

How to Use

1. Import Raw Data to Raw_Bank_Data Sheet

This is a sheet for raw data extracted from source. **Copy** and **paste** in the sheet replacing the older data.

2. Refresh Clean Data

Click the **Refresh** button → triggers the macro to refresh the Power Query on `Clean_Data`.

2. Import Clean Data

Press **Import** → inserts new rows in `Master_Sheet` and pastes values from `Clean_Data` into columns A–I.

3. Process Benchmarks

Run the **ProcessBenchmark** macro → populates standard names, descriptions, benchmark price, variance, % deviation.

4. Add Dropdowns

Run **Data_Validation** macro → applies dropdown validation to relevant columns for consistency.

5. Search / Highlight

Enter a search term in cell `E3`, then click the **Search/Highlight** button → matches anywhere in the master table get highlighted in yellow. Clear search to reset formatting.

N/B: There are four sheets in this template. The `Raw_Bank_Data` is a sheet for raw data extracted from sources, the `clean_Data` is where you will see the transformed data, the master sheet is the consolidation of all transaction data, and standardization sheet is where you find columns used for standardizing the master data (helps to validate data entry process).