

DATA CLEANING, VALIDATION & REPORTING

Data Quality & Decision Tracker

An original capability sample using synthetic records. It demonstrates how permitted spreadsheet or CSV inputs can be standardized, checked, reconciled, and converted into a small decision tracker without exposing client data.

01

Map

Fields, types, source rules

02

Clean

Normalize and preserve raw

03

Validate

Rules, totals, duplicates

04

Report

Exceptions and next owner

Synthetic validation snapshot

CONTROL	STATUS	EXAMPLE RULE	DECISION OUTPUT
Required fields	Pass	ID, date, owner and amount cannot be blank.	Missing-owner queue is empty.
Duplicate IDs	2 flagged	Canonical ID must be unique after trim and case normalization.	Two rows assigned for review.
Date format	1 flagged	Parse to ISO date; preserve original value in raw column.	One ambiguous date needs source confirmation.
Amount reconcile	Pass	Clean total must match source total within the agreed tolerance.	No unexplained balance difference.
Allowed status	3 flagged	Map values to Open, Waiting, Closed or Unknown.	Three unknown labels require owner mapping.

Delivery package

Clean table Typed and standardized fields, stable row IDs, and preserved raw values where transformation could be material.	Exception log Each failed rule, affected row, reason, proposed resolution, owner, and status in one traceable list.
Reconciliation Source and clean totals compared with explicit tolerances; unexplained differences stay visible.	Decision view A small summary of counts, unresolved exceptions, priority, and the next person or evidence needed.

Scope boundary: only lawful, buyer-authorized inputs are processed. Destructive changes, source overwrites, and unsupported business conclusions are excluded unless explicitly agreed and independently verified.