BODDAN

Data Consolidation & Dashboard

WORKBOOK BUILD REPORT (SAMPLE)

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ABN 97 728 052 912

Sola Fide

Prepared for

Hunter Flow Plumbing Pty Ltd

Cessnock, NSW (servicing Cessnock, Kurri Kurri, Maitland and the greater Hunter)

The brief as received. Hunter Flow Plumbing holds three financial years of job and invoice data spread across exported invoice PDFs and two spreadsheets that were never built to agree with one another. The owner wants it pulled into a single, clean, import-ready Excel workbook with a live dashboard that shows monthly revenue by job type, outstanding invoices, and technician utilisation. Formulas are to be tested against the firm's real numbers, the data-entry sheets are to be protected with validation so the figures stay trustworthy, and a plain-English note is to explain how the owner keeps the workbook running after handover.

Date of issue: 30/06/2026

Service: Data Consolidation & Dashboard - **Premium tier**

> **Note on this document.** This is a disclosed, fictional sample produced for the BODDAN storefront to demonstrate the standard of a flagship Data Consolidation & Dashboard build. "Hunter Flow Plumbing" and every name, figure and account in it are invented for illustration. The numbers are internally consistent and tie out exactly, so the document can be read as a faithful model of a real engagement, but it does not describe an actual client.

1. Executive summary

Three years of trading history that lived in two disagreeing spreadsheets and a folder of invoice PDFs is now a single workbook of record. Every job and every invoice has been consolidated, de-duplicated, standardised to one set of rules, and reconciled so that the headline numbers agree no matter which way they are added up.

The consolidated picture, on the figures supplied:

- **3,783 invoice records** across three financial years (FY2023-24 to FY2025-26) were produced from **4,069 source job rows** in the two spreadsheets (cross-checked against 412 invoice PDFs), with **117 duplicate or partial-duplicate rows removed**, **169 rows that were never invoiced, cancelled or merged into a parent job set aside**, and **31 records requiring manual repair** for dates, GST treatment or technician attribution after the automated cleaning rules in Section 3 resolved the rest. The full count is reconciled step by step in Section 2.1.
- **Trailing-twelve-month revenue (FY2025-26) is $848,000 ex-GST**, up 7.4% on FY2024-25 ($789,600) and 19.0% across the three-year window from FY2023-24 ($712,400).
- **Bathroom & Renovation ($160,000) and Emergency & Burst Repairs ($156,700)** are the two largest revenue lines, together 37.3% of the year.

- **Outstanding accounts receivable as at 30/06/2026 total $96,410 (GST-inclusive) across 52 open invoices**, of which **$54,560 (56.6%) is overdue** and **$7,620 sits beyond 90 days**.
- **Team billable utilisation for FY2025-26 is 74.0%** (6,434 billable hours against 8,694 available), with the apprentice the clear outlier at 56.0%.

The workbook is built so that these numbers recompute themselves. New jobs are typed onto one entry sheet, validation stops the most common data-entry mistakes at the point of keying, and the dashboard updates the moment the entry sheet changes. Section 9 is the plain-English maintenance note the owner keeps.

2. Data audit: what was messy, and why

Before any consolidation, every source was profiled row by row. The point of the audit is not to criticise the old records, it is to find every way the three sources disagree so the merge rules can be written to settle each disagreement deliberately rather than by accident.

2.1 THE SOURCES RECEIVED

#	Source	Format	Rows / files	Covers	Built by
A	`HFP_Jobs_Master.xlsx`	Excel, single sheet	2,461 rows	Jul 2023 to about Mar 2026	Office admin, by hand
B	`jobs_export_simpro.csv`	CSV export	1,608 rows	Jul 2024 to Jun 2026	Field job-management app export
C	Invoice PDFs	412 individual PDFs	412 files	Scattered across all three years	Accounting package

The two spreadsheets overlap for roughly 20 months, which is the single biggest source of duplication: the same job often exists once in the hand-kept master and once in the app export, keyed differently in each.

Sources A and B are **job registers** (one row per job); source C is the firm's **issued invoices**, used to verify dates, GST basis and amounts rather than as a third row stream. With that distinction made, the record count reconciles end to end:

Step	Rows
Source A job rows	2,461
Source B job rows	1,608
Source job rows	**4,069**
Less duplicate / partial-duplicate rows (Section 3.1)	(117)
Unique jobs	**3,952**

Step	Rows
Less rows never invoiced (quotes, cancelled jobs, lines merged into a parent job)	(169)
Invoice records	**3,783**

This is why the workbook carries **3,952 jobs** but **3,783 invoices**: a quoted or cancelled job is still a job, but it never becomes an invoice. The count therefore foots both ways in the same manner as the dollar figures.

2.2 DEFECTS FOUND, BY SEVERITY

Each defect below was counted, not estimated, during profiling. Counts are the number of records affected across the sources.

Defect	Affected	Why it breaks reporting
Duplicate jobs (same job in both spreadsheets)	117	Double-counts revenue and inflates job volume
Inconsistent date formats (DD/MM/YYYY, D/M/YY, "12 Mar 24", Excel serials)	386	Cannot sort, filter, or group by month reliably
Client name variants for one client ("J. Patel", "Jay Patel", "Patel J", "PATEL")	144	Splits one customer into several, breaks repeat-client analysis
Job description free-text (Source A), never categorised into job types	2,461	No way to total revenue by job type, the owner's main question
GST treatment ambiguous (some amounts inc-GST, some ex-GST, not flagged)	271	Mixes a 10% difference into the same column, corrupts every total
Technician missing or initials only ("DM", "K", blank)	203	Utilisation cannot be calculated per person
Credit notes and reversals stored as ordinary positive rows	38	Overstates revenue; refunds counted as sales
Amounts stored as text ("$1,240.00 ", " 980") with stray spaces and symbols	612	Excel will not sum text; silent zeros in totals
Merged cells and section sub-headers inside the data range	54	Destroys filtering and any structured-table or PivotTable
Status free-text ("paid", "PAID", "pd", "settled", "outstanding?")	489	Cannot reliably split paid from outstanding for the aging report

2.3 THE CORE RISK

The two defects that matter most are the **GST ambiguity** and the **uncategorised descriptions**. Left unresolved, a single revenue total could be wrong by up to 10% purely from the GST mix, and the owner's central question, "which work actually makes the money," is unanswerable while job type lives only inside free-text descriptions. Both are addressed explicitly in the cleaning rules below.

3. Cleaning rules applied

Every rule is deterministic and documented, so the same source files run through the same rules would produce the same workbook. This is what makes the build auditable rather than a one-off hand-clean.

3.1 DE-DUPLICATION

A job is treated as a duplicate when the **client, the service date, and the invoiced amount all match** across the two spreadsheets, or when an explicit job ID matches. Where a duplicate pair disagreed on a field (for example, one had a technician and the other did not), the **more complete record was kept** and the thinner one dropped. Result: **117 rows removed**, logged on a `RemovedRows` audit tab so nothing disappears silently.

3.2 DATES

All date variants were parsed to true Excel dates and are displayed as **DD/MM/YYYY**. Ambiguous values (for example `03/04/25`, which could be 3 April or 4 March) were resolved against the invoice PDF where one existed, and otherwise read as day-first per Australian convention. **386 dates normalised.**

3.3 GST

The firm is registered for GST and invoices at 10%. The audit established each amount's basis from the source invoice, then split every line into a **net (ex-GST)** value and a **GST** value, with a **gross (inc-GST)** value carried for accounts receivable. **All revenue reporting in this workbook is ex-GST. All accounts-receivable balances are gross (inc-GST)**, because what a customer owes is the gross figure. This single decision removes the 10% contamination from every revenue total. **271 ambiguous lines reclassified.**

3.4 JOB TYPES

Free-text descriptions were mapped to a controlled list of **seven job types** using a keyword rule set (for example, "burst", "leak", "after hours" map to Emergency & Burst Repairs; "reno", "bathroom", "tile", "fitout" map to Bathroom & Renovation). Every mapping was checked, and the 6% of descriptions the rules could not classify confidently were reviewed by hand. The seven types are now a locked lookup list used by validation. Source B's simPRO export already carried structured job-type codes, so only the **2,461 free-text Source A descriptions** needed mapping; Source B's coded rows were validated against the same locked list rather than re-categorised. **2,461 free-text descriptions categorised.**

3.5 CLIENTS

Name variants were collapsed to a single canonical client per the `Clients` lookup, so "J. Patel" and "PATEL" resolve to one customer with one ID. **144 variants merged into the client master.**

3.6 CREDIT NOTES

The 38 reversals are kept as **positive** `NetAmount` values and flagged `PaymentStatus = Credit`, never entered as negatives. The revenue formulas subtract the Credit rows (Section 5.2), so revenue totals are net of refunds rather than inflated by them, while the validation rule that

blocks accidental negatives (Section 8) still holds. This single sign convention is used identically in the schema (Section 4.2), the formulas (Sections 5.2 and 7.2) and the validation (Section 8).

3.7 NUMBERS STORED AS TEXT

Currency text was stripped of symbols and spaces and converted to real numbers. **612 values repaired**, which is why the source-file totals never used to foot and the workbook's now do.

3.8 STRUCTURE

Merged cells and in-line sub-headers were removed and the data laid out as flat, one-row-per-record tables, the only shape Excel can filter, total and pivot reliably.

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4. Workbook structure

The workbook is `HunterFlow_Master_Workbook.xlsx`, eight sheets, built so that data is entered in exactly one place and everything else reads from it. Lookup sheets feed the validation lists; the dashboard and calc sheets are formula-only and never typed into.

Sheet	Purpose	Typed into?
`README`	Plain-English control sheet: what each tab is for, the maintenance note, version and date	No
`Jobs`	The one entry sheet. One row per job. The only sheet staff key into	Yes
`Invoices`	One row per invoice, linked to a job. Carries payment status and amounts	Yes
`Clients`	Client master and canonical names. Feeds the client dropdown	Rarely
`Technicians`	Staff list, role, and available hours. Feeds the technician dropdown	Rarely
`JobTypes`	The locked seven-item job-type list and standard rates	No
`Calc`	Hidden helper tables: month keys, aging buckets, the SUMIFS grids the dashboard reads	No
`Dashboard`	The live view: revenue by job type, aging, utilisation	No

4.1 COLUMN SCHEMA: `JOBS`

Column	Type	Rule / validation
JobID	Text	Auto-suggested `HFP-#####`, must be unique
ServiceDate	Date	Real date, not after today, displayed DD/MM/YYYY
ClientID	List	Must exist in `Clients`
JobType	List	One of the seven `JobTypes`
TechnicianID	List	Must exist in `Technicians`
Suburb	Text	Free text, defaults from client

Column	Type	Rule / validation
BillableHours	Decimal	0 to 24 per job line
Status	List	Scheduled / In progress / Complete / Cancelled
Notes	Text	Optional

4.2 COLUMN SCHEMA: `INVOICES`

Column	Type	Rule / validation
InvoiceNo	Text	Unique, `INV-#####`
JobID	List	Must exist in `Jobs`
InvoiceDate	Date	Real date, displayed DD/MM/YYYY
DueDate	Date	Defaults to InvoiceDate + 14 days
NetAmount	Currency	Ex-GST, always >= 0; credit notes carried positive and flagged via PaymentStatus, never as a negative
GSTAmount	Currency	Calculated, NetAmount times 0.10
GrossAmount	Currency	Calculated, NetAmount + GSTAmount
PaymentStatus	List	Paid / Outstanding / Credit
PaidDate	Date	Blank until paid
JobType	List (helper)	Looked up from the linked job: `=XLOOKUP([@JobID], Jobs[JobID], Jobs[JobType])`
TechnicianID	List (helper)	Looked up from the linked job: `=XLOOKUP([@JobID], Jobs[JobID], Jobs[TechnicianID])`
MonthKey	Date (helper)	First of the job's service month: `=EOMONTH(XLOOKUP([@JobID], Jobs[JobID], Jobs[ServiceDate]),-1)+1`

The last three are **helper columns carried on `Invoices`**, each looked up from the linked job through `JobID`. They exist so that every dashboard SUMIFS can keep its summed amount and all of its criteria on the **one table with the one row count** that Excel's SUMIFS requires, rather than crossing the `Jobs` table (a different row count) against `Invoices`.

4.3 COLUMN SCHEMA: `TECHNICIANS`

Column	Type	Rule / validation
TechnicianID	Text	Unique
Name	Text	Display name
Role	Text	Senior / Plumber / Apprentice etc.
AvailableHours	Decimal	Annual rostered hours net of leave (see 7.1)

Column	Type	Rule / validation
StandardRate	Currency	Indicative charge-out rate per hour
Active	List	Yes / No

5. Dashboard metric 1: monthly revenue by job type

All figures are **ex-GST**, FY2025-26 (Jul 2025 to Jun 2026). The table reads from the `Jobs` and `Invoices` sheets through SUMIFS on the `Calc` grid; it is not typed. Column abbreviations: **Emergency** = Emergency & Burst Repairs, **Gen Maint** = General Plumbing Maintenance, **Hot Water** = Hot Water Systems, **Drains** = Blocked Drains & Jetting, **Reno** = Bathroom & Renovation, **Gas** = Gas Fitting & Compliance, **Commercial** = Commercial & Strata Contracts.

Month	Emergency	Gen Maint	Hot Water	Drains	Reno	Gas	Commercial	Total
Jul-25	$14,200	$9,800	$13,600	$7,600	$11,200	$5,400	$8,900	**$70,700**
Aug-25	$15,100	$9,200	$14,900	$7,100	$10,400	$5,900	$8,900	**$71,500**
Sep-25	$12,800	$10,100	$12,100	$7,900	$13,600	$5,100	$9,400	**$71,000**
Oct-25	$11,600	$10,800	$9,800	$8,400	$16,800	$4,800	$9,400	**$71,600**
Nov-25	$10,900	$11,400	$8,700	$8,800	$18,900	$4,600	$9,800	**$73,100**
Dec-25	$12,400	$12,900	$8,200	$9,600	$14,700	$5,200	$9,800	**$72,800**
Jan-26	$13,100	$8,600	$9,100	$6,900	$9,800	$4,900	$9,200	**$61,600**
Feb-26	$11,800	$10,200	$8,400	$7,700	$12,600	$5,000	$9,200	**$64,900**
Mar-26	$11,200	$11,100	$9,600	$8,200	$15,100	$5,300	$9,600	**$70,100**
Apr-26	$12,600	$10,500	$11,200	$7,800	$14,200	$5,600	$9,600	**$71,500**
May-26	$14,800	$9,900	$13,800	$7,400	$12,100	$6,100	$10,100	**$74,200**
Jun-26	$16,200	$9,300	$15,400	$7,000	$10,600	$6,400	$10,100	**$75,000**
Year total	**$156,700**	**$123,800**	**$134,800**	**$94,400**	**$160,000**	**$64,300**	**$114,000**	**$848,000**

Tie-out. The twelve month totals sum to $848,000. The seven job-type totals also sum to $848,000. The two agree, which is the integrity check a single typed total can never give you.

What it shows. Revenue is seasonal in the way a Hunter plumbing book should be: **Hot Water Systems and Emergency & Burst Repairs both peak in the cold months (May-26 and Jun-26)**, while **Bathroom & Renovation peaks in spring (Nov-25 at $18,900)** as homeowners commit to projects before summer. **January is the quietest month ($61,600)**, the post-holiday trough, and **June is the busiest ($75,000)**, driven by winter hot-water failures.

5.1 THREE-YEAR TREND

Annual totals, ex-GST, by job type across the full consolidated window:

Job type	FY2023-24	FY2024-25	FY2025-26	3-yr total
Emergency & Burst Repairs	$128,400	$142,800	$156,700	$427,900
General Plumbing Maintenance	$110,200	$118,600	$123,800	$352,600
Hot Water Systems	$108,600	$121,400	$134,800	$364,800
Blocked Drains & Jetting	$79,800	$86,900	$94,400	$261,100
Bathroom & Renovation	$124,900	$141,200	$160,000	$426,100
Gas Fitting & Compliance	$54,100	$59,300	$64,300	$177,700
Commercial & Strata Contracts	$106,400	$119,400	$114,000	$339,800
Total	**$712,400**	**$789,600**	**$848,000**	**$2,350,000**

Year-on-year growth is **10.8%** then **7.4%**. Commercial & Strata is the one line that fell year-on-year (FY2024-25 $119,400 to FY2025-26 $114,000), worth the owner's attention as the rest of the book grew.

5.2 THE FORMULA BEHIND IT

Each dashboard cell is a SUMIFS that totals net invoice amounts where the job type and the month both match. For the FY2025-26 Hot Water row, for example:

```
=SUMIFS(Invoices[NetAmount],
Invoices[JobType], "Hot Water Systems",
Invoices[MonthKey], Calc!$B$4,
Invoices[PaymentStatus], "<>Credit")
    • SUMIFS(Invoices[NetAmount],
Invoices[JobType], "Hot Water Systems",
Invoices[MonthKey], Calc!$B$4,
Invoices[PaymentStatus], "Credit")
```

`JobType`, `TechnicianID` and `MonthKey` are the helper columns carried on `Invoices` (Section 4.2), each looked up from the linked job through `JobID`, so the summed amount and every criterion sit on the **same table and the same row count**, which is exactly what Excel's SUMIFS demands. `MonthKey` is set to the first of the service month (`=EOMONTH(XLOOKUP([@JobID],Jobs[JobID],Jobs[ServiceDate]),-1)+1`), so months group cleanly regardless of the day. The first SUMIFS totals ordinary invoices; the second subtracts the credit-note rows (held positive and flagged `PaymentStatus = Credit`, per Section 3.6), so the result is

net of refunds. Tested against the firm's own paid invoices for the year, this formula returns **$134,800** for Hot Water Systems, matching the manual total to the dollar.

6. Dashboard metric 2: outstanding invoices (aging)

Accounts receivable as at **30/06/2026**, **GST-inclusive** (the amount each customer actually owes). Bucketing is by days between `DueDate` and the report date.

Aging bucket	Invoices	Amount owed	Share
Current (not yet due)	23	$41,850	43.4%
1 - 30 days overdue	14	$22,680	23.5%
31 - 60 days overdue	8	$14,920	15.5%
61 - 90 days overdue	4	$9,340	9.7%
90+ days overdue	3	$7,620	7.9%
Total	**52**	**$96,410**	**100.0%**

Tie-out. The five buckets sum to **52 invoices** and **$96,410**, and the shares sum to 100.0%.

What it shows. $54,560 (56.6%) of the open ledger is overdue, and **$7,620 across three invoices has aged beyond 90 days** and should be the first call list. Total receivables of $96,410 represent about 10.3% of inc-GST annual billings of $932,800 (roughly 38 days of sales outstanding).

> No qualitative grade ("good" or "bad") is attached to these figures without a benchmark. As a neutral reference, small trades businesses commonly carry 30 to 60 days of sales outstanding; the 90+ tail here is small in dollars but is the portion most at risk of becoming bad debt, which is why it is surfaced separately rather than buried in a single "overdue" number.

6.1 THE FORMULA BEHIND IT

The bucket for each open invoice is assigned with a nested IF on the gap between due date and report date, then each bucket is totalled with SUMIFS. The bucket logic:

```
=IF(PaymentStatus<>"Outstanding","",
IF($Report-DueDate<=0,"Current",
IF($Report-DueDate<=30,"1-30",
IF($Report-DueDate<=60,"31-60",
IF($Report-DueDate<=90,"61-90","90+")))))
```

`$Report` is the report date on the `Calc` sheet (set with `=TODAY()` for a live view, or pinned to a fixed date such as 30/06/2026 for a period-end snapshot). The dashboard then totals each bucket, for example the 90+ line:

```
=SUMIFS(Invoices[GrossAmount], Invoices[AgingBucket], "90+")
```

which returns **$7,620** against the three aged invoices.

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7. Dashboard metric 3: technician utilisation

FY2025-26. **Utilisation is billable hours divided by available hours.** Revenue is the ex-GST invoiced value of the jobs each technician led.

Technician	Role	Available hrs	Billable hrs	Utilisation	Revenue	Rev / billable hr
Darren M.	Senior Plumber (lead)	1,840	1,499	81.5%	$224,000	$149
Beau T.	Plumber / Gasfitter	1,794	1,382	77.0%	$196,000	$142
Kayla R.	Plumber	1,748	1,311	75.0%	$174,000	$133
Sione F.	Plumber	1,702	1,340	78.7%	$166,000	$124
Tane W.	Apprentice (Yr 3)	1,610	902	56.0%	$88,000	$98
Team total		**8,694**	**6,434**	**74.0%**	**$848,000**	**$132**

Tie-out. Revenue across the five technicians sums to **$848,000**, the same grand total as the revenue-by-job-type dashboard, because **each invoice is credited to exactly one lead technician** (a deliberate attribution rule, noted below). Billable hours sum to 6,434 against 8,694 available, giving the **74.0% team utilisation** shown.

7.1 DEFINITIONS AND ASSUMPTIONS, STATED PLAINLY

- **Available hours** are annual rostered hours **net of annual and personal leave**, not raw 52-week capacity. The lead's 1,840 is roughly 46 working weeks at 40 hours; the apprentice's 1,610 reflects rostered trade-school days off the tools.
- **Billable hours** are hours charged to a job. The gap between available and billable is travel, quoting, yard time, callbacks and admin.
- **One invoice, one lead technician.** Revenue is attributed to the job's lead, which is what makes technician revenue reconcile exactly to total billings. It does not attempt to split a single job's revenue across a crew; that is a deliberate simplification, stated so the cross-tie is understood rather than mistaken for an error.
- **Revenue per billable hour** blends labour and materials margin, so it sits below a pure labour charge-out rate. It is reported as a fact, not graded.

What it shows. Plumber utilisation clusters in a tight 75% to 82% band. The apprentice at **56.0%** is the clear outlier, expected given trade-school days and supervised work, but it quantifies the training cost and flags the headroom as Tane moves toward full productivity. As a neutral reference point, field-trade billable utilisation commonly sits in the 60% to 75% range once travel, quoting and admin are removed, so the qualified team is at the upper end of that range and the apprentice below it for understandable reasons.

7.2 THE FORMULA BEHIND IT

```
Utilisation =BillableHours / AvailableHours e.g. 1,499 / 1,840 = 81.5%

Revenue =SUMIFS(Invoices[NetAmount], Invoices[TechnicianID], [@TechnicianID], Invoices[PaymentStatus], "<>Credit")

    • SUMIFS(Invoices[NetAmount], Invoices[TechnicianID], [@TechnicianID], Invoices[PaymentStatus], "Credit")
```

`TechnicianID` is the same helper column added to `Invoices` in Section 4.2, and the credit-note subtraction is identical to the revenue formula in Section 5.2. Because both dashboards sum the one `Invoices[NetAmount]` column under the same credit treatment, technician revenue and job-type revenue independently foot to the same **$848,000**. The team utilisation cell is `=SUM(BillableHours)/SUM(AvailableHours)`, returning 6,434 / 8,694 = **74.0%**.

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8. Data validation rules

Validation is applied to the entry sheets so the most common defects from Section 2 cannot re-enter the workbook. The principle is to catch the error at the keystroke, not in next quarter's report.

Field	Rule type	Setting	Stops
Jobs.ClientID	List	From `Clients`	Misspelled or new-variant client names
Jobs.JobType	List	The seven `JobTypes`	Free-text job descriptions creeping back in
Jobs.TechnicianID	List	From `Technicians` (Active = Yes)	Blank or initials-only technicians
Jobs.ServiceDate	Date	Between 01/07/2023 and TODAY()	Typos and future-dated jobs
Jobs.BillableHours	Decimal	Between 0 and 24	Fat-finger hour entries
Jobs.Status	List	Scheduled / In progress / Complete / Cancelled	Free-text status variants

Field	Rule type	Setting	Stops
Invoices.JobID	List	From `Jobs`	Invoices with no matching job
Invoices.NetAmount	Decimal	>= 0 (credit notes carried positive, flagged via PaymentStatus = Credit)	Accidental negatives and text amounts
Invoices.PaymentStatus	List	Paid / Outstanding / Credit	The 489 status variants from the old data
Invoices.InvoiceNo	Custom	`COUNTIF` = 1, must be unique	Duplicate invoice numbers

Each list field also carries an **input message** ("Pick a client from the list, do not type a new name") and a **stop-style error alert**, so the workbook teaches the rule as staff use it. Cells that are calculated rather than typed (GSTAmount, GrossAmount, every dashboard cell) are **locked**, and the entry sheets are **protected with the calculated and structural cells locked but the input columns open**, so formulas cannot be overwritten by accident.

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9. How to keep it running (the maintenance note)

This is the plain-English note that lives on the `README` sheet. It assumes no Excel expertise.

Every job, every time. Add new work on the **`Jobs`** sheet, one row per job. Use the dropdowns for client, job type and technician; if a dropdown does not have what you need, that is the workbook telling you the client or staff member is not set up yet. Add them on the `Clients` or `Technicians` sheet first, then they will appear in the dropdown.

Invoices. When you raise an invoice, add a row on **`Invoices`**, pick the matching JobID from the list, and enter the **net (ex-GST)** amount. The workbook works out the GST and the gross for you. Leave `PaymentStatus` as **Outstanding** until the money lands, then change it to **Paid** and fill in the paid date. That one change is what moves an invoice off the overdue list.

The dashboard looks after itself. You never type on the `Dashboard`, `Calc` or `JobTypes` sheets. They update on their own each time you add a job or mark an invoice paid. If a number looks wrong, the fix is almost always a wrong entry on `Jobs` or `Invoices`, not on the dashboard.

A new client or staff member. Add them once on `Clients` or `Technicians` and they flow everywhere. For a new technician, fill in their **AvailableHours** for the year (rostered hours after leave) or their utilisation will not calculate.

Each month-end, five minutes. Open the workbook, check the **Outstanding** list on the dashboard, and chase anything in the **61-90** and **90+** columns first. Glance at the revenue-by-job-type total against your accounting software for the month; they should agree closely once everything is entered.

Backups. Save a dated copy at the end of each month, for example `HunterFlow_Master_2026-06.xlsx`, to a backed-up folder. If anything ever goes wrong mid-month you lose at most a few weeks, not three years.

If you get stuck. The `README` sheet lists what every tab is for. If a dropdown or a total stops behaving, the cause is nearly always a row pasted in from somewhere else that skipped the dropdowns. Delete that row, re-enter it using the dropdowns, and the workbook will settle.

10. What was delivered

- `HunterFlow_Master_Workbook.xlsx` - the consolidated, validated, import-ready workbook of record (eight sheets, three financial years, 3,783 invoice records).
- **A live dashboard** - monthly revenue by job type, outstanding-invoice aging, and technician utilisation, each formula-driven and tested against the firm's own numbers.
- **Validation and protection** - dropdowns, date and number checks, uniqueness rules, and locked calculation cells on the entry sheets.
- **An audit trail** - the `RemovedRows` tab listing all 117 de-duplicated rows and the repair log, so every cleaning decision is reversible and reviewable.
- **This build report** - the data audit, the cleaning rules, the workbook schema, the tested formulas, and the maintenance note.

Integrity statement. Every total in this report has been checked to foot both ways. The record count reconciles from 4,069 source job rows to 3,952 unique jobs to 3,783 invoices (Section 2.1). Revenue by month and revenue by job type independently sum to $848,000. Technician revenue independently sums to the same $848,000, under the identical credit-note treatment. The aging buckets sum to 52 invoices and $96,410. Revenue is reported ex-GST and receivables inc-GST, stated consistently throughout. No figure in this document is a placeholder.

Prepared by BODDAN. This is a fictional demonstration sample; the client, names and figures are illustrative. The methodology, structure and standard of tie-out shown here are those applied to a live engagement.

PREPARED AND ISSUED BY

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Decorative mark for presentation, not a legal signature.