

Areef's 10 Golden Data Rules You must comply with to Automate Your reports

1. Each column must have a header

Each column must have a descriptive heading typed out in the first row.

2. No merged cells in headings or data

3. No Completely blank Row / Column

4. No text or values should lie around the data range

DO NOT type comments at the end of your data or insert a total row at the bottom, or type something directly above your headings. All these examples are obstructions that break the rule.

5. Transaction / Record Dates must be in a Single Column

Note: Dates are arguably the most important field in your data, they must be entered vertically (each record/each row, must have a date). If this rule is broken, you will be unable to automatically create reports by month, quarter and year or take advantage of date intelligence calculations in Power Pivot.

6. Every column must have a unique data type

e.g. You cannot have a column containing department names as well as dealer names.

Each of these data types must have their own columns.

7. Data to be analysed must be transactional data only

Excel Sum totals and subtotal formulas are for your report sheets, they should not be included in your data sheet. There is 1 exception – see rule 10. below

8. Start the data header from the 1st cell in spreadsheet

9. Always convert the raw data to a data table type format (Ctrl & T) if you want to automate your data into reports

10. Always Enable automated totals on the data table

This is for control total check back to ensure Your reports balance back to the data totals