

Deliver a report you can explain

Start with the completed fictional Northstar Retail case, then use the separate Blank workbook for your project. The pack covers scope, source definitions, transformations, checks, acceptance, issues and handover.

Open worked-case/README.md and run its Python analysis. It produces an actual monthly CSV report and checks 24 independent totals. Read the discovery, defect and handover documents to see why those controls exist.

The eight-sheet workbook has 500 prepared rows per register. Amber cells take inputs; blue cells contain formulas. It contains no macros and does not send email or synchronize with a project-management system.

See the whole trace

REQ-002 defines the February boundary. UAT-002 exercises that requirement. ISS-001 retains the original all-period mistake and correction. The latest UAT result is Pass; the old failure remains in Issue-001-Before-and-After.md.

Requirements. Test ID points to one primary test. Add additional UAT rows with the same Requirement ID when a requirement needs several scenarios. Do not put comma-separated IDs in the primary-test cell.

An Approved status requires a matching primary test, passing linked tests, evidence and an approval reference. The workbook checks references and completeness; it cannot verify the contents or legitimacy of a signoff.

	A	B	C	D	E	F	G	H	I	J
1										
2	User acceptance tests									
3										
4	Keep the requirement ID with every test. Retain evidence after retesting.									
5	DataAnalystTemplates.com / Premium collection 2.0									
6										
7	Test ID	Requirement ID	Scenario	Expected result	Actual result	Result	Tester	Evidence reference	Issue ID	Review prompt
8	UAT-001	REQ-001	January control	1012.9	1012.9	Pass	⌵ Fictional case / automated check	worked-case/test-evidence.json#1		
9	UAT-002	REQ-002	February boundary	892.9	892.9	Pass	⌵ Fictional case / automated check	worked-case/test-evidence.json#2	ISS-001	
10	UAT-003	REQ-003	Completed orders	108	108	Pass	⌵ Fictional case / automated check	worked-case/test-evidence.json#3		
11	UAT-004	REQ-004	Unique line keys	240	240	Pass	⌵ Fictional case / automated check	worked-case/test-evidence.json#4		

Actual workbook preview. Open the XLSX to read and edit full-size.