Good afternoon, Stakeholder

As a follow up to our conversation on Wednesday 3/26/2025, I wanted to share progress with you and also align on the direction of this project.

When reviewing the data files for errors, I searched the date values to identify any dates that used an incorrect date format or were missing a date all together. I was able to identify multiple date errors where the date format is either incorrect or is blank. In the grand scheme of the data, there is only a small percentage of items that have been affected by these data errors (less than 3%). On a scale of 1-10 (10 being highest priority), how would you rate the need to review these errors?

If this is a high priority, I will set up a call to review the data, identify which line items are highest priority, then level set on how these can be corrected. My initial thought is that we will have John Doe (analyst) manually search PDF invoices for the correct dates, then I will manually correct the date errors.

Next, due to the size of the data sets, I would like to filter the data so that we can focus on the high priority data. For this initiative, will you provide a date range that would work best? For example, if our target is outstanding invoices, should we first focus on 60 - 90-day invoices?

In closing, after we discuss the erroneous date issue, then identify the high priority targets, we will be able to view and mine the data efficiently. I will await your reply and act accordingly.

Thank you,

Joe Noojin