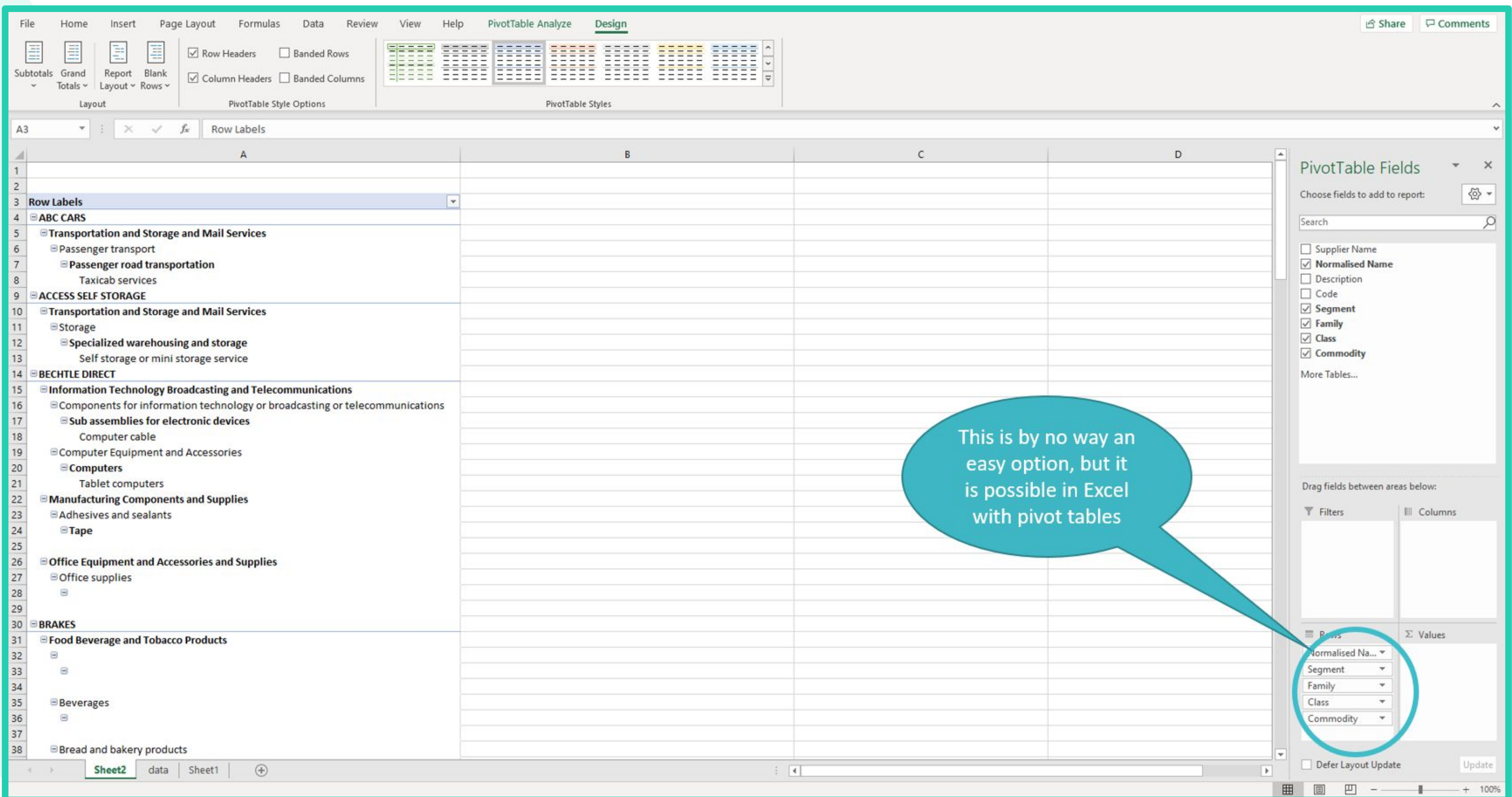


# How to spot check your data

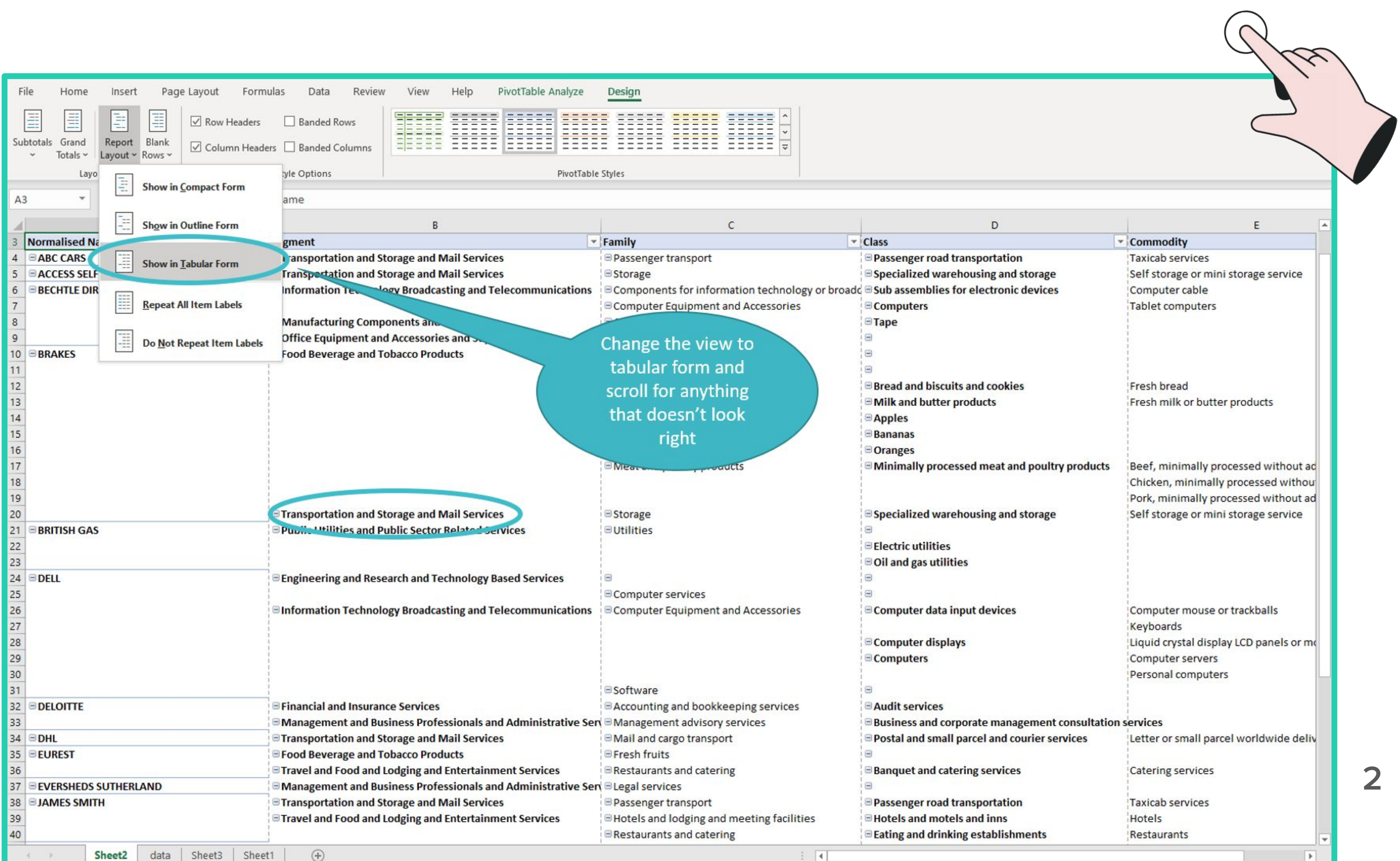




Select the data and create a pivot table. Choose Supplier Name or Normalised if available, and the levels of classification.

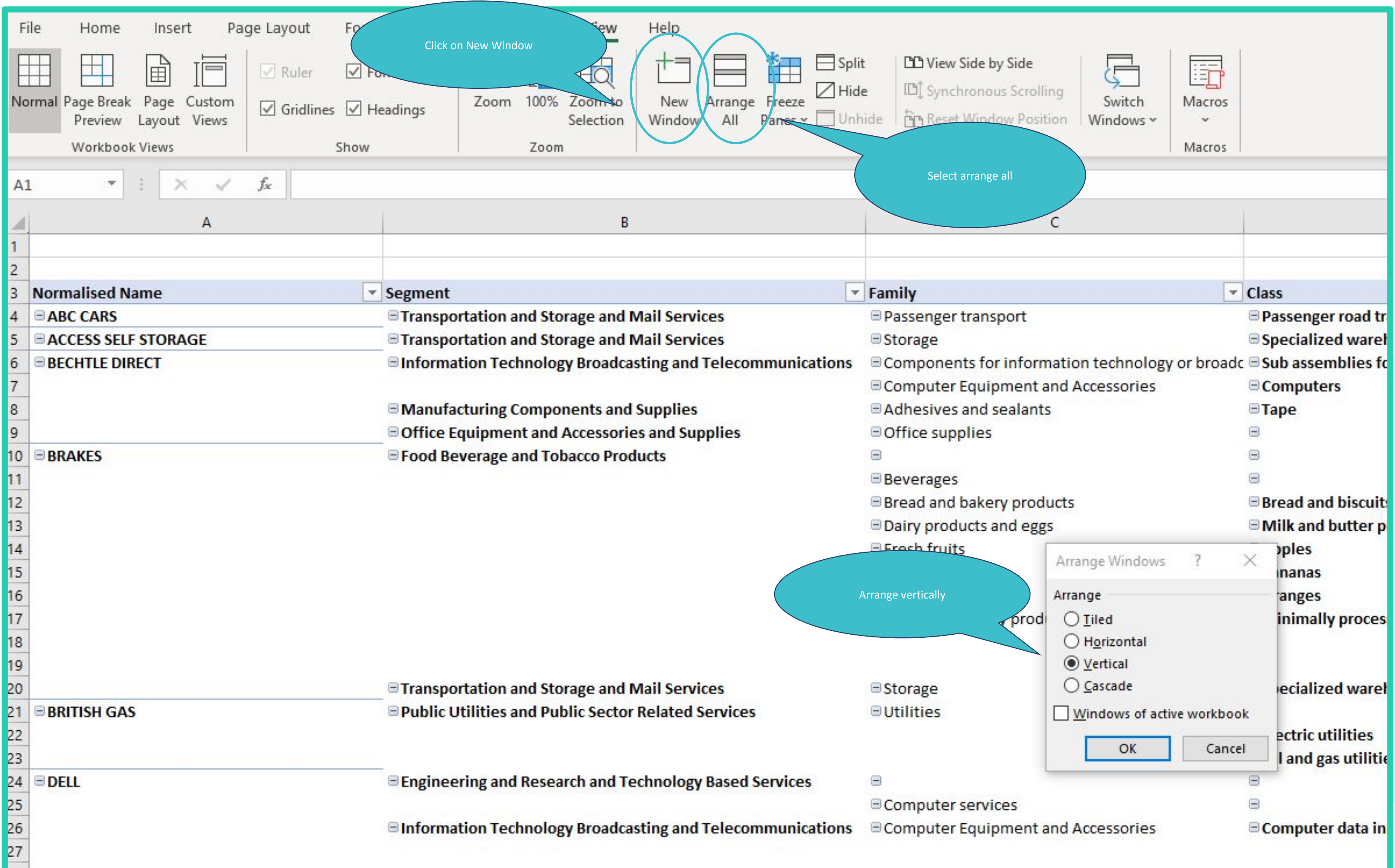


Change the report layout to show in tabular form, this will list by supplier, by classification. From this you'll be able to pick out any lines that stand out.

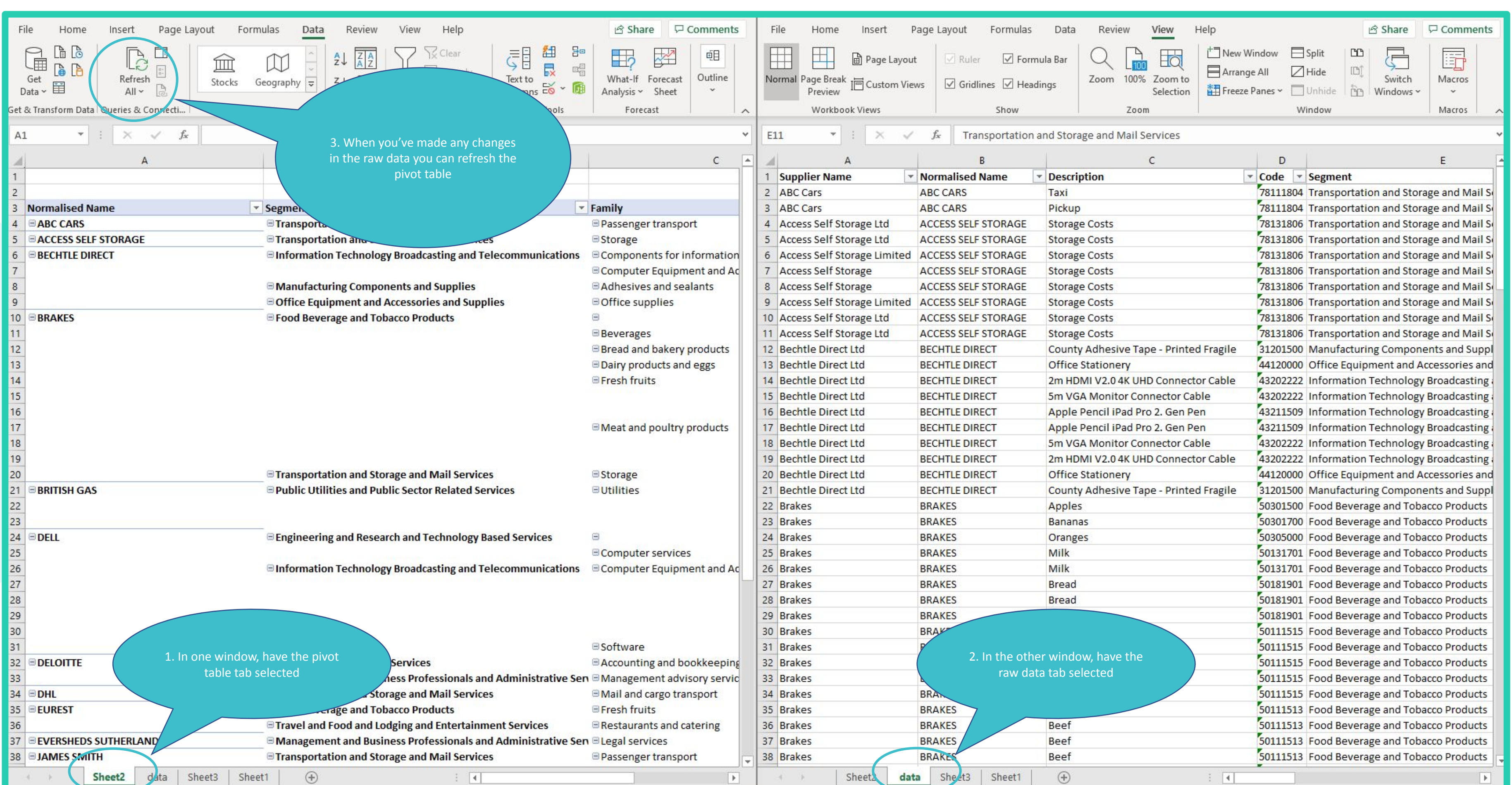




If there's a large amount of data, work with multiple sheets side by side.

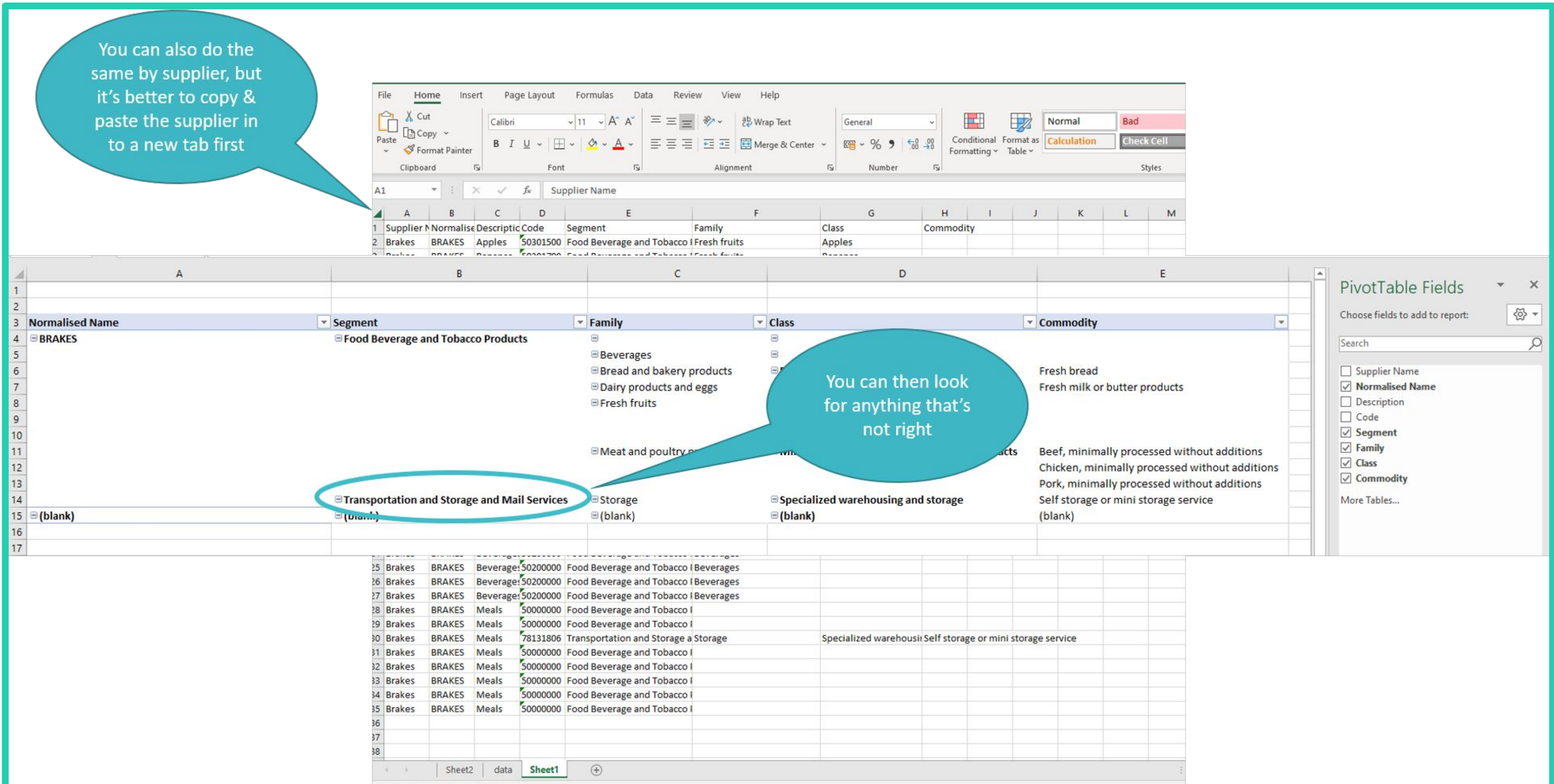


As you spot errors in the pivot table, you can amend in the raw data at the same time





If you have a supplier with a large number of rows, you can view it separately by copying the data into a new tab and creating a new pivot table from that.



You can also do the same by supplier, but it's better to copy & paste the supplier in to a new tab first

You can then look for anything that's not right

**Don't forget your COAT!**

Before using your data, make sure it has it's coat



**C - consistent**  
**O - organised**  
**A - accurate**  
**T - trustworthy**