Master Data Review Sheet

Items

01	☐	**One record per item**	*Search for the same product entered twice under different codes.*
02	☐	**Codes mean one thing**	No code shared by two unrelated records.
03	☐	**Clean fields**	Code, description, pack size, and status are separate, not blended into one name.
04	☐	**Correct type**	Inventory versus non-inventory tagging matches how the item actually behaves.

Vendors

01	☐	**No near-duplicates**	*Check for the same vendor under slight spelling variations.*
02	☐	**Complete details**	Payment terms, currency, and remittance details present on active vendors.
03	☐	**Retire the dormant**	Inactivate vendors you have stopped transacting with.

Units of measure

01	☐	**Three units defined**	*How you buy it, how you store it, how you sell or issue it.*
02	☐	**Conversions verified**	Pack sizes and rounding match the physical product.
03	☐	**Sanity-check the output**	Any implausible quantity is a data question, not a rounding quirk.

After you inactivate

01	☐	**Check what still points at it**	*Kits, recipes, templates, and saved searches referencing inactive records.*
02	☐	**Name an owner**	*Every check has someone responsible and a date it was last run.*