

DATE : 01 FEBRUARY 2024  
TO : ALL BRAND MANAGERS  
FROM : OPERATIONS DEPARTMENT  
SUBJECT : SALES MONITORING 2024

TAG-OPS-MP-2024-002

Dear Team, **effective 01 FEBRUARY 2024**, there will be a change in the procedure for submitting daily sales reports. Moving forward, only brand managers are authorized to submit daily sales data via the provided Google Form <https://docs.google.com/forms/d/1JkwALnjvB6epI-VdWVDc1mBJzwt6MGsh0Kn0JjMUSYQ/edit> . *The deadline for submission is 8:00 am the following day.*

The required components for each submission are as follows:

- 1. Date
- 2. Outlet Name
- 3. Net Sales
- 4. Transaction Count
- 5. Head Count

To ensure uniformity, please adhere to the specified format illustrated below (see REMINDERS):

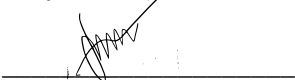
Timestamp	DATE	OUTLET	SALES	TRANSACTION COUNT	GUEST COUNT	ENCODED BY	REMINDERS
1/31/2024 21:55:49	1/31/2024	TCS-REEF-BAKERY	27,802.97	47	78		Ensure to include name
1/31/2024 22:13:47	1/31/2024	ABC-FOURTH	119,078.23	161	362	GENESIS	
1/31/2024 22:28:53	1/31/2024	ABACA-EATS	32,260.18	63	N/a		N/a is not allowed only numbers
1/31/2024 22:31:36	1/31/2024	ABC-CROSS	P93,990.71	175	228	GENESIS	No Letters
1/31/2024 22:42:58	1/31/2024	ABC-AYALA	108,941.86	167	231	GENESIS	
1/31/2024 22:45:33	1/31/2024	ABC-PASEO	71,163.30	143	152	GENESIS	
2/1/2024 5:42:43	1/31/2024	ABC-NUSTAR	92,327.54	110	171	GENESIS	
2/1/2024 7:08:22	1/31/2024	ABC-SEASIDE	23,095.32	100	132	CHRIS	

You may get the Net Sales from your In-Store PNL (same procedure in reporting your sales in the TAG REVENUE MANAGEMENT WhatsApp group). It is very critical that the Brand Manager is aware and teaches his store leaders how to compute the Net Sales correctly.

Data will be audited against the accounting records daily. Failure to comply with this new procedure may result in further investigation and will be escalated to the head office for explanation.

If you have any questions or concerns, please contact me.

Prepared by:



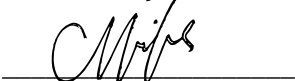
Ryan Riaza  
Head of Operations - ABC

Approved by:



Patrick Henry Corpuz  
Managing Partner

Checked by:



Paula Nessa Mirafior  
Assistant Training Manager

THIS MEMO AND ITS ATTACHMENTS ARE FOR THE EYES OF  
THE ABACA GROUP EMPLOYEES ONLY



THE ABACÁ GROUP