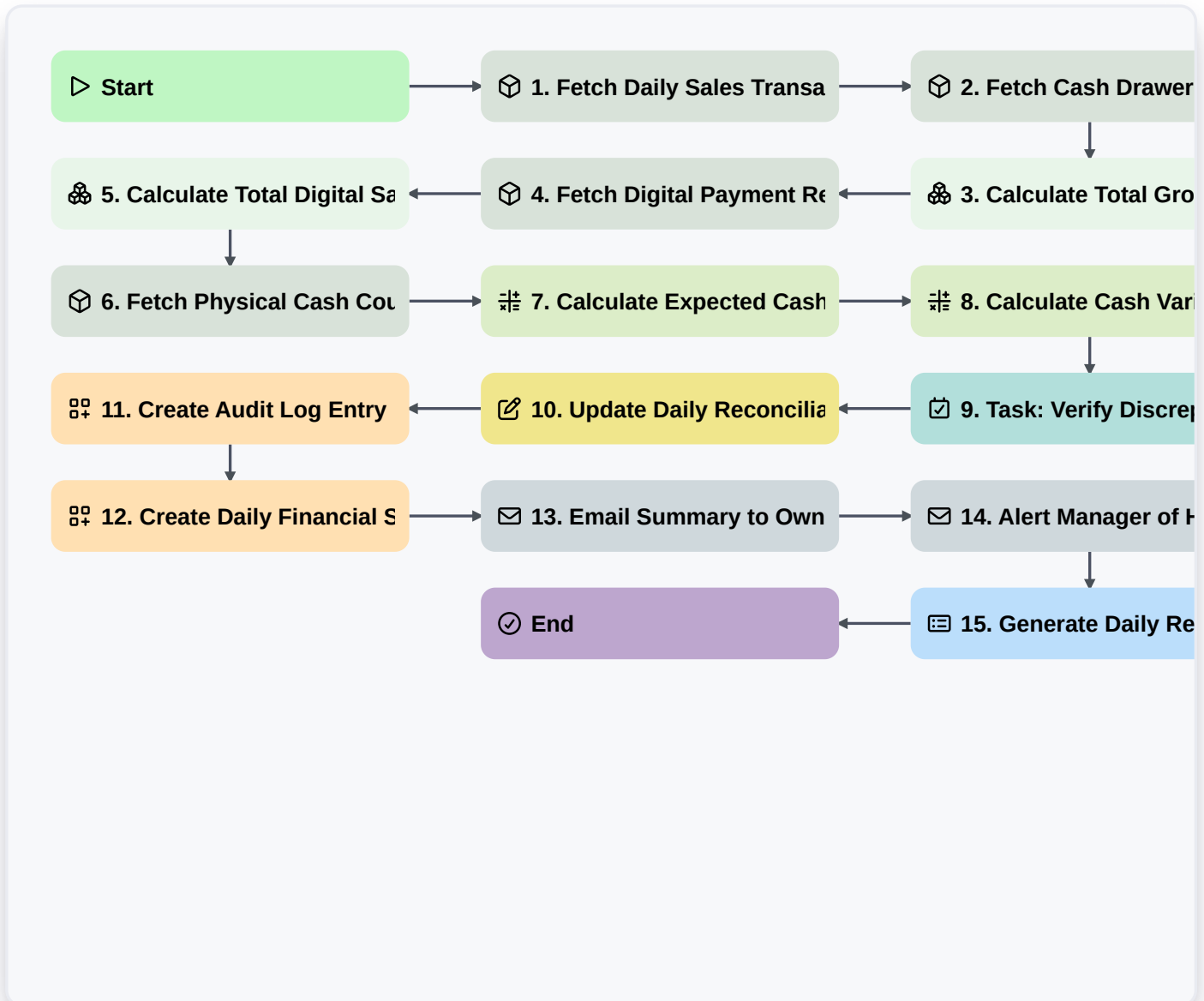


End-Of-Day Shop Reporting And Reconciliation Workflow



▶ Start

Start of the Workflow/Process.

📦 1. Fetch Daily Sales Transactions

Retrieve all transaction entries recorded for the current business date.

📦 2. Fetch Cash Drawer Opening Balance

Retrieve the starting cash amount recorded at the beginning of the shift.

🔗 3. Calculate Total Gross Sales

Sum the 'total_amount' property from all retrieved daily transaction entries.

📦 4. Fetch Digital Payment Records

Retrieve all entries related to credit card and mobile wallet transactions.

🔗 5. Calculate Total Digital Sales

Sum the 'amount' property from all digital payment entries.



6. Fetch Physical Cash Count

Retrieve the entry representing the manual cash count performed by the cashier.

7. Calculate Expected Cash Balance

Formula: (Opening Cash Balance + Cash Sales) - Cash Payouts.

8. Calculate Cash Variance

Formula: Actual Physical Cash Count - Expected Cash Balance.

9. Task: Verify Discrepancies

Assign a task to the Manager if the Cash Variance is not zero.

10. Update Daily Reconciliation Report

Update the 'Daily Report' entry with the calculated totals, digital totals, and variance.

11. Create Audit Log Entry

Create a new entry in the Audit Log documenting the completion of the EOD process.

12. Create Daily Financial Summary

Create a permanent summary entry for the end-of-day snapshot.

13. Email Summary to Owner

Send an email containing the total sales and variance to the store owner.

14. Alert Manager of High Variance

Send an urgent email to the Area Manager if the variance exceeds a predefined threshold.

15. Generate Daily Reconciliation PDF

Generate a formal PDF report containing all aggregated data for archiving.

End

End of the Workflow/Process.