

Strategic Lean Project Report



Fuels Balance Sheet Reconciliation and Adjustment Processing

Agency: Washington State Department of Transportation

Project Impact

WSDOT improved the processing time for the fuels balance sheet reconciliation and adjustment report, resulting in a decrease from 8-10h to 30 min, and developed the process to make sure that the account balance from reconciliation matches ending balance.

The new process added capacity for the Financial Reporting and Consulting Services (FRACS) of WSDOT to allot additional time toward other priorities and emphasis areas of the Accounting and Financial division. In addition, the improvement created and accuracy rate of 100%, which increasing accuracy in reporting to OFM and reducing risk of audits.

Project Summary

The process starts when Transportation Equipment Fund IT workgroup notifies the FRACS team that the three separate reports needed are available and ready on a shared drive. This happens on a monthly basis, around the 4th working day. The reports produced in PDF format, not very user friendly. It takes several data formatting steps to make these reports useful to the process. The process has several non-value added steps making it very time consuming. The results from the current process are not always accurate. Final adjustment should match the ending general ledger balance on the report; however, we have not balanced since July 2017.

The Fuels Balance Sheet Reconciliation and Adjustment process take 8 to 10 hours to complete compared to our target of 30 minutes, which we wanted to reach by 5/1/2017.

The process improvement focused on:

- Eliminating several templates and substituted it with one report.
- Changes the initial report formatting (PDF) to a more workable format for accounting (Excel).
- Reduce time and eliminated errors in the report by using different functionalities in the report (Excel).

Project Results



Quality

Increased accuracy **from 0% to 100%**.



Reduction of defects



Time

Decreased processing time **from 10 hours per month to 30 minutes per month.**



114 hours of savings

Project Details

Date improvement project was initiated: 3/17/2017

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