

# Process Management Worksheet



Process Name	<i>Reconcile Bank Statements</i>
Department	<i>Accounting</i>
Process Manager	<i>Fred Palmer</i>
Process Team	<i>Jamie Rader</i>
	<i>Jeff Zimmer</i>
	<i>Fred Palmer</i>

## Process Description

*Reconciling our bank statements is a process that allows our company to know exactly how much money we have and to ensure that there are no errors on the part of our bank or ourselves. We verify deposits, withdrawals, checks and payments. Errors may arise from forgetting to enter a check, payment or withdrawal.*

## Process Objective

*Have all bank reconciliations complete by the 7<sup>th</sup> of each month.*

## Switchboard Issue

*We can save about 6 hours of work a month if we could integrate our accounting program with our bank.*

## Record Project/Resolution


## Standardization Checklist

How is the process systematized? (Software? Checklists? Lot Sheets?)	<i>Software, standard work-paper</i>
Do you have step-by-step procedures? (Written, Video or both)	<i>Written instructions</i>
Are your procedures good enough to support independent learning?	<i>Yes.</i>
Are you supporting cross-training or job-sharing?	<i>We are cross-training two warehouse employees who want to learn accounting.</i>
Is your process a current or potential bottleneck?	<i>No.</i>
Are all the members of your team actively helping document and improve the process?	<i>Yes. We are all helping cross train the warehouse staff. We are learning ways to streamline the process.</i>

