PRINTABLE WORKSHEET

Check how a number in your report is calculated

Use the worked example and six fields to document the data, rules, results, and unresolved questions.

Try it on your report

Print this page or save it as a PDF from your browser. You can also copy these blank fields into the notes you already use. No signup.

Your report: one number, six fields

Number, purpose, and scope

Name the number and the decision it supports. Record population, unit, date or cutoff, time zone, and relevant filters.

Rule in plain language

Explain which records count and which do not. Include any calculation.

Where the rule lives

Record artifact, location, version, parameters, and data snapshot. Note dependencies and whether inspection is complete or partial.

Expected and actual result

Record inputs, what one count represents, the expected total, included IDs, and how often each ID should appear. Record actual results, differences, and untested conditions.

What is still unknown

Separate missing data, uninspected behavior, and undecided requirements. Identify who can resolve each question.

Decision and acceptance

Record preserve/change/remove, reason, owner, effective date, and acceptance checks. If pending, name the unresolved question.

Start both reports from the same saved data and match the relevant settings. If a requirement changes, keep the old calculation as a baseline and document the expected difference.

This worksheet starts the inspection of one number. The article also covers included records, repeated rows, exception cases, and time boundaries.

Source: Same total. Wrong records.

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