Clean, Map and Reconcile a Finance Dataset

Excel & Financial Modeling | Foundation | 45 minutes (estimate)

Worked numerical schedule

Measure	Value	Unit
Raw signed total	1,650.00	USD
Accepted total excluding exact duplicate	1,900.00	USD
Known revenue total	2,300.00	USD
Known expense total including date exception	-300.00	USD
Unmapped accepted amount	-100.00	USD
Accepted mapping reconciliation	0.00	USD
Raw control residual	0.00	USD

Interpretation and recommended actions

There are 7 raw rows and 6 accepted records. Raw signed total 1,650 becomes accepted total 1,900 after excluding the duplicate -250. Revenue is 2,300, known expense -300 and unmapped -100. Keep T04 for mapping review and T05 for source-date correction; neither disappears from the total. Preserve the duplicate row and its exclusion reason in an audit trail. No final clean-date claim is appropriate until T05 is corrected by the source owner.

Scoring rubric - 100 points

Dimension	Points	Awarding guidance
Calculation	40	Raw import / typed normalization 15; exact duplicate handling 10; totals / exceptions 15.
Interpretation	25	Correct application of the case rules 10; explain the business decision 10; identify evidence or limitations 5.
Controls / audit trail	20	Traceable formulas 8; independent reconciliation 8; explicit units and signs 4.
Communication	15	Decision and numerical headline 5; actions with owners and evidence 5; concise response covering all required deliverables 5.

Award method credit after an isolated arithmetic error rather than repeatedly deducting for it. Equivalent account labels and well-supported alternative recommendations are acceptable. Numerical tolerance is 0.01 in the stated units; no universal passing score is prescribed.

Common mistakes

Dropping an unmapped amount; converting an invalid date into October without approval; deleting all repeated IDs rather than exact duplicates.

Staged hints

Normalize amount text without changing signs. Compare complete duplicate rows. Reconcile accepted mapped plus unmapped amounts.

Instructor notes

Prerequisites: Basic Excel and CSV imports. The total duration of 45 minutes is a planning estimate, not a tested completion time. Allocate class time according to prior knowledge and reserve time for discussion of the decision and evidence.

For a simpler class, provide the model structure and work through one driver. For an extension, change one operational assumption and require a new reconciliation and recommendation. Verify the new key before distributing any variant. Open files in the intended spreadsheet application before class. Solutions are learning resources, not secure hiring examinations.

Decision

Keep a traceable exception log and resolve the invalid date and unmapped account with their source owners.

Evidence and reasoning

Removing a duplicate changes the total, but unresolved mapping and date errors are not grounds to erase valid amounts. A reconciliation can tie while the classification remains incomplete.

What would change the conclusion

Source-confirmed date or mapping corrections may change reporting periods/categories. Preserve raw rows and exclusion reasons so another reviewer can reproduce the result.