

	RESOURCE LIBRARY – ACCOUNTING F&B Discount Card	<i>CODE:</i> 05.06.013
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PURPOSE 目的

Staff selling the F&B Discount Card will receive an incentive of CNY100 in the first six months. After six months, CNY50 incentive is given.

在前六个月，员工销售餐饮折扣卡可获人民币100元的提成。六个月后，可获人民币50元的提成。

POLICY 程序

- There is an incentive for the F&B Discount Card. In the first six months after the launching of the card every staff will receive CNY100 per sold card. After these six months the incentive is CNY50 per sold F&B Discount Card.
这是餐饮折扣卡的提成。在前六个月发放卡片后，每个员工每销售一张卡将获得人民币100元的提成。六个月后，销售提成将是每张50元
- The staff who sold the F&B discount card to a guest will sign on the Membership Application Flyer
销售餐饮折扣卡的员工应在会员申请传单上签字
- Only the staff whose signature is on the Membership Application Flyer is entitled to receive CNY50/ 100 incentive.
只有在会员申请传单上签字的员工才有权利获得人民币50或100元的提成
- The Membership Application Flyer will be given to the F&B department together with the receipt. Only Applications with a receipt are valid.
会员申请传单将与收据一并交至餐饮部，只有随附收据的申请单才有效
- The name and department of the relevant staff are recorded in the F&B Office together with the card number of F&B Discount Card sold.
餐饮部将登记好相关的员工姓名及部门以及出售的卡号
- All Discount card revenue sales received must be recorded into the Micros POS system to validate the sales receipt.
所有折扣卡销售所得收入必须记录在POS系统以使销售收据生效
- EDP shall add a new revenue sales key under “FB Discount Card”
应在“餐饮折扣卡”下方增加一个新的销售收入功能键
- Every 16th and month-end, a reconciliation shall be conducted between F & B and Income Auditor to confirm and verify the number of Cards sold for incentive payment purposes.
每月16日及月末，餐饮部及收入审计应进行核对以确认及审核卡销售的数目以便于提成的支付
- The incentive list shall be signed accordingly and handed to Finance Dept month-end.
相应地，提成清单应签字并于月末递交财务部
- Finance Dept shall then distribute the incentive together with the monthly salary the next month.
然后，财务部应将提成连同当月工资一并于下月发放