Bank statement review

Compare the spreadsheet with every page of the source before importing transactions.

Anonymous task reference: _____ Date: _____

- [ ] Confirm the account and statement period; separate different accounts.
- [ ] Count source transactions and compare them with the exported rows, including page breaks.
- [ ] Check dates, wrapped descriptions and each withdrawal/deposit sign.
- [ ] Reconcile opening balance plus deposits minus withdrawals against closing balance.
- [ ] Inspect the Raw sheets and correct missing, duplicate or misread cells.
- [ ] Reopen the downloaded workbook and check the destination's columns before importing.

What can go wrong

A matching closing balance can still hide two errors that cancel each other. Check individual rows as well as totals.

Issues or corrections: _____

_____

Result: [ ] Reviewed and usable [ ] Needs correction [ ] Unusable

Worked guide: https://mypdf.io/guides/check-bank-statement-extraction
Fictitious sources and checked outputs: https://mypdf.io/quality

Invoice line-item review

Distinguish a printed line amount from a unit price before using extracted invoice data.

Anonymous task reference: _____ Date: _____

- [ ] Check supplier, invoice number, date, currency and duplicate invoices.
- [ ] Count every source line, including lines that continue onto another page.
- [ ] Compare item descriptions, quantities, unit prices and printed line amounts.
- [ ] Check discounts, shipping, tax and credits against their original labels.
- [ ] Reconcile the subtotal and stated total using the invoice's rounding and tax treatment.
- [ ] Correct the editable rows, reopen the workbook and check the intended import fields.

What can go wrong

Multiplying an already extended line amount by quantity can overstate the invoice. A missing shipping line can also change the total.

Issues or corrections: _____

_____

Result: [ ] Reviewed and usable [ ] Needs correction [ ] Unusable

Worked guide: https://mypdf.io/guides/invoice-pdf-to-excel
Fictitious sources and checked outputs: https://mypdf.io/quality

PDF upload and readability review

Check the receiving portal's actual requirements, then inspect the compressed copy.

Anonymous task reference: _____ Date: _____

[ ]	Record the actual byte limit, accepted format and page-count requirements.
[ ]	Keep the original and record its size and page count.
[ ]	Compare the output's actual size with the limit; a preset is only a target.
[ ]	Read small print, tables, diagrams and scanned numbers at normal reading size.
[ ]	Check every page and open the download in a separate viewer.
[ ]	If unreadable or too large, try another setting or split only when the recipient permits it.

What can go wrong

An already-small file may grow. A file under the limit can still be unreadable or fail the recipient's other requirements.

Issues or corrections: _____

_____

Result: [ ] Reviewed and usable [ ] Needs correction [ ] Unusable

Worked guide: https://mypdf.io/guides/compress-a-pdf-for-email
Fictitious sources and checked outputs: https://mypdf.io/quality

Saved PDF rotation review

Verify that the downloaded PDF retains the intended orientation when reopened.

Anonymous task reference: _____ Date: _____

- [ ] Identify exactly which pages are sideways or upside down.
- [ ] Rotate the selected pages in the appropriate direction.
- [ ] Review mixed-orientation pages individually.
- [ ] Save and download a new PDF; a viewer-only rotation can be temporary.
- [ ] Open the new download in a separate viewer and confirm orientation.
- [ ] Check page count and verify that pages outside the selection stayed unchanged.

What can go wrong

Opening the original file again can look like a failed rotation. Confirm the downloaded copy and affected page selection.

Issues or corrections: _____

_____

Result: [ ] Reviewed and usable [ ] Needs correction [ ] Unusable

Worked guide: https://mypdf.io/guides/rotate-pdf-and-save
Fictitious sources and checked outputs: https://mypdf.io/quality

PDF margin review

Inspect the visible page area and distinguish margin trimming from removing confidential content.

Anonymous task reference: _____ Date: _____

- [ ] Identify the intended pages and check whether their sizes differ.
- [ ] Draw a crop that preserves headings, footnotes and page numbers.
- [ ] Inspect all four edges on each affected page.
- [ ] Apply the crop and download a new copy.
- [ ] Reopen it and confirm page count, margins and unchanged pages.
- [ ] Use permanent redaction and verify the output when confidential content must be removed.

What can go wrong

Cropping can leave underlying text or images inside the PDF. It is not proof that sensitive information has been deleted.

Issues or corrections: _____

_____

Result: [ ] Reviewed and usable [ ] Needs correction [ ] Unusable

Worked guide: https://mypdf.io/guides/crop-pdf-margins
Fictitious sources and checked outputs: https://mypdf.io/quality

Measure the whole task

Compare like-for-like work, including review and correction time. These blank fields are for your observations; no savings or accuracy are implied.

Anonymous task reference: _____ Date: _____

Step	Manual minutes	MyPDF minutes
Setup and source preparation		
Processing or entry		
Source review		
Corrections		
Export and destination checks		
Total time		
Unresolved issues (count)		

Conditions: document layout, page count, device and prior experience

_____

Repeat the comparison with comparable tasks. Record consent before publishing a person's name, quote or results. Keep private documents and identifying information in your own approved storage.

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