

Steps for determining which Logical commands (i.e. CLASSIFY, NUMERIC or AGE) to use for summarisation of data fields:

- 1) Determine the KEY field based on your Business Objectives
- 2) Determine the Key field's TYPE; whether it's a:
 - Character Field,
 - Numeric Field, or
 - Date Field

3) Reconcile the key field's TYPE:

- Character -> use CLASSIFY command
- Numeric -> use STRATIFY command (*it is also good to perform PROFILE or STATISTICS command prior to running STRATIFY for the first time on the field)
- Date -> use AGE command

For example:

Business Objective: Identifying duplicate payments of salary in a Payroll Audit Assignment.

- 1) KEY field: EMPLOYEE_ID
- 2) Key field's TYPE: Character
- 3) Logical Command: CLASSIFY