoring\%MONTH%_1C Airfare.XLS"
```

COMMENT Use the Spouse_Search conditional field to detect spouses in the attendee table. Create a table of all detected rows.

```
OPEN %MONTH%_ATTENDEES
EXTRACT RECORD IF Spouse_Search = T TO "%MONTH%_ATTENDEE_SPOUSE" OPEN
OPEN "%MONTH%_ATTENDEE_SPOUSE"
```

COMMENT Query 1F: Spouse Charges -- Take the filtered Attendee table and join with %MONTH%_LINE with a many-to-many join (Report ID and Line Number as primary keys). Export results.

```
OPEN %MONTH%_LINE
OPEN %MONTH%_ATTENDEE_SPOUSE SECONDARY
JOIN PKEY Report_ID Line_Number FIELDS %MONTH%_HEADER.Acctg_Date
%MONTH%_EX_PURPOSE.Business_Purpose %MONTH%_ACTIVE_ALL.Name %MONTH%_ACTIVE_ALL.Co
%MONTH%_ACTIVE_ALL.Department Description %MONTH%_HEADER.Employee_ID Expense_Type
%MONTH%_ACTIVE_ALL.Job_Title Line_Number Merchant Payment_Type Report_ID
%MONTH%_HEADER.Report_Status Transaction_Amt Transaction_Date SKEY Report_ID Line__ WITH Name
Title Spouse_Search TO "%MONTH%_LINE_SPOUSE" OPEN PRESORT MANY SECSORT
EXPORT FIELDS Employee_ID Name Job_Title Department Co Name2 Title Business_Purpose Line_Number
Transaction_Date Transaction_Amt Merchant Description Report_Status Payment_Type Acctg_Date
Expense_Type EXCEL TO "C:\ACL Output\Exp Rpt Monitoring\%MONTH%_1F Spouse Charges"
```

COMMENT Query 1F: Error/Personal Charges. Utilize 'Error' conditional field created in 'Exp Rpt Monitoring' script to capture 'error' and 'personal' in the %MONTH%_LINE 'Description' field

```
OPEN %MONTH%_LINE
EXTRACT RECORD IF Error = T TO "F1 Error Search" OPEN
OPEN "F1 Error Search"
SET FILTER TO %MONTH%_ACTIVE_ALL.ID <> " "
EXPORT FIELDS %MONTH%_ACTIVE_ALL.ID %MONTH%_ACTIVE_ALL.Name %MONTH%_ACTIVE_ALL.Job_Title
%MONTH%_ACTIVE_ALL.Department %MONTH%_ACTIVE_ALL.Co Report_ID
%MONTH%_EX_PURPOSE.Business_Purpose Line_Number Transaction_Date Transaction_Amt Merchant
Description %MONTH%_HEADER.Report_Status Payment_Type %MONTH%_HEADER.Acctg_Date Expense_Type
EXCEL TO "C:\ACL Output\Exp Rpt Monitoring\%MONTH%_1F Error_Personal Charges.XLS"
```

COMMENT Query 1H: Split Transactions (same merchant and date). Using table %MONTH%_LINE, search for duplicates on Merchant and Transaction_Date.

```
OPEN %MONTH%_LINE
SET FILTER TO %MONTH%_ACTIVE_ALL.ID <> " " AND Payment_Type <> "CSH"
DUPLICATES ON Merchant Transaction_Date OTHER %MONTH%_ACTIVE_ALL.ID %MONTH%_ACTIVE_ALL.Name
%MONTH%_ACTIVE_ALL.Job_Title %MONTH%_ACTIVE_ALL.Department %MONTH%_ACTIVE_ALL.Co
%MONTH%_HEADER.Report_ID %MONTH%_EX_PURPOSE.Business_Purpose Line_Number Transaction_Date
Transaction_Amt Merchant Description %MONTH%_HEADER.Report_Status Payment_Type
%MONTH%_HEADER.Acctg_Date Expense_Type PRESORT OPEN TO "H1 Split Transactions_v2.FIL"
OPEN "H1 Split Transactions v2"
EXPORT FIELDS ID Name Job_Title Department Co Report_ID Business_Purpose Line_Number
Transaction_Date Transaction_Amt Merchant Description Report_Status Payment_Type Acctg_Date
Expense_Type EXCEL TO "C:\ACL Output\Exp Rpt Monitoring\%MONTH%_1H Split
Transactions_merch_date.XLS"
```

COMMENT 1I: Gas Charges. Use table %MONTH%_LINE and filter for EXPENSE TYPE = 'GAS' or 'FLTFUEL'

```
OPEN %MONTH%_LINE
SET FILTER TO %MONTH%_ACTIVE_ALL.ID <> " "
EXTRACT RECORD IF Expense_Type = 'GAS' OR Expense_Type = 'FLTFUEL' TO "I1 Gas Charges" OPEN
OPEN "I1 Gas Charges"
EXPORT FIELDS %MONTH%_HEADER.Employee_ID %MONTH%_ACTIVE_ALL.Name %MONTH%_ACTIVE_ALL.Job_Title
%MONTH%_ACTIVE_ALL.Department %MONTH%_ACTIVE_ALL.Co %MONTH%_HEADER.Report_ID
%MONTH%_EX_PURPOSE.Business_Purpose Line_Number Transaction_Date Transaction_Amt Merchant
Description %MONTH%_HEADER.Report_Status Payment_Type %MONTH%_HEADER.Acctg_Date Expense_Type
EXCEL TO "C:\ACL Output\Exp Rpt Monitoring\%MONTH%_1I Gas Charges"
```

COMMENT Query 1J: Non-business day purchases. Uses the 'Transaction_DOW' and 'Holiday' conditional

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```
OPEN %MONTH%_LINE
SET FILTER TO %MONTH%_ACTIVE_ALL.ID <> " "
EXTRACT RECORD IF Transaction_DOW = 'Saturday' OR Transaction_DOW = 'Sunday' OR Holiday <> 'N/A' TO
"J1_Filter"
OPEN "J1_Filter"
EXPORT FIELDS %MONTH%_HEADER.Employee_ID %MONTH%_ACTIVE_ALL.Name %MONTH%_ACTIVE_ALL.Job_Title
%MONTH%_ACTIVE_ALL.Department %MONTH%_ACTIVE_ALL.Co %MONTH%_HEADER.Report_ID
%MONTH%_EX_PURPOSE.Business_Purpose Line_Number Transaction_Date Transaction_DOW Holiday
Transaction_Amt Merchant Description %MONTH%_HEADER.Report_Status Payment_Type
%MONTH%_HEADER.Acctg_Date Expense_Type EXCEL TO "C:\ACL Output\Exp Rpt Monitoring\%MONTH% 1J
Non-Business Day Purchase.XLS"
```

COMMENT Query 1K: Gift Card. Utilize 'Gift Card' conditional field to detect string 'gift card' in the 'Description' field of %MONTH%_LINE.

```
OPEN %MONTH%_LINE
SET FILTER TO %MONTH%_ACTIVE_ALL.ID <> " "
EXTRACT RECORD IF Gift_Card = T TO "K1 Gift Card Transactions" OPEN
OPEN "K1 Gift Card Transactions"
EXPORT FIELDS %MONTH%_HEADER.Employee_ID %MONTH%_ACTIVE_ALL.Name %MONTH%_ACTIVE_ALL.Job_Title
%MONTH%_ACTIVE_ALL.Department %MONTH%_ACTIVE_ALL.Co %MONTH%_HEADER.Report_ID
%MONTH%_EX_PURPOSE.Business_Purpose Line_Number Transaction_Date Transaction_Amt Merchant
Description %MONTH%_HEADER.Report_Status Payment_Type %MONTH%_HEADER.Acctg_Date Expense_Type
EXCEL TO "C:\ACL Output\Exp Rpt Monitoring\%MONTH% 1K Gift Cards.XLS"
```

COMMENT Query 1G: No Receipts. Join the Missing Receipts report to %MONTH%_ACTIVE_ALL to obtain job information on records without receipts

```
OPEN %MONTH%_Missing_Receipts
OPEN %MONTH%_ACTIVE_ALL SECONDARY
JOIN PKEY EmplID FIELDS Creation_Date Due_Employee EmplID Name Report_ID Tot_Vnd_Credits
Total_Amount Total_Due_Vend SKEY ID WITH Co Department Job_Title TO "%MONTH% MISSING RECEIPT
W DATA" OPEN PRESORT SECSORT
OPEN "%MONTH%_MISSING_RECEIPT_W_DATA"
EXPORT FIELDS EmplID Name Job_Title Department Co Report_ID Creation_Date Due_Employee
Total_Due_Vend Tot_Vnd_Credits Total_Amount XLS21 TO "C:\ACL Output\Exp Rpt
Monitoring\%MONTH% 1G No Receipt"
```

COMMENT Call script 'Clean_up' to erase all data tables

DO Clean_up

Script: 'Clean_up'

HANDOUT D

[PARENT_FOLDER_ID] 0

*This thread deletes all testing files and sets the safety parameter on.

COMMENT Clean-up data files and set safety parameter to 'On'

```
DELETE FORMAT B1_Multiple_Submissions OK
DELETE FORMAT B1_Sorted OK
DELETE FORMAT C1_Sorted OK
DELETE FORMAT F1_Error_Search OK
DELETE FORMAT %MONTH%_LINE_SPOUSE OK
DELETE FORMAT %MONTH%_MISSING_RECEIPT_W_DATA OK
DELETE FORMAT H1_Split_Transactions OK
DELETE FORMAT I1_Gas_Charges OK
DELETE FORMAT J1_Filter OK
DELETE FORMAT K1_Gift_Card_Transactions OK
DELETE FORMAT %MONTH%_ATTENDEE_SPOUSE OK
DELETE FORMAT %MONTH%_3_MONTH_HEADER OK
DELETE FORMAT %MONTH%_3_MONTH_LINE OK
DELETE FORMAT %MONTH%_ACTIVE_ALL OK
DELETE FORMAT %MONTH%_ATTENDEES OK
DELETE FORMAT %MONTH%_EX_PURPOSE OK
DELETE FORMAT %MONTH%_HEADER OK
DELETE FORMAT %MONTH%_LINE OK
DELETE FORMAT %MONTH%_Missing_Receipts OK
DELETE FORMAT B1_CSH_Only OK
DELETE FORMAT B1_Final OK
DELETE FORMAT B1_Final_Dups OK
DELETE FORMAT Duplicate_MC_Charges OK
DELETE FORMAT Unmatched_MC_Dups OK
DELETE FORMAT H1_Split_Transactions_v2 OK
DELETE FORMAT Terminated_Users OK
DELETE FORMAT Not_Active_or_Term OK
```

SET SAFETY ON