

Cleanup & summary report

Maple Lane Studio · client invoices · January – June 2024

Source file: maple-lane-invoices-RAW.csv

Job TS-2481 · returned 3 July 2024 · turnaround 11 minutes

57 clean rows returned	280 fixes made	\$154,000 invoiced Jan–Jun	\$35,600–\$53,250 outstanding (range)
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What we did with your file

We read 65 rows out of your 2024 invoice export and returned 57 clean, standardised ones. Dates arrived in 11 different formats (including raw Excel serial numbers), amounts in 13, and your 8 clients were spelled 28 different ways — all of that is now one consistent table you can sort, filter and total.

Along the way we made 280 individual corrections, removed 2 duplicated rows left behind by a double export, and stripped the title, repeated header and hand-typed TOTAL rows that were breaking your formulas. Every single change is listed in the Change Log tab, with the original value next to the new one.

6 rows were held back rather than guessed at — a missing invoice number, a row with no client, an amount that just said "TBD", a date that read "ASAP", a day/month date we couldn't call safely, and one invoice number that appears twice with two different amounts. They're in the Quarantined Rows tab with what we'd need from you to bring each one back in.

On the numbers: \$154,000 invoiced across January – June 2024. 40 invoices worth \$100,750 are marked paid in full and 10 worth \$35,600 are unpaid; 7 more are part-paid with no amount recorded, so cash collected is \$100,750–\$118,400 and outstanding \$35,600–\$53,250. Payment takes an average of 28 days from invoice.

Problems found and fixed

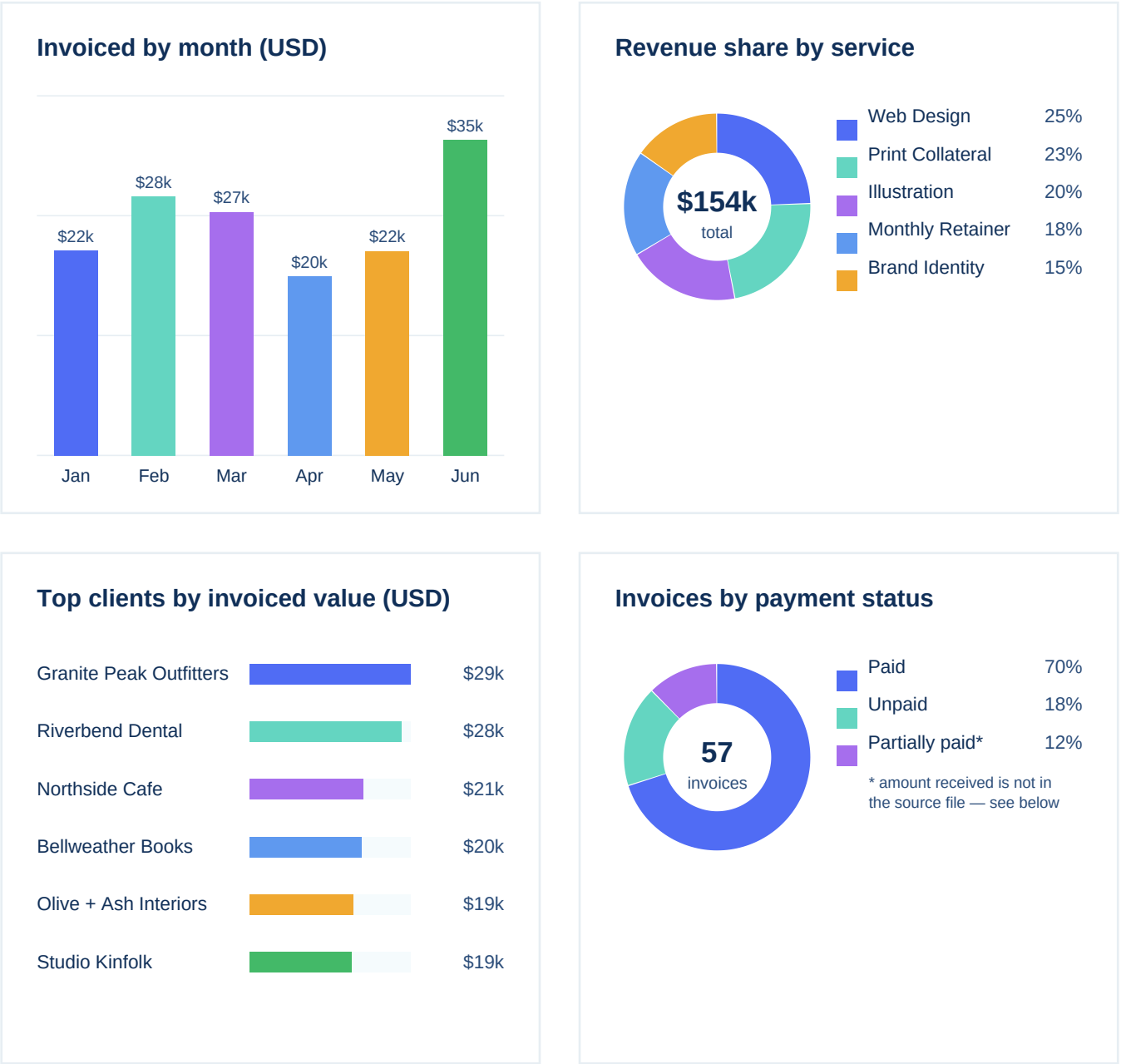
Dates standardised to YYYY-MM-DD	79	
Service categories mapped to one list	54	
Currency values converted to plain numbers	51	
Payment statuses standardised	46	
Client names matched and standardised	45	
Junk rows removed (titles, repeated headers, totals)	3	
Duplicate rows removed	2	

Plus 9 junk rows removed (title rows, a header repeated mid-file, a hand-typed TOTAL) and 6 rows quarantined — see page 3.

Note on collected and outstanding: your export records a payment status ("50% paid", "paid", "unpaid"), never the amount received. The 7 part-paid invoices (\$17,650 invoiced) are kept in their own bucket and left out of the exact totals, so both figures are a range: the low end assumes nothing was received on them, the high end assumes they were paid in full.

What your numbers actually show

Every figure below is calculated from the cleaned table — duplicates and quarantined rows excluded, so nothing is double-counted. Cash collected and outstanding are ranges – see the note at the foot of this page.



What stands out

- Granite Peak Outfitters is your biggest client at \$29,325 invoiced — 19% of everything you invoiced in this period.
- Web Design brought in the most money (\$37,775), but monthly retainers are the steadiest at 18% of invoiced value.
- Jun was your strongest month at \$34,550; the gap between your best and quietest month is \$14,950.
- Invoices take 28 days to get paid on average — worth putting a 14-day term on the next batch.
- Outstanding is between \$35,600 and \$53,250: 10 unpaid invoices total \$35,600, and 7 part-paid ones (\$17,650 invoiced) record no amount received, so they sit in their own bucket.

Note: this file records payment status only, not amounts received — part-paid invoices stay out of the exact totals.

Change log

Every correction is listed in the Change Log tab of your workbook — all 280 of them, with the original value beside the new one. A sample:

Row	Column	Original	Cleaned	What we did
1-3	(whole row)	Title and export-note rows above the real header	removed	Dropped preamble rows so the file starts with a single header row
5	Payment date	27-Jan-24	2024-01-27	Parsed D-Mon-YY and expanded the 2-digit year
5	Amount (USD)	USD 3325.00	3325.00	Converted to a plain number (stripped currency text, removed stray spaces)
5	Client	bellweather books	Bellweather Books	Standardised client name (spacing/capitalisation)
20	(whole row)	MLS-1014 2024/2/12 STUDIO KINFOLK Brand-Identity 2775.00 paid 2024-03-24	removed	Removed an exact duplicate of row 19
40	(whole row)	Invoice #, date , CLIENT, Service type	removed	Removed a header row repeated in the middle of the data

Quarantined rows

6 rows were held back rather than guessed at, so they can't skew your totals. Nothing is deleted — fix any of them and we'll fold them straight back in.

Row	Invoice	Why it was held back	What we need from you
14	MLS-9001	No client name	Fill in the client, or delete the row if the invoice was never issued.
28	MLS-1021	Invoice number MLS-1021 appears twice with different amounts (\$500 on row 27, \$2,150 here)	Tell us which figure is right — we kept the first one in the totals and held this copy back.
36	MLS-9002	Amount is not a number ("TBD")	Enter the invoiced amount as a number, or mark the row as a draft quote.
42	(blank)	Missing invoice number	Add the invoice number from your billing tool, then re-send this row — everything else in it is usable.
52	MLS-9003	Not a recognisable date ("ASAP")	Add the invoice date in any format you like; we'll standardise it.
57	MLS-9004	Ambiguous date "05/06/2024" — the rest of this file is US month/day, which reads as 2024-05-06, but the note on the row points to 2024-06-05	Confirm the real invoice date — we've left it out of the totals rather than guess.

What you received

- maple-lane-TIDIED.xlsx — Cleaned Data, Change Log, Quarantined Rows, Summary
- maple-lane-invoices-CLEAN.csv — the cleaned table on its own
- This report (PDF) — charts, insights and the full fix list