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| Ruaka |

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| Cash-Office | Agency | HQ |

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| Sales | Diary |

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|  | Expected Cash | XXXX | To be auto populated from Googlesheet |
|  | Cash Pickups | Xxxx | Chief Cashier to input the Cash Collected from the tills |
|  | Variance | Xxxx | Auto Computed amount (Expected cash-Cash Pickups) |
|  |  |  |  |
| 1 | Mpesa | Xxx | Click dropdown on the left. Select Utilized or Reverse/Add Comment |
| 2 | Vooma | xxx | Click dropdown on the left. Select Utilized or Reverse/Add Comment |
| 3 | PDQ | XXX | Click dropdown on the left. Select Utilized or Reverse/Add Comment |
| 4 | Till Closure | Xxx | Click dropdown ,Add amount Cashier name and Reason displayed at the POS |
| 5 | WHT | XXX | Click dropdown on the left. Select Utilized or Reverse/Add Comment |
| 6 | Deposit | Xxx | Click dropdown on the left. Select Utilized or Reverse/Add Comment |
| 7 | Cashiers Variance | Xxx | Click dropdown to get a list of Cashiers and add amounts against each |
| 8 | Manual Adjustment | Xxx | Instances of Errors correction. Done by HQ only. Add Comments |
| 9 | Net Cash Variance | Xxxx | Computed ( Variance- (1 to 8) |

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| Sales | Diary |

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| 10 | Opening Balance | Xxxx | It’s a running balance. To pick figure from previous day |
| 11 | Sales | XXXX | To auto Pick from Cah Pickups in the Sales section |
| 12 | Banking | XXX | To auto Pick from a google sheet. CC needs to upload the CIT form |
| 13 | Petty Cash | xxx | To be auto populated from a HQ google sheet (HQ -Reimbursement |
| 14 | Operating Float | Xxx | To be auto populated based on the branch |
| 15 | Expected Branch Cash Holding | xxx | Computed. (10 +11-12-13+14) |
| 16 | Explanation |  |  |
| 17 | Last Card | Xxx | Previous day unbanked sales |
| 18 | Agency | xxx | Cash/Office Agency operations (Can be negative or positive) |
| 19 | Change Account | Xxx | Branch/HQ Operations (Can be Negative/Positive) |
| 20 | Mpesa floats | Xxx | Branch/HQ Operations (Can be Negative/Positive) |
| 21 | Inter-branch | xxx | Branch to Branch operations. (Select branch from dropdown and key in amount) |
| 22 | Petty Cash | Xxx | Input amount (Update details in a separate platform) |
| 23 | Coins | xxx | Fill in a drop down of 20,10,5,1 assorted/Cashiers)- Total to appear here |
| 24 | Lose | xxx | Fill in a drop of 1000,500,200,100,50. Total to appear here |
| 25 | Net Shop Cash Variance |  | Computed. (15-16-17-18-19-20-21-22-23-24) |

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| 26 | Expected Floats | XXXX | To auto Pick from Cah Pickups in the Sales section |
| 27 | Mpesa | Xxx | Close of Day cash held at the M-pesa agency floats ac |
| 28 | Equity | Xxx | Close of Day cash held at the Equity agency floats ac |
| 29 | Coop | xxx | Close of Day cash held at the Equity agency floats ac |
| 30 | Cash Office | Xxx | Cash office agency operations – Auto pick from 18 |

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| Change HQ Support |
| Opening Balance | | Xxxx | To auto pick from the previous day balance |
| Change added | | Xxxx | To be inputted by the CC |
| Change Banked | | Xxxx | To auto pick from the HQ records |
| Change balance | | xxxx | To auto pick from Number 19 |
| Variance | | Xxxx |  |

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| FLOATS HQ Support |
| Opening Balance | | Xxxx | To auto pick from the previous day balance |
| Floats added | | Xxxx | To be inputted by the CC |
| Change Banked | | Xxxx | To auto pick from the HQ records |
| Change balance | | xxxx | To auto pick from Number 19 |