

Your Report Name - Cleaning Report

Dataset Overview

A	B
Total Records	1,300
Total Columns	13
Date Cleaned	DD-MMM-YYYY

Issues found - Before Cleaning

Column	Issue	Count
Date	Mixed formats - long text, US format, text dates	1,300 affected
Price	Currency text mixed with numbers (MMK, kyats,ks)	20 unique messy formats
Quantity	Negative and zero values	126
Discount_%	Missing values	261
Total_Sales	Missing values	126
Region	Inconsistent values - abbreviations, lowercase, typo	Multiple +255 blanks
Sales_Channel	Missing values	329
Payment_Method	Missing values	321
Customer_Type	Missing values	309 blanks
Customer_Rating	Missing values	228
Delivery_Days	Negative values + missing values	180 negatives

Action Taken

Column	Action
Date	Manually corrected 10 long text dates. Formatted all dated to DD/MM/YYYY
Product	Standardised text
Category	Standardised text
Price	Removed all currency text. Formatted as Number to 2 decimal places
Quantity	No changes - flagged for review
Discount_%	Converted to numbers. Blanks flagged
Total_Sales	No changes - blanks flagged
Region	Standardised text

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Sales_Channel	Standardised text
Payment_Method	Standardised text
Customer_Type	Standardised text
Customer_Rating	No changes - blanks flagged

Flagged for Client Review

Issue	Details	Recommended Action
Quantity	85 negative and 41 zero values	Client to verify - returns, cancellations or data entry errors?
Discount_%	261 missing values	Client to confirm if blank = 0% or missing data
Total_Sales	126 missing values	Client to verify missing sales figures
Region	255 missing values	Client to verify missing region data
Sales_Channel	329 missing values	Client to provide missing channel data
Payment_Method	321 missing values	Client to provide missing payment data
Customer_Type	309 missing values	Client to provide missing customer type data
Customer_Rating	228 missing values	Client to provide missing ratings
Delivery_Days	180 negative values	Client to verify - data entry errors?

Outcome

Metric	Before Cleaning	After Cleaning
Total Records	1,300	1,300
Date Format	Inconsistent - 3 different formats	Consistent DD/MM/YYYY
Price Format	Mixed currency text	Clean numbers
Region Values	11 inconsistent values	6 clean standardised values
Product Values	8 values	8 clean values
Category Values	3 values	3 clean values
Records Flagged for Review	0	Multiple columns flagged

Recommendations

#	Recommendation
1	Add data validation for Region - restrict to 6 valid regions only
2	Add data validation for Sales_Channel - restrict to Agent, In-Store, Online
3	Add data validation for Payment_Method - restrict to Cash, Credit Card, Mobile Pay
4	Add data validation for Customer_Type - restrict to Retail, VIP, Wholesale

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5	Add data validation for Quantity - restrict to positive whole numbers only
6	Add data validation for Delivery_Days - restrict to positive numbers only
7	Make key fields required - Region, Sales_Channel, Payment_Method cannot be blank
8	Standardise currency - confirm MMK as official currency and enforce at data entry
9	Regular data audits recommended - monthly or quarterly

My details:

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Date: DD-MMM-YYYY