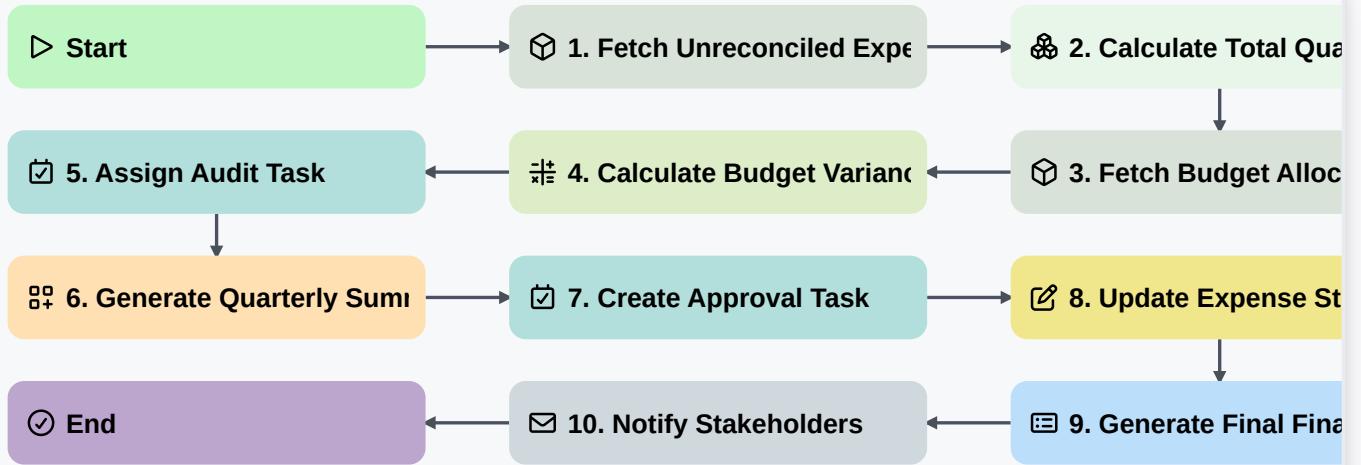


Quarterly Financial Review Workflow



▷ Start

Start of the Workflow/Process.

📦 1. Fetch Unreconciled Expenses

Retrieve all expense entries from the Expenses Data Model where status is 'Pending'.

🔗 2. Calculate Total Quarterly Expenses

Sum the 'Amount' property of all retrieved unreconciled expenses.

📦 3. Fetch Budget Allocations

Retrieve budget limit entries from the Budget Data Model for the current quarter.

⚖️ 4. Calculate Budget Variance

Subtract Total Quarterly Expenses from Total Budget Allocation to find the remaining balance.

✅ 5. Assign Audit Task

Create a task for the Finance Manager to review the variance report.

📄 6. Generate Quarterly Summary Entry

Create a new entry in the Quarterly Reports Data Model containing the calculated totals and variance.

☑ **7. Create Approval Task**

Create a task for the CFO to approve the final quarterly financial summary.

✍ **8. Update Expense Status**

Update all retrieved unreconciled expenses to 'Reviewed' status.

📄 **9. Generate Final Financial Report**

Create a comprehensive PDF report based on the Quarterly Summary Entry and associated tasks.

✉ **10. Notify Stakeholders**

Send an email to the Executive Board with the link to the new Quarterly Financial Report.

☑ **End**

End of the Workflow/Process.