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Module 5 Value Stream Mapping

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<https://github.com/VanhSom/csd-380.git>

## ACH Processing Workday

A diagram of a flowchart

AI-generated content may be incorrect.

[**https://lucid.app/lucidchart/ebf916be-f4f0-48b9-bea7-6b060ac4b1ee/edit?viewport\_loc=261%2C-623%2C2425%2C1363%2C0\_0&invitationId=inv\_83824d64-6706-464d-9147-064c43240f69**](https://lucid.app/lucidchart/ebf916be-f4f0-48b9-bea7-6b060ac4b1ee/edit?viewport_loc=261%2C-623%2C2425%2C1363%2C0_0&invitationId=inv_83824d64-6706-464d-9147-064c43240f69)

**Eliminating Waste**

One of the biggest timewasters in my day is logging into multiple systems one by one. I use Keeper to save and auto-fill my usernames and passwords to make this easier. This helps me log in quickly and securely without looking them up every time.

I also cut down on distractions. Instead of checking emails all day, I set specific times to go through my inbox. This helps me stay focused on processing transactions without constant interruptions. To respond to emails faster, I created templates for common messages. Now, I can reply quickly without repeatedly typing out the same thing.

To save time when starting my day, I set up my computer to open all my important programs automatically when I log in. Also, I use OneNote to organize all my important procedures and processing steps in one place. This keeps me organized and ensures I always have the latest updates.

I make sure to plan out my tasks first thing in the morning so I can work through them efficiently. Having a clear plan helps me avoid delays and last-minute scrambling.

**Streamlining My Workflow**

To further optimize my workflow, I use batch processing to handle transactions more efficiently. The volume of the ACH requests is greater at certain timeframes. So, I process similar tasks in groups. This helps me stay focused and complete my work faster.

I also look for ways to automate repetitive tasks. For example, I use templates for reports and automate data entry whenever possible. To make sure no files are missing, the team created scripts that check each client’s folder on our server. We used to have to individually check each client folder. These scripts automatically verify that all expected files are in place, saving time and preventing mistakes.

**Strengthening Governance and Security**

To ensure compliance with NACHA rules, I follow a checklist to verify that all transactions meet regulatory requirements to reduce the risk of errors. I am required to maintain detailed records of all transaction history and issue resolutions to stay audit-ready. Reports and documents must be saved to our filing system to ensure we are prepared for compliance reviews.

Before logging off each day, I do a final end-of-day review to ensure all tasks are completed, and nothing is left outstanding. This helps me start fresh the next day without remaining issues.