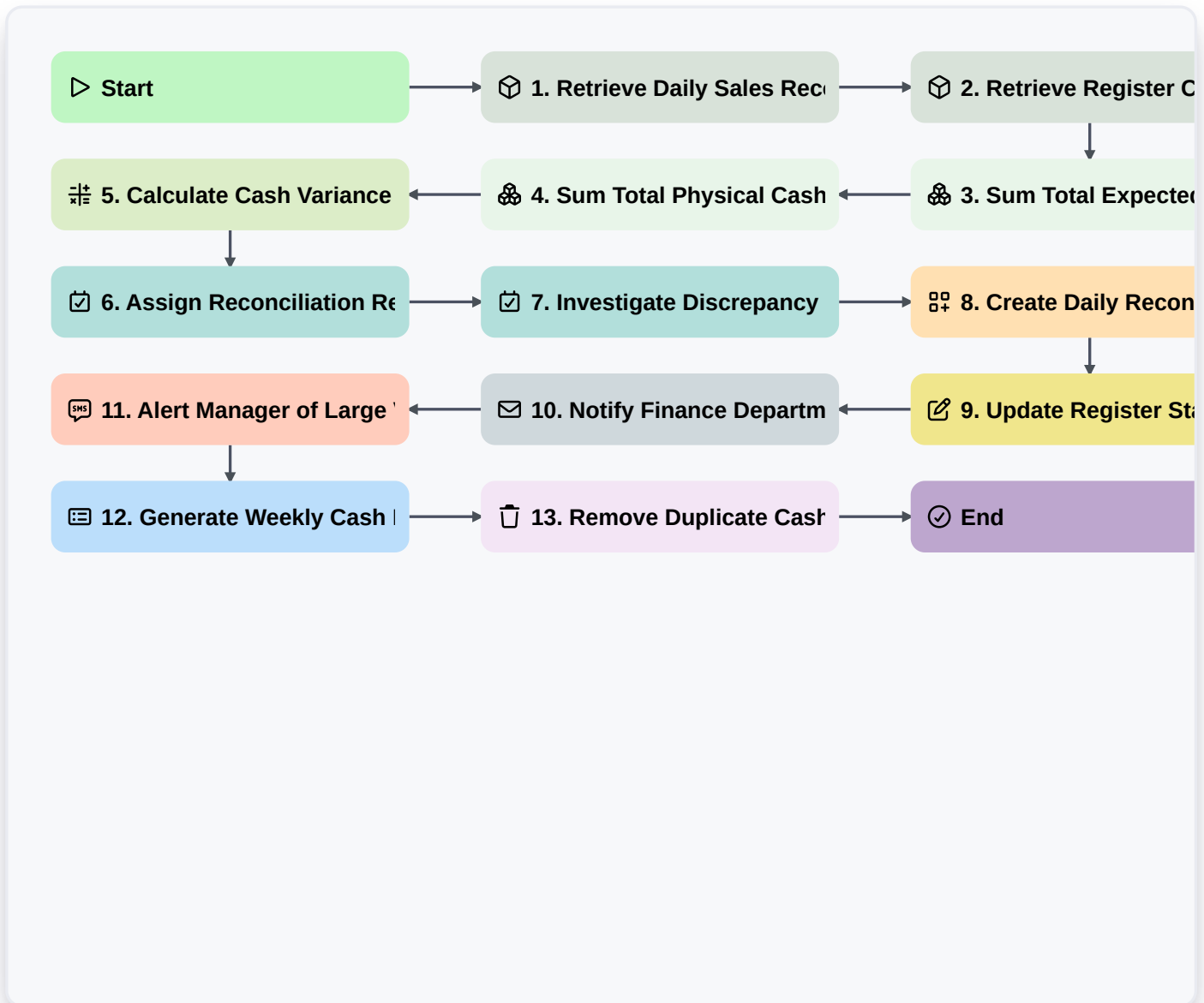


Retail Cash Management And Reconciliation



Start

Start of the Workflow/Process.

1. Retrieve Daily Sales Records

Fetch all sales entries from the Sales Data Model for the current business date.

2. Retrieve Register Cash Counts

Fetch the physical cash count entries submitted by cashiers at the end of the shift.

3. Sum Total Expected Cash

Calculate the total expected cash by summing the 'Expected Amount' from all sales entries.

4. Sum Total Physical Cash

Calculate the total actual cash reported by summing 'Physical Amount' from cash count entries.

5. Calculate Cash Variance

Subtract the Total Physical Cash from the Total Expected Cash to find the discrepancy (over/under).

6. Assign Reconciliation Review

Create a task for the Store Manager to verify the cash counts against the system totals.



✔ **7. Investigate Discrepancy**

Create a high-priority task for the Supervisor if the calculated variance exceeds the allowed threshold.

🗒️ **8. Create Daily Reconciliation Report Entry**

Create a new entry in the Reconciliation Log containing the final totals and variance.

✍️ **9. Update Register Status**

Update the status of the Cash Register entry to 'Reconciled' or 'Audit Required'.

✉️ **10. Notify Finance Department**

Send an email to the Finance Team with the summary of the daily reconciliation and any significant variances.

📱 **11. Alert Manager of Large Variance**

Send an urgent SMS to the Area Manager if a cash shortage exceeds a predefined critical limit.

📄 **12. Generate Weekly Cash Discrepancy Report**

Generate a weekly summary report aggregating all daily variances for trend analysis.

🗑️ **13. Remove Duplicate Cash Count**

Delete an erroneous or duplicate cash count entry if an error was identified during the review task.

✔ **End**

End of the Workflow/Process.