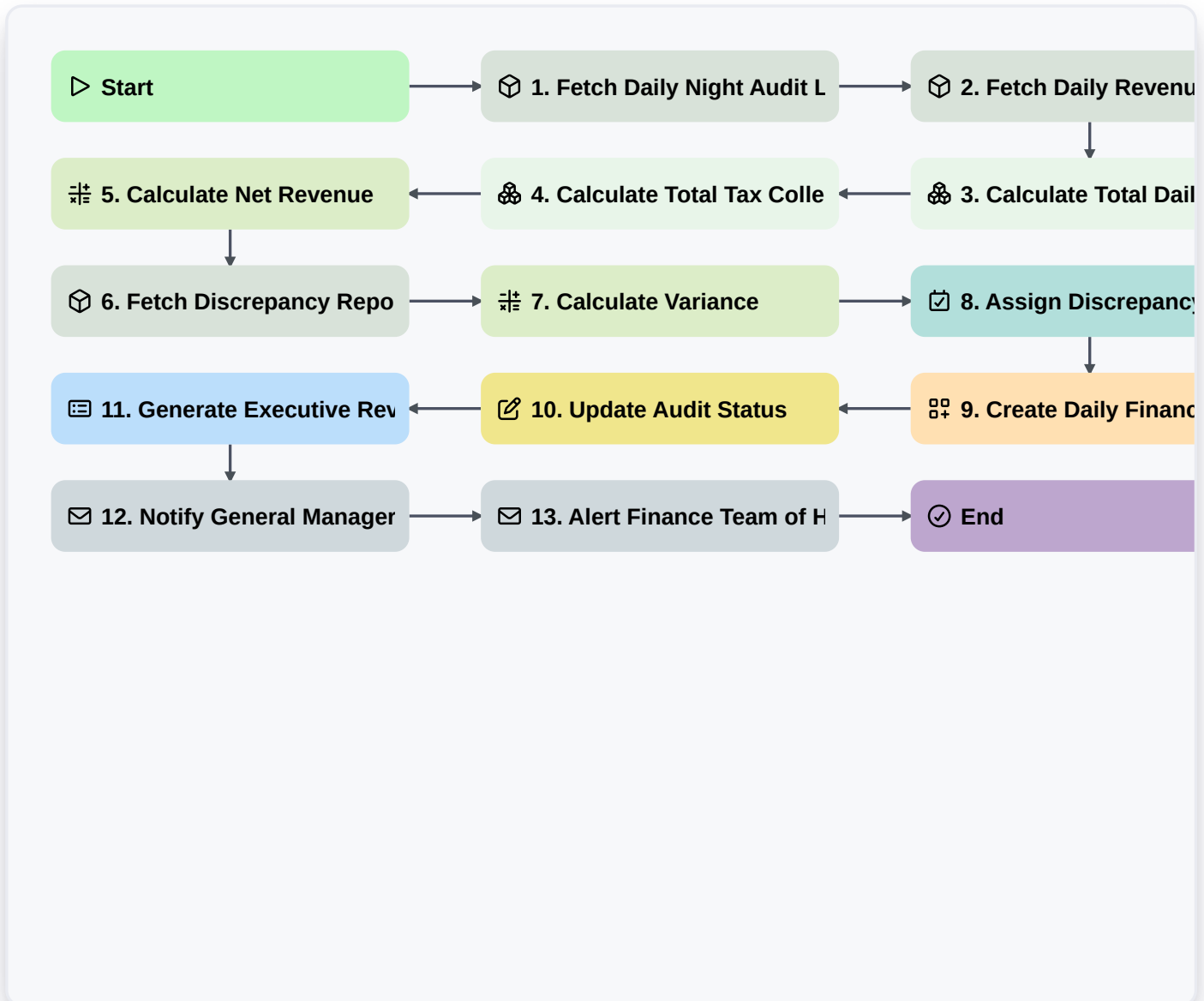


# Hotel Revenue Audit And Financial Reporting Workflow



## ▶ Start

Start of the Workflow/Process.

## 📦 1. Fetch Daily Night Audit Logs

Retrieve all completed Night Audit entries from the Audit Data Model for the previous 24-hour period.

## 📦 2. Fetch Daily Revenue Transactions

Retrieve all individual transaction entries (Room, F&B, Spa, etc.) from the Transactions Data Model.

## 🔗 3. Calculate Total Daily Revenue

Sum the 'amount' property of all retrieved transaction entries to get the total gross revenue.

## 🔗 4. Calculate Total Tax Collected

Sum the 'tax\_amount' property from all transaction entries to verify tax liabilities.

## ⚙️ 5. Calculate Net Revenue

Subtract total discounts and refunds from the Total Daily Revenue to determine net income.



## **6. Fetch Discrepancy Reports**

Retrieve any flagged error entries or manual discrepancy logs from the Audit Data Model.

## **7. Calculate Variance**

Subtract the aggregated 'System Revenue' from the 'Manual Cash Count' to identify discrepancies.

## **8. Assign Discrepancy Investigation**

Create a task for the Finance Manager to investigate any variance exceeding the defined threshold.

## **9. Create Daily Financial Summary**

Create a new entry in the 'Daily Financial Reports' Data Model containing the aggregated totals and calculated net revenue.

## **10. Update Audit Status**

Update the status of the original Night Audit entries to 'Verified' or 'Audited'.

## **11. Generate Executive Revenue Report**

Generate a formatted PDF report summarizing the day's financial performance for stakeholders.

## **12. Notify General Manager of Completion**

Send an email to the GM with the Daily Financial Summary details and the link to the generated report.

## **13. Alert Finance Team of High Variance**

Send an urgent email to the Accounting Department if the Variance calculation exceeds a specific limit.

## **End**

End of the Workflow/Process.