Process Management Worksheet

Process Name	Reconcile Bank Statements
Department	Accounting
Process Manager	Fred Palmer
Process Team	Jamie Rader
	JeffZimmer
	Fred Palmer



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 7th of each month.

Switchboard Issue

Record Project/Resolution

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

Standardization Checklist

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

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