

# Data Entry Process Improvement and Report Automation

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## Background

I was part of a large Anti-Money Laundering investigations engagement for a Fortune 500 credit card client. Part of my responsibilities included maintaining a robust database containing information of active project members. I noticed an opportunity to improve the data entry process as a result of making several tedious manual database changes. I created a Data Entry Worksheet Form utilizing simple Microsoft Excel macros to improve the data entry process. Additionally, I automated the process of producing client reports of project members based on this database utilizing Microsoft Excel arrays, lookup and reference as well as logical functions.

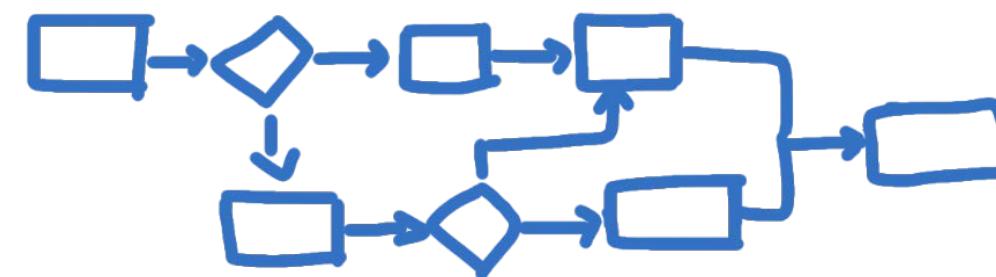
### Problem Analysis

1

- Manually entering data into the database was time-consuming and trivial
- The process could be better streamlined as many observations had missing data
- Producing client reports of active project members was not automated and had to be reproduced each time the database was updated

### Design & Development

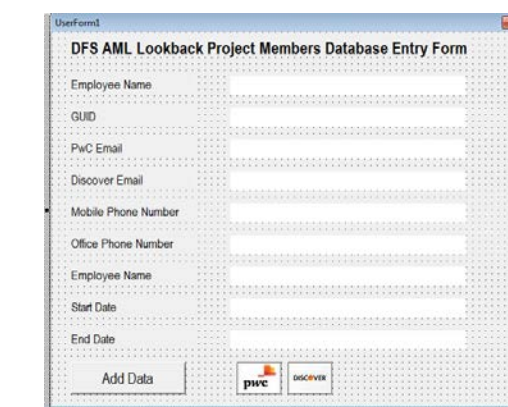
2



- Defined process from initial data entry to client report production
- Identified characteristics of data
- Researched potential solutions to improve data entry process
- Determined relevant features to be integrated

### Testing & Feedback

3



- Created preliminary Data Entry Dialog Box Form and automated client report with basic features and received feedback from team members

### Training & Support

6



- Conducted WebEx presentation to communicate new process
- Demonstrated new features and provided training to familiarize existing users

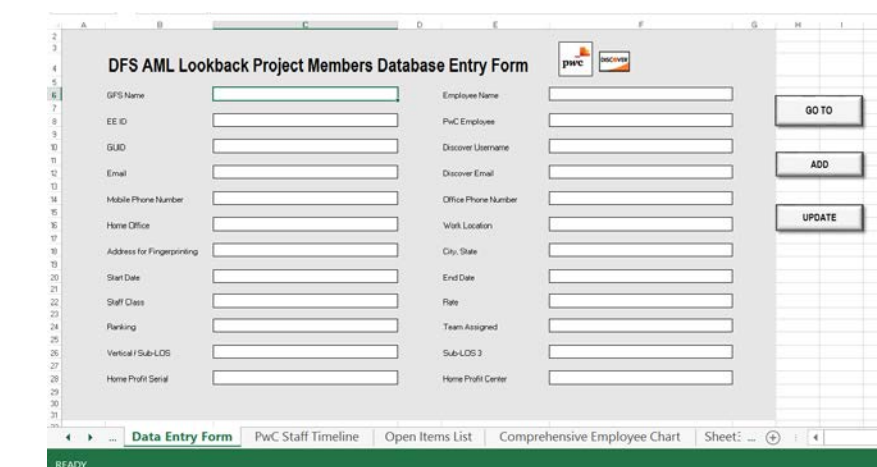
### Implementation

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- Added all new features to original database and updated information

### Refinement

4



- Created Data Entry Worksheet Form instead of Dialog Box Form
- Utilized dynamic instead of static named ranges as well as Microsoft Excel arrays