



SHERATON  
EST. 1937

## GUIDE DE FORMATION

# Rapports POSitouch

*Dernière révision le Samedi 4 avril 2020*

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# **DOCUMENTS À IMPRIMER POSITOUCHE:**

**1 x Daily Sales Report complet** : va aller dans l'enveloppe de la comptabilité

**1 x Première page seulement du Daily Sales Report** : **pigeonnier M Pazzi**

**2 X ITEM SALES TREND ANALYSIS – Item by Item – Items with zero sales excluded**

(batch généré par le raccourci qui s'appelle Acheteur):

1 x **pigeonnier de Christophe Chanvillard**

1 x **pigeonnier Restaurant**

**1 x Sales Journal Report for « DATE » avec les noms des serveurs:** (batch généré par le raccourci qui s'appelle Audit)

Il faut seulement enlever la page qui est juste après les serveurs et qui s'appelle « Server Sales And Tips » qu'on utilise pour calculer les pourboires et qu'une fois les pourboires calculés nous allons mettre sur le bureau de la paie maître.

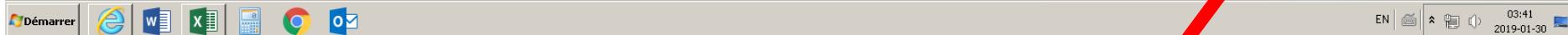
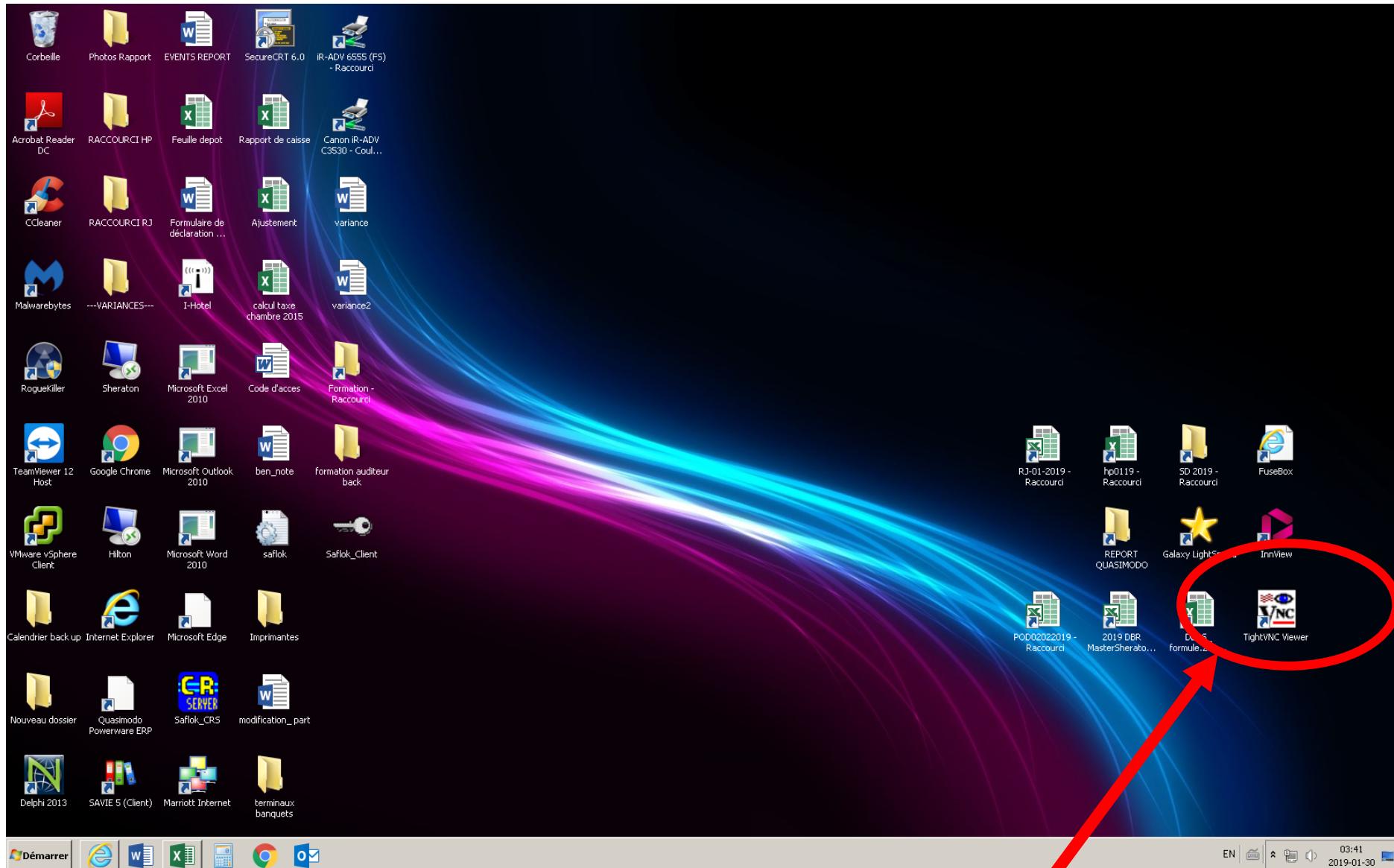
Les restants du document jusqu'au dernier Manager ActivityReport inclus doivent être brochés au complet et mis dans l'enveloppe pour la comptabilité

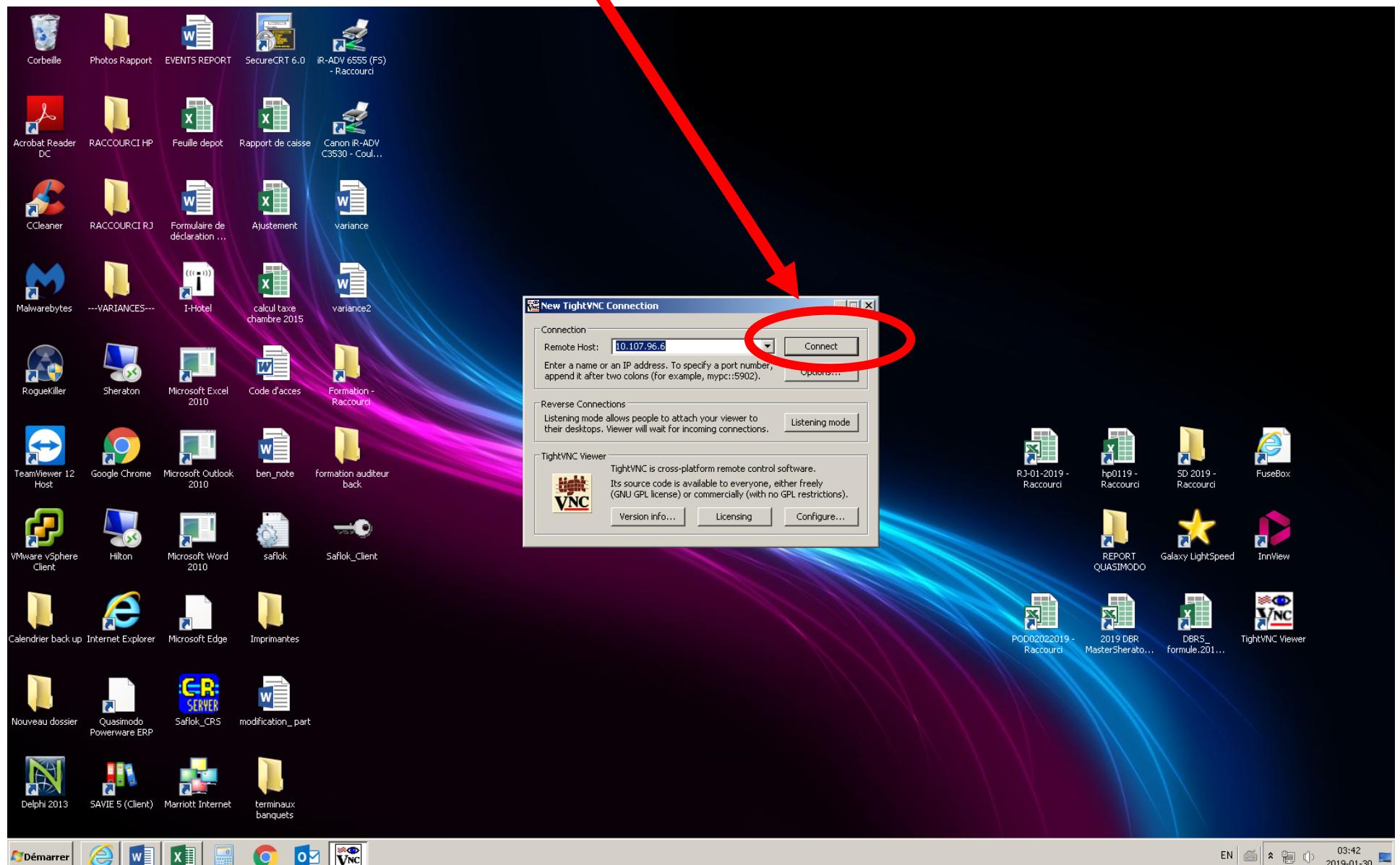
**1 X Sales Journal Report for « DATE » Memo Listings :**

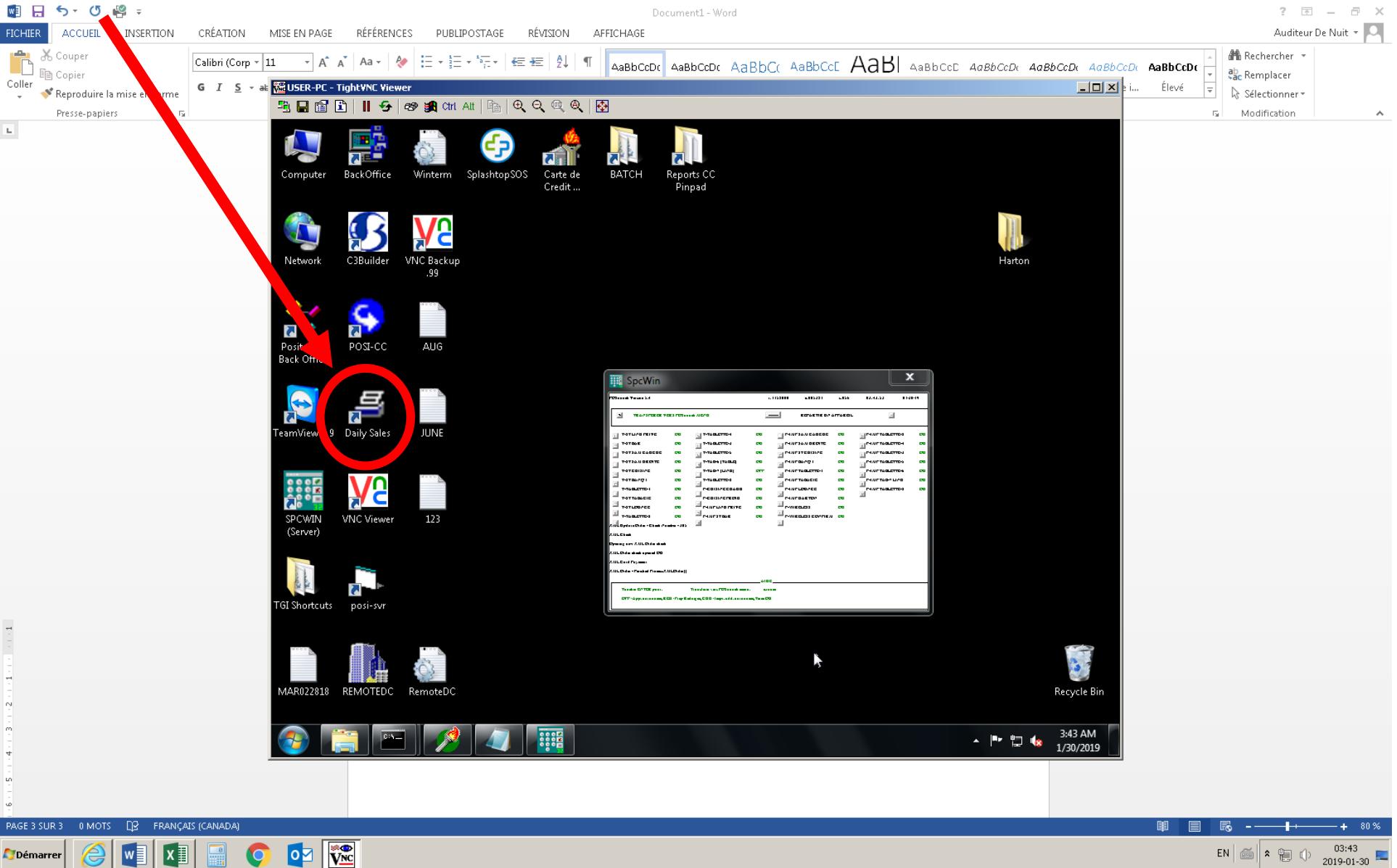
Il faut séparer selon ce qui est indiqué dans en haut à gauche qui sont les modes (Ex. : chambre, panne lien, Hotel prom, Admin, Forfait, etc...)

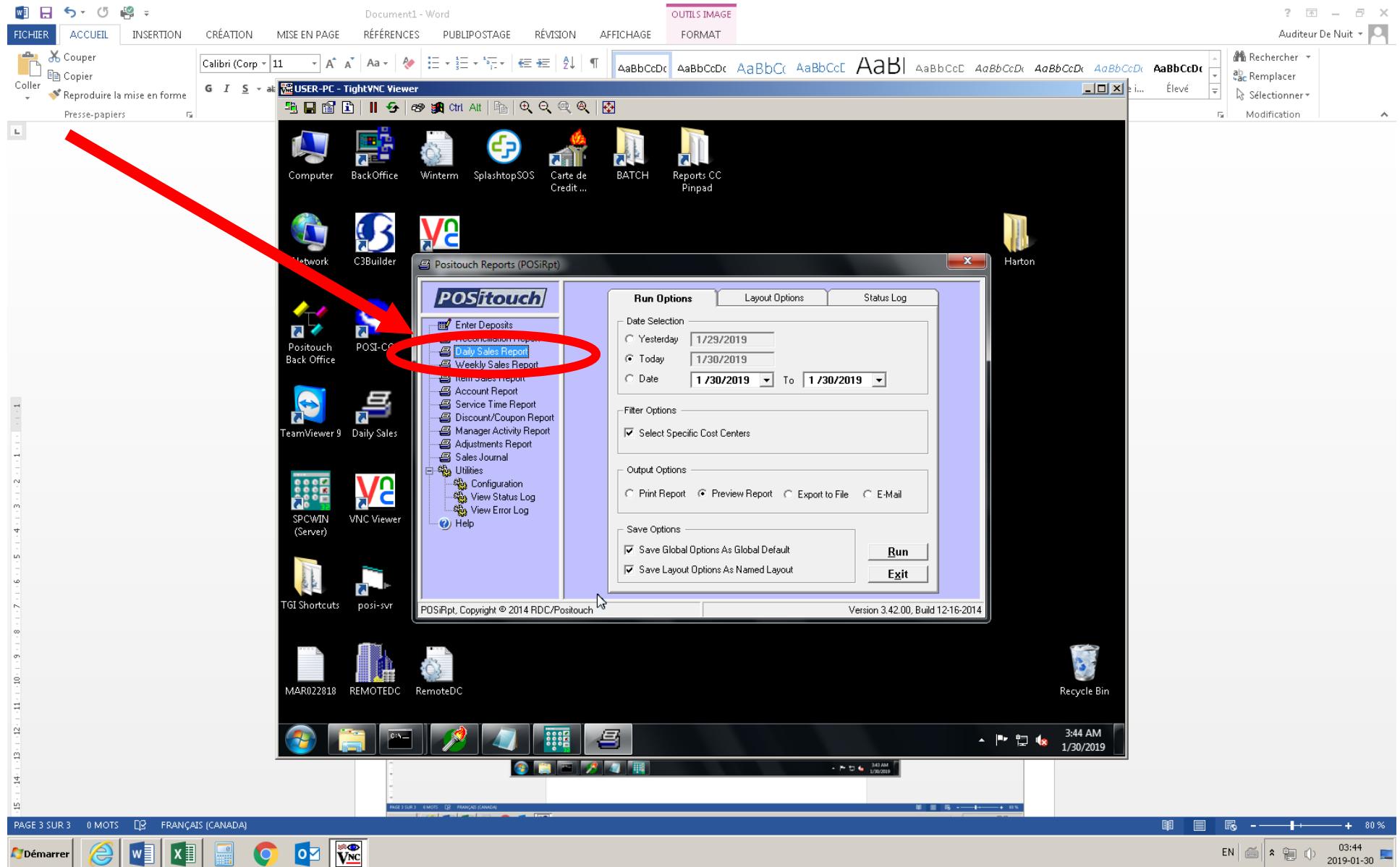
Les chambres et panne lien seront additionnés ensemble puis nous appliquons les ajustements fait directement sur LightSpeed pour comparer avec le Cashier Detail (Dep. : 4-28 Sub. Dep. : 1-99) pour s'assurer de l'exactitude)

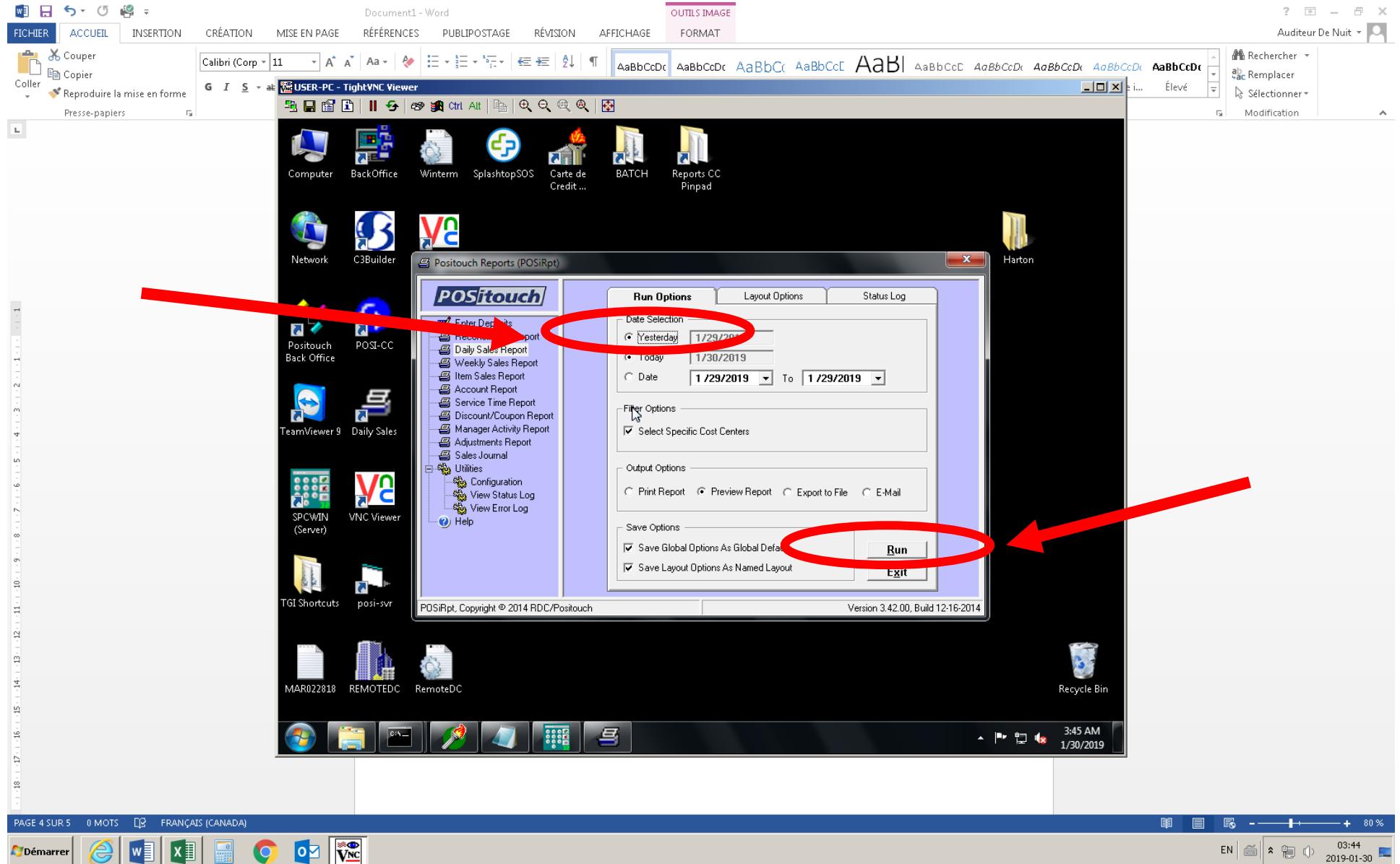
Toutes les piles seront mises dans l'enveloppe de la comptabilité à la fin.

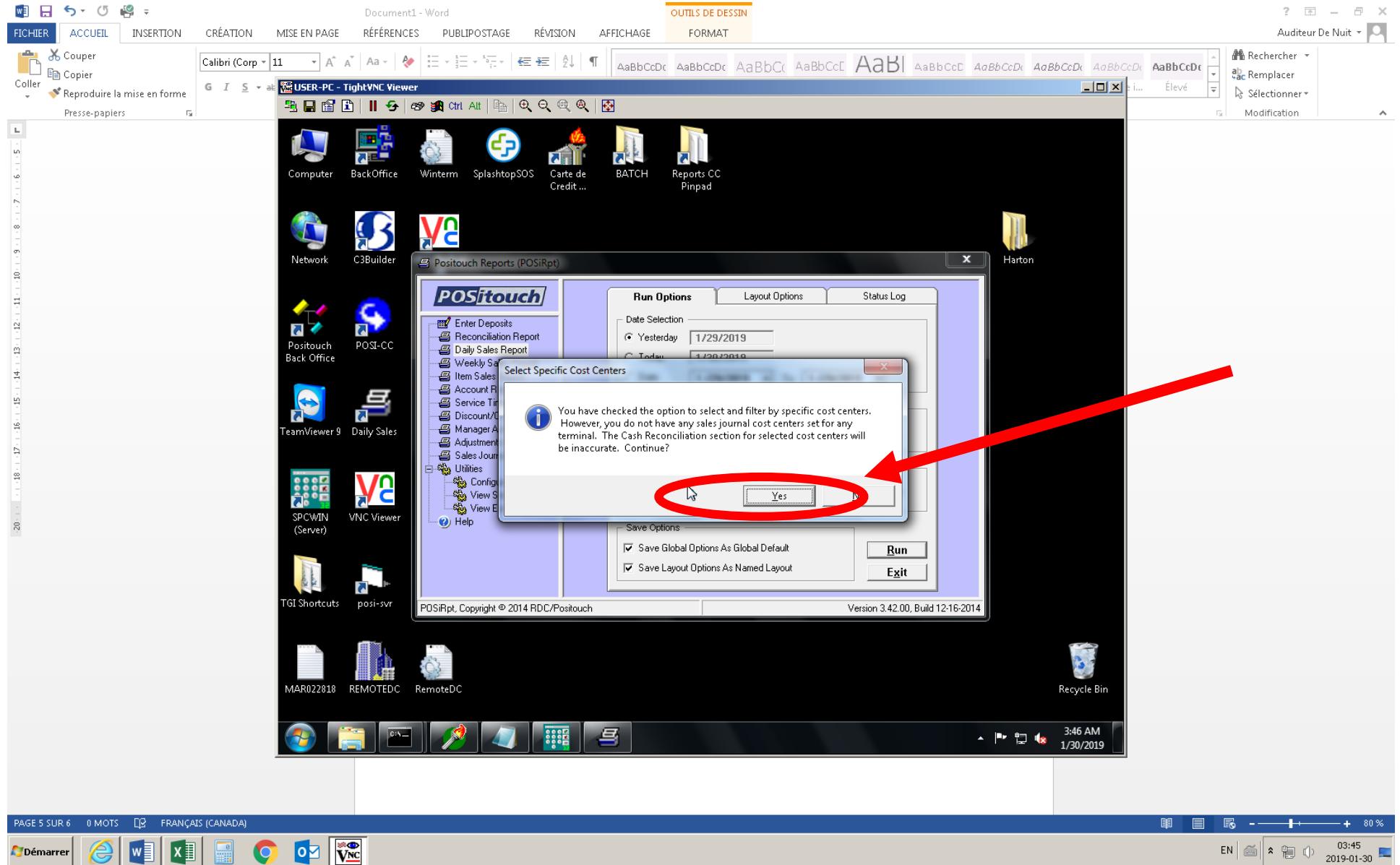


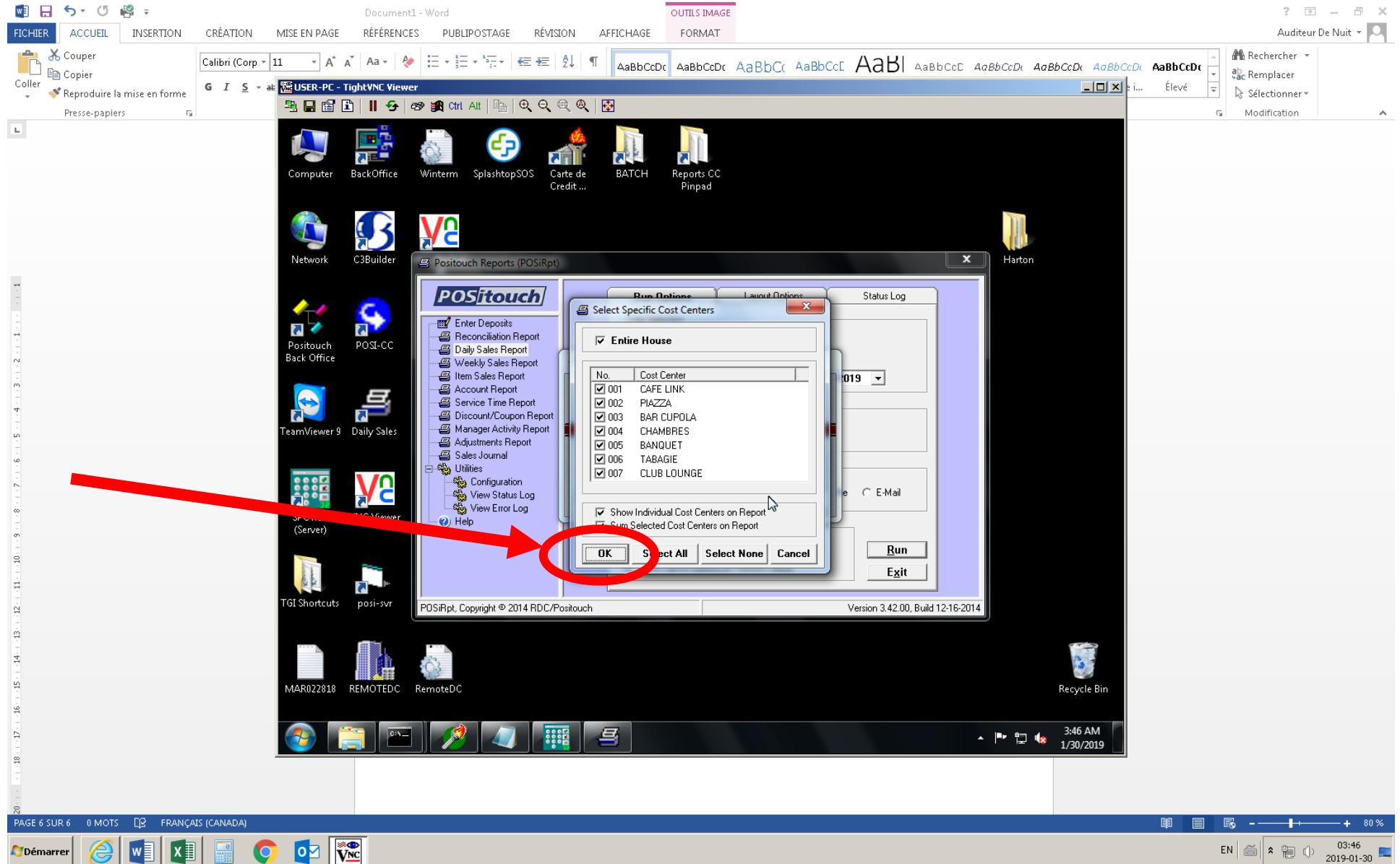


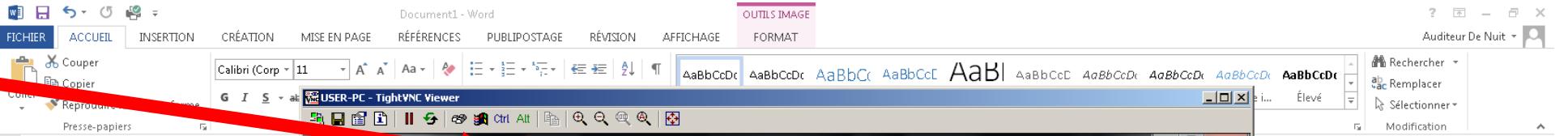












Print Date: 01/30/2019 Print Time: 3:46:56 am

## POSitouch Daily Sales Report

**Location: HOTEL SHERATON LAVAL - ENTIRE HOUSE**

**Reporting Period: Tue, Jan 29, 2019**

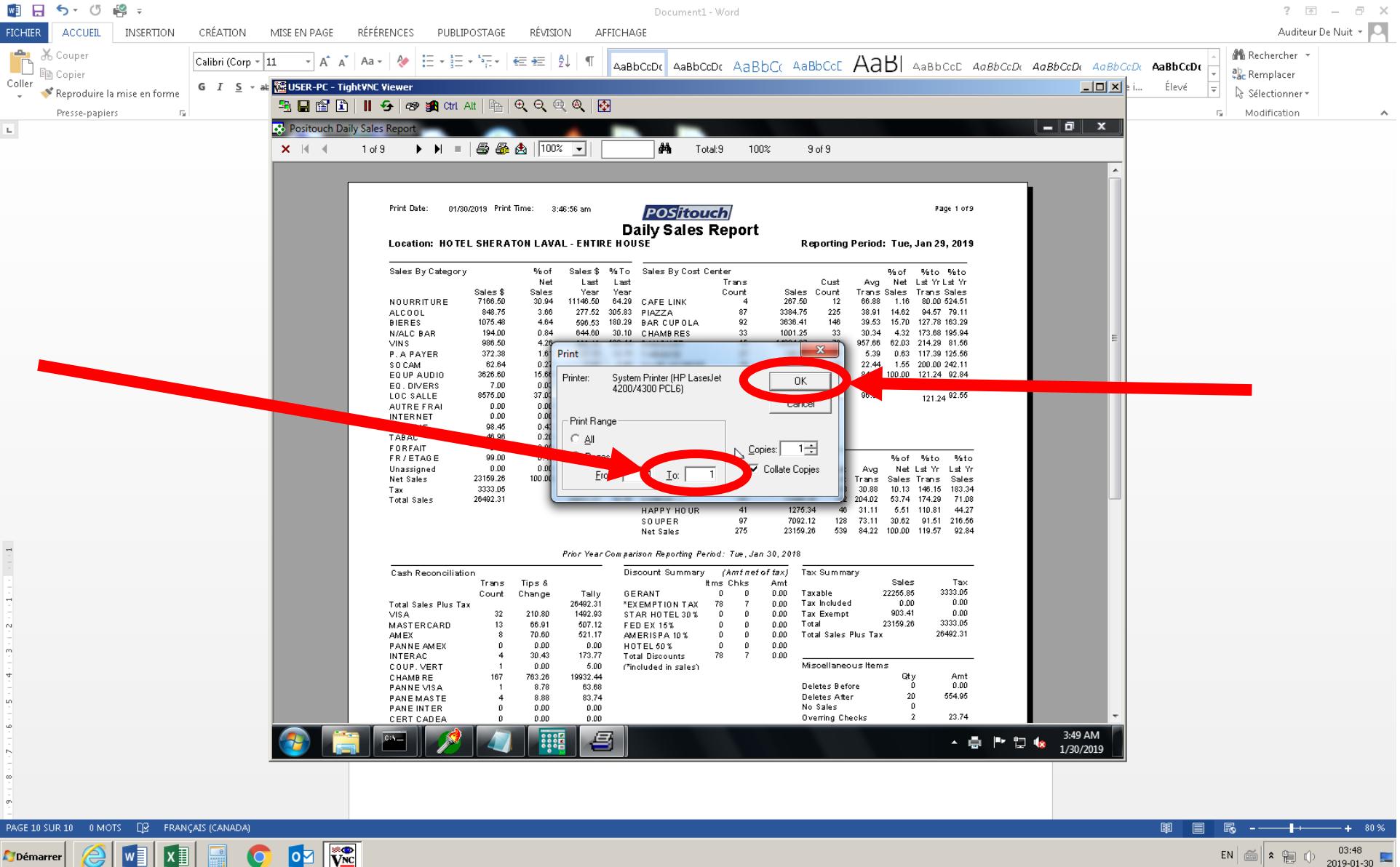
Sales By Category			Sales By Cost Center			% of Sales			
Sales \$	Net	Last Year	Trans Count	Cust	Avg	Net	Last Yr	Last Yr	
NOURRITURE	7169.50	30.94	1146.20	64.29	CAFE LINK	4	267.50	12	68.04
ALCOOL	848.75	3.66	277.52	305.83	PIAZZA	87	3384.75	225	38.01
BIERES	1075.48	4.64	595.53	180.29	BAR CUPOLA	92	3636.41	146	39.63
N/ALC BAR	194.00	0.84	644.00	30.10	CHAMBRES	33	1001.25	33	30.34
VINS	988.50	4.26	982.16	100.44	BANQUET	15	14304.87	78	957.66
P. A PAYER	372.38	1.61	1137.15	32.75	TABAGIE	27	146.41	29	5.39
SOCAM	62.64	0.27	0.00	0.00	CLUB LOUNGE	16	359.07	16	22.44
EQ UP AUDIO	3626.60	15.66	0.00	0.00	Net Sales	274	23159.26	539	84.52
EQ. DIVERS	7.00	0.03	2027.00	0.35	Tax		3333.05		90.59
LOC SALLE	8575.00	37.03	7350.00	116.67	Total Sales	274	26492.31	539	96.69
AUTRE FRAI	0.00	0.00	420.00	0.00					121.24
INTERNET	0.00	0.00	100.00	0.00					92.55
TABAGIE	98.45	0.43	104.07	94.60					
TABAC	46.96	0.20	11.74	400.00					
FORFAIT	0.00	0.00	0.00	0.00					
FR / ETAGE	99.00	0.43	57.00	173.88	Sales By Shift				
Unassigned	0.00	0.00	0.00	0.00	Trans Count				
Net Sales	23159.26	100.00	24944.27	92.84	Sales Count				
Tax	3333.05	0.00	3679.10	90.59	Trans				
Total Sales	26492.31	0.00	28623.37	92.55	Count				
					DEJEUNER	76	2346.64	203	30.88
					LUNCH	61	12445.26	162	204.02
					HAPPY HOUR	41	1275.34	46	31.11
					SUPER	97	7092.12	128	73.11
					Net Sales	275	23159.26	539	84.22
									100.00
									119.57
									92.84

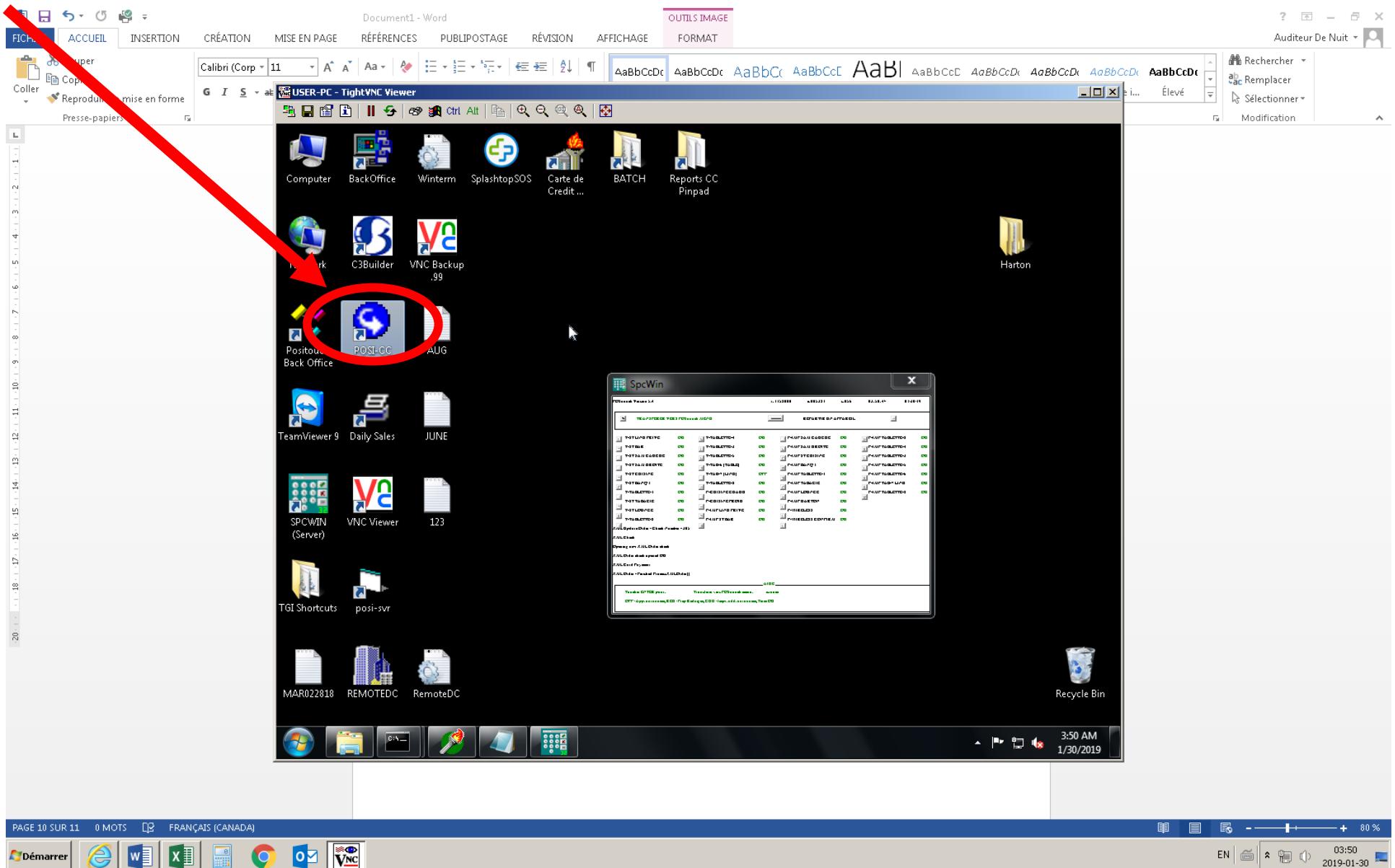
Previous Year Comparison Reporting Period: Tue, Jan 30, 2018

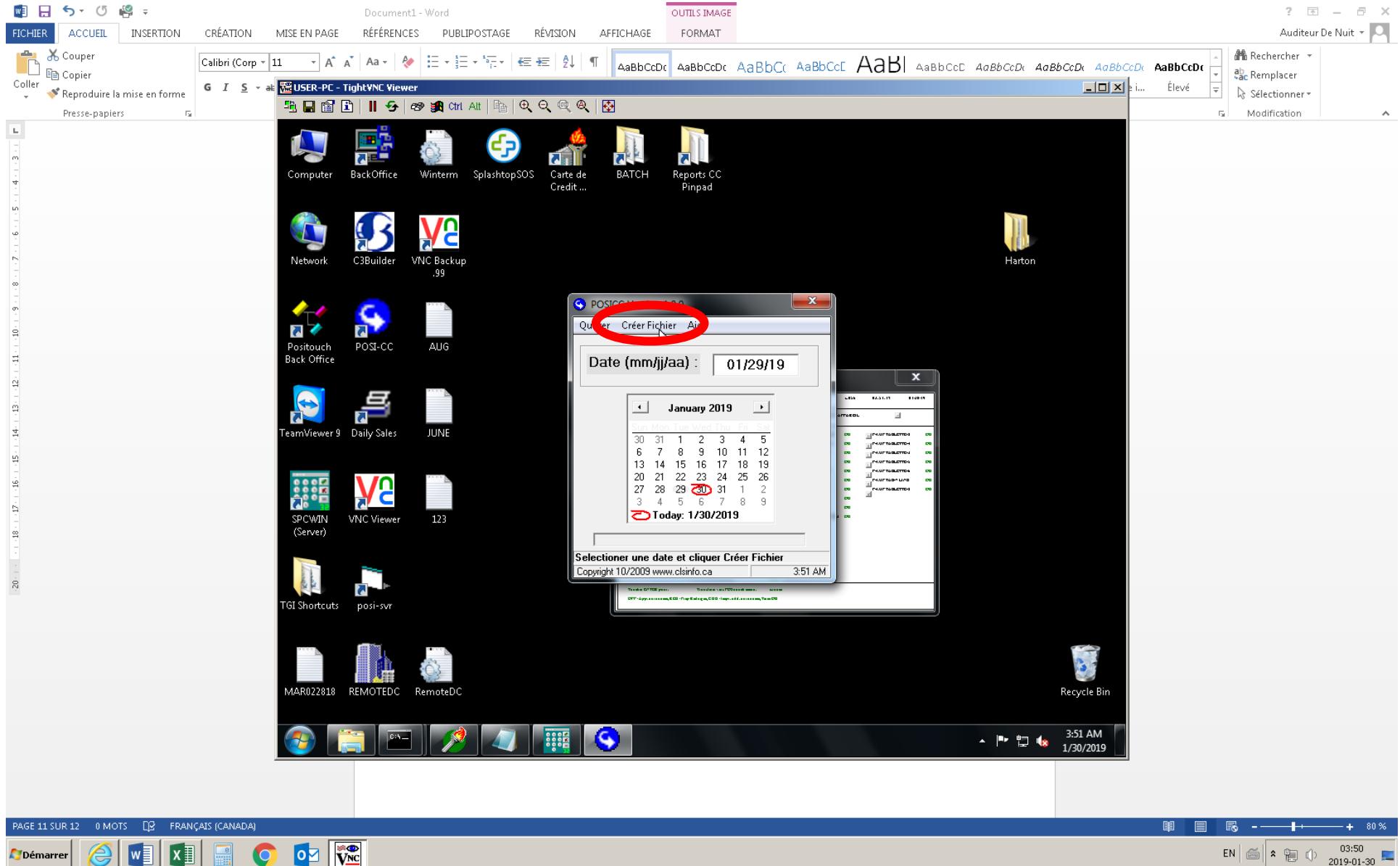
Cash Reconciliation			Discount Summary			(Amt incl of tax)			Tax Summary		
Trans Count	Tips & Change	Tally	Item	Chks	Amt	Sales	Tax		% of	% to	% to
Total Sales Plus Tax	20492.31	*EXEMPTION TAX	78	7	0.00	22255.85	3333.05				
VISA	32	210.80	1492.93	0	0.00	Taxable			0.00	0.00	
MASTERCARD	13	66.91	507.12	0	0.00	Tax Included					
AMEX	8	70.60	521.17	0	0.00	Tax Exempt			903.41	0.00	
PANNE AMEX	0	0.00	0.00	0	0.00	Total			23159.26	3333.05	
INTERAC	4	30.43	173.77	0	0.00	Total Sales Plus Tax					26492.31
COUP. VERT	1	0.00	5.00	0	0.00						
CHAMP RE	167	763.26	19932.44	(Included in sales)							
PANNE VISA	1	8.78	63.68			Miscellaneous Items					
PANE MASTE	4	8.88	83.74			Gty	Amt				
PANE INTER	0	0.00	0.00			Deletes Before	0	0.00			
CERT CADEA	0	0.00	0.00			Deletes After	20	564.95			
						No Sales	0				
						Overswing Checks	2	23.74			

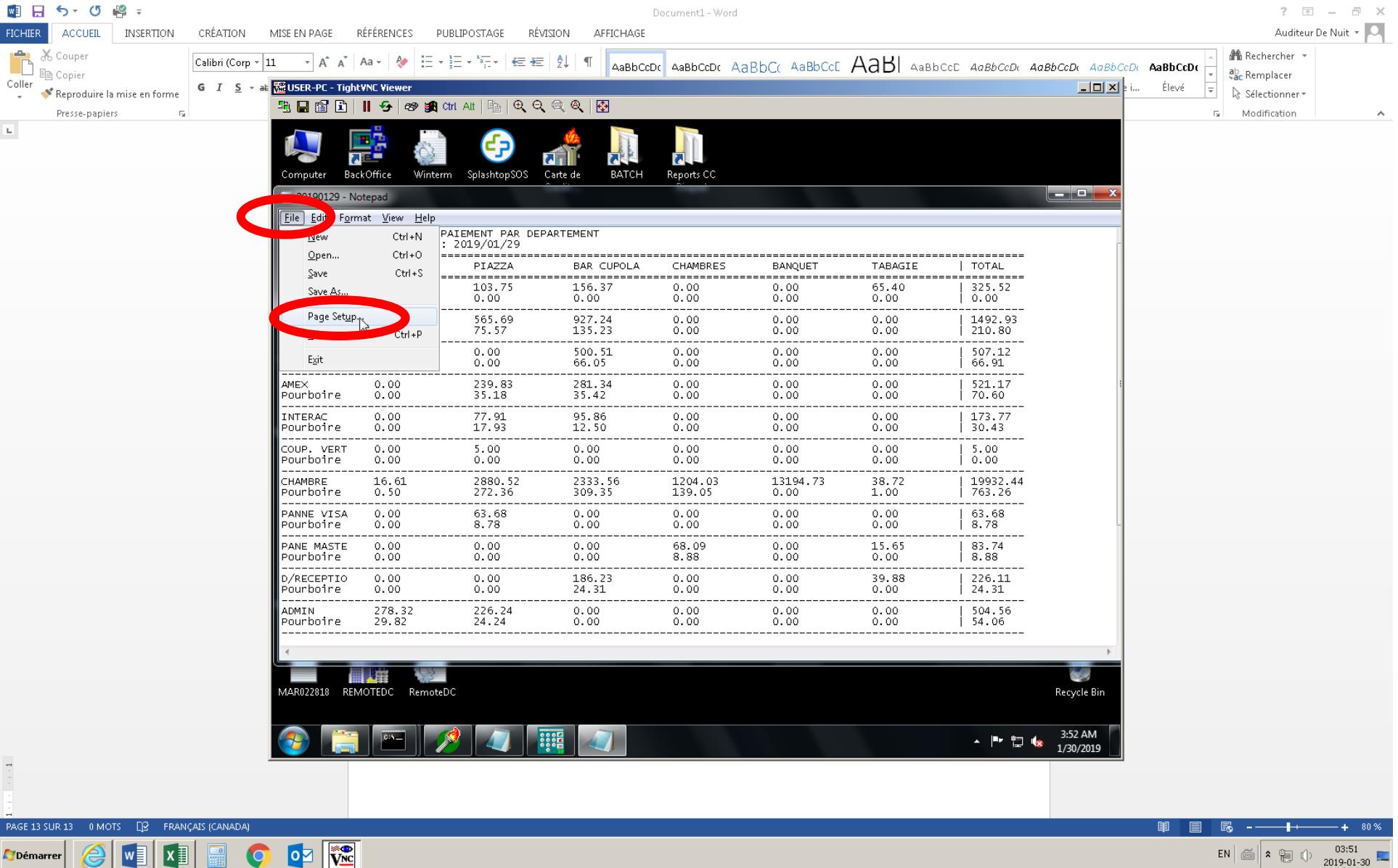
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1/30/2019

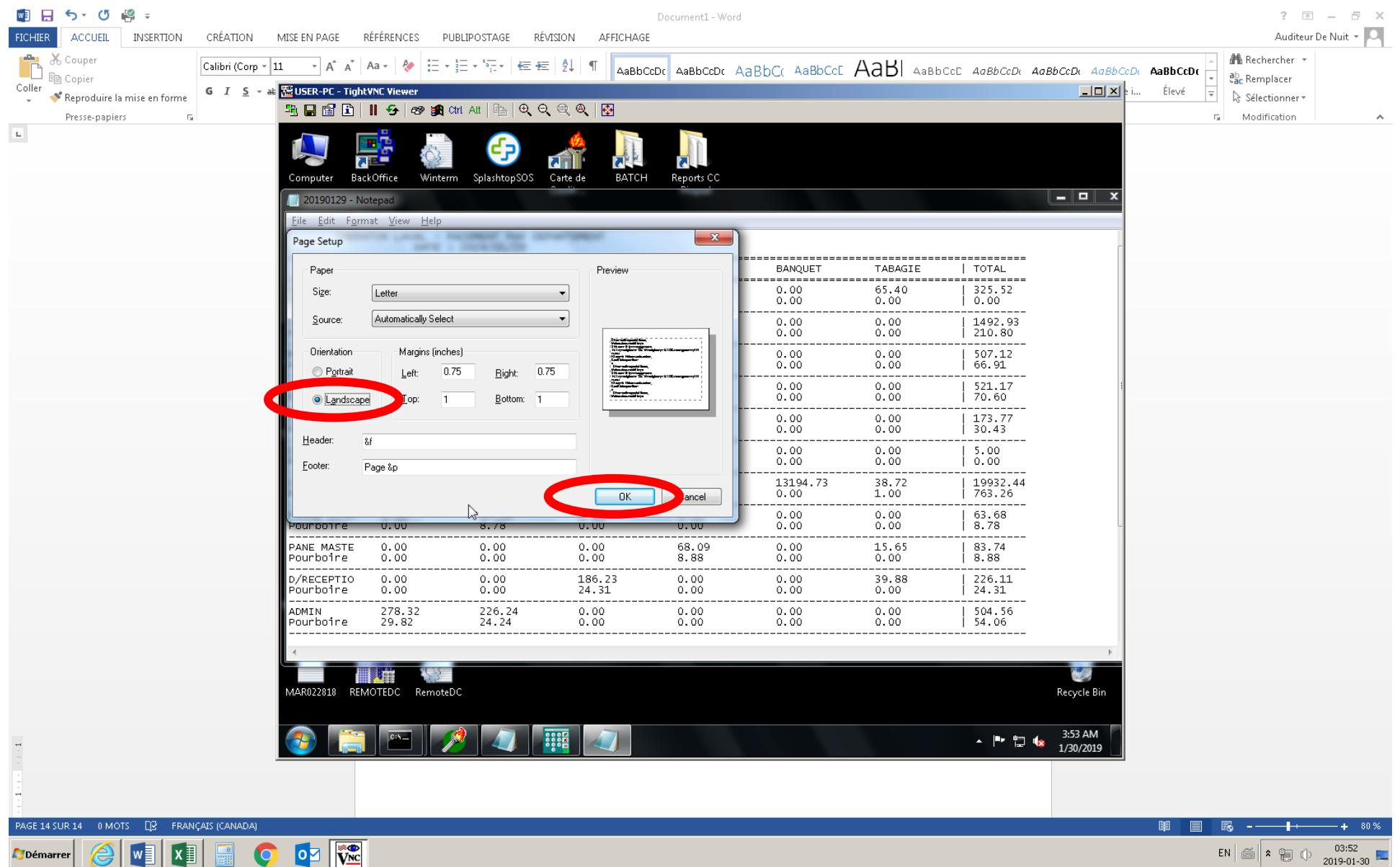












Document1 - Word

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Calibri (Corp.) 11 A A A Aa Aa AaBbCcDc AaBbCcDc

Rechercher Remplacer Sélectionner Modification

User-PC - TightVNC Viewer

Computer BackOffice Winternet SplashtopSOS Carte de BATCH Reports CC

20190129 - Notepad

File Edit Format View Help

	PAIEMENT PAR DEPARTEMENT : 2019/01/29	PTAZZA	BAR CUPOLA	CHAMBRES	BANQUET	TABAGIE	TOTAL
New Ctrl+N		103.75	156.37	0.00	0.00	65.40	325.52
Open... Ctrl+O		0.00	0.00	0.00	0.00	0.00	0.00
Save Ctrl+S		565.69	927.24	0.00	0.00	0.00	1492.93
Save As... Ctrl+S		75.57	135.23	0.00	0.00	0.00	210.80
Print... Ctrl+P		0.00	500.51	0.00	0.00	0.00	507.12
Exit		0.00	66.05	0.00	0.00	0.00	66.91
AMEX 0.00		239.83	281.34	0.00	0.00	0.00	521.17
Pourboire 0.00		35.18	35.42	0.00	0.00	0.00	70.60
INTERAC 0.00		77.91	95.86	0.00	0.00	0.00	173.77
Pourboire 0.00		17.93	12.50	0.00	0.00	0.00	30.43
COUP. VERT 0.00		5.00	0.00	0.00	0.00	0.00	5.00
Pourboire 0.00		0.00	0.00	0.00	0.00	0.00	0.00
CHAMBRE 16.61		2880.52	2333.56	1204.03	13194.73	38.72	19932.44
Pourboire 0.50		272.36	309.35	139.05	0.00	1.00	763.26
PANNE VISA 0.00		63.68	0.00	0.00	0.00	0.00	63.68
Pourboire 0.00		8.78	0.00	0.00	0.00	0.00	8.78
PANE MASTE 0.00		0.00	0.00	68.09	0.00	15.65	83.74
Pourboire 0.00		0.00	0.00	8.88	0.00	0.00	8.88
D/RECEPTION 0.00		0.00	186.23	0.00	0.00	39.88	226.11
Pourboire 0.00		0.00	24.31	0.00	0.00	0.00	24.31
ADMIN 278.32		226.24	0.00	0.00	0.00	0.00	504.56
Pourboire 29.82		24.24	0.00	0.00	0.00	0.00	54.06

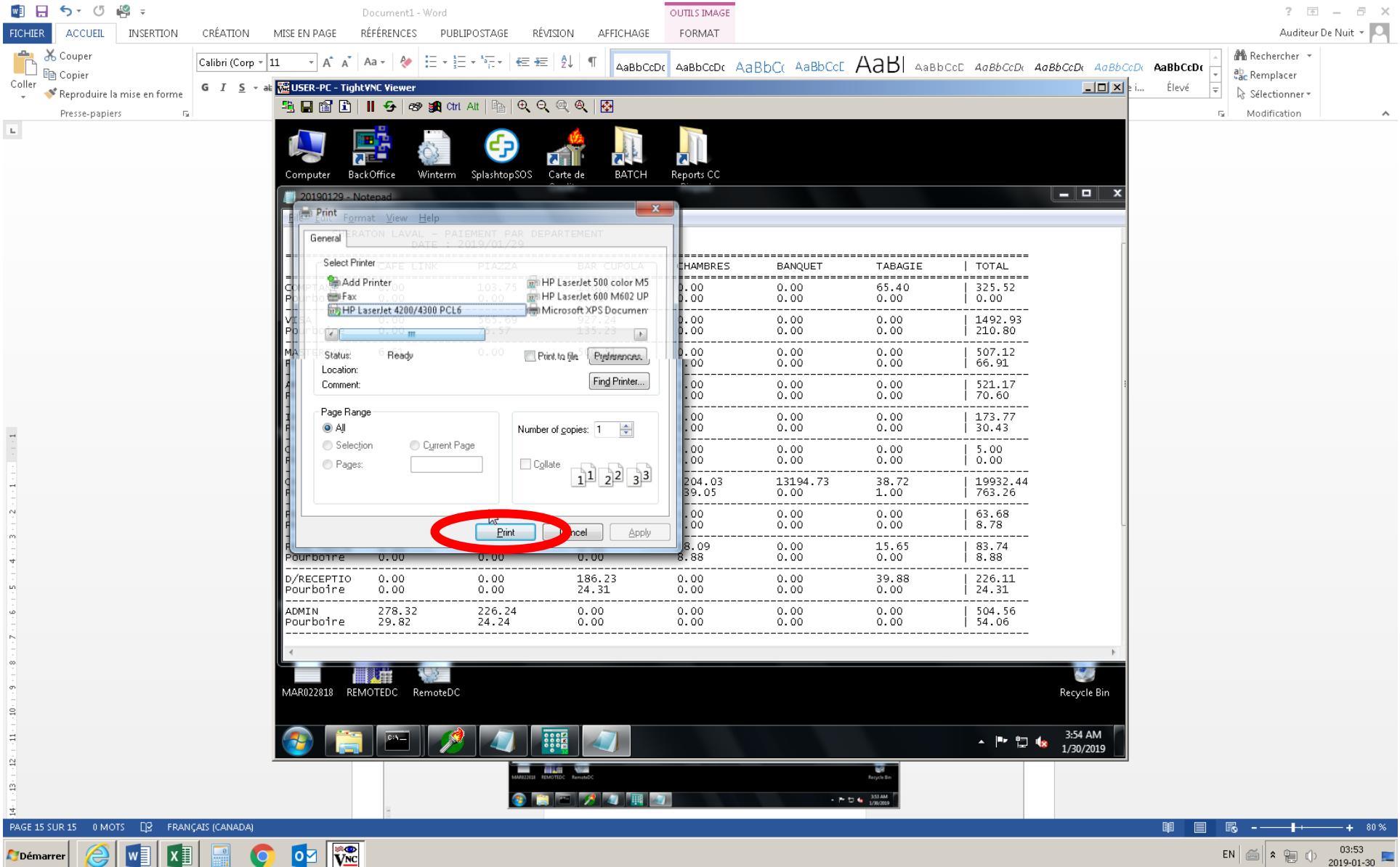
MAR022818 REMOTEDC RemoteDC Recycle Bin

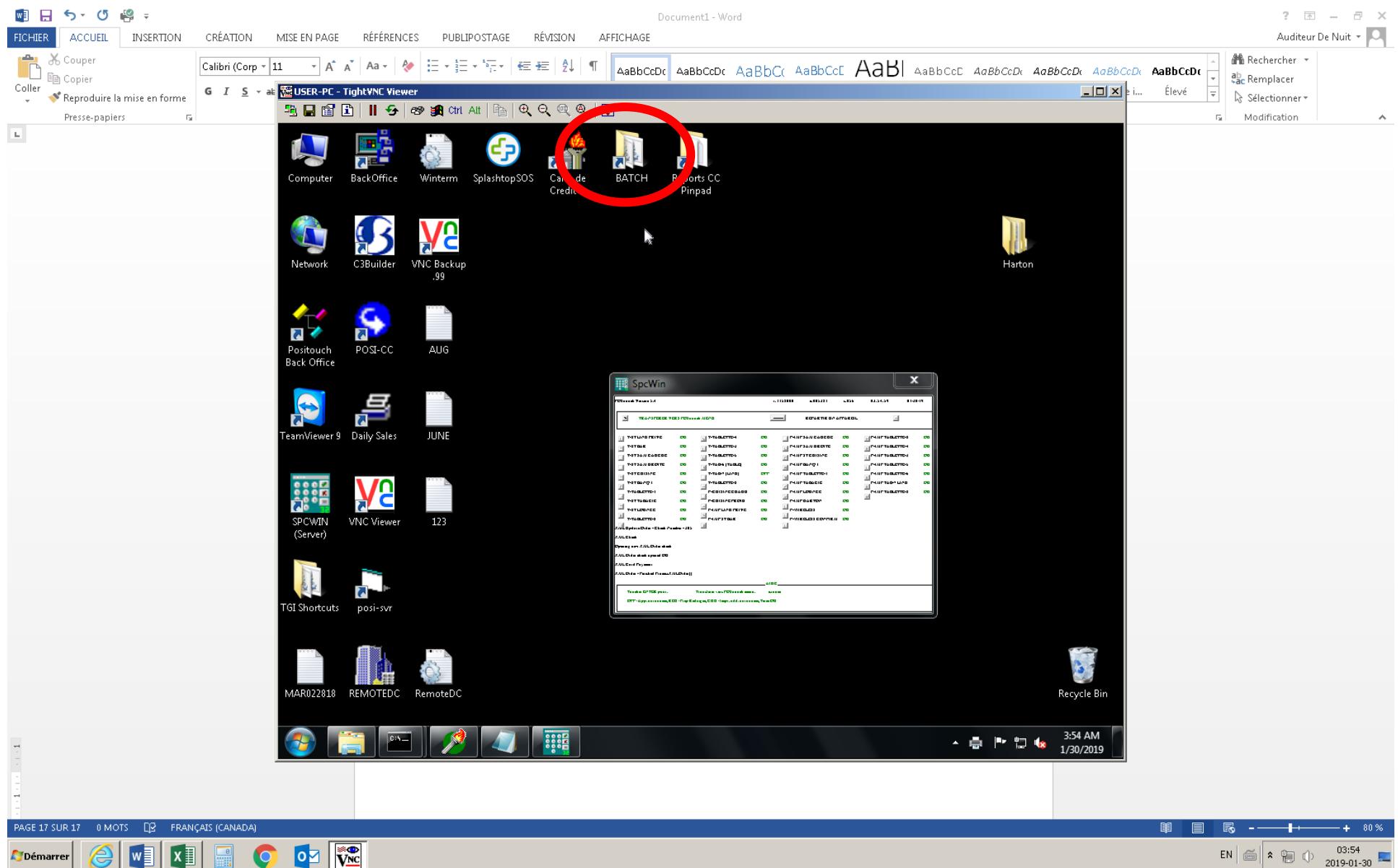
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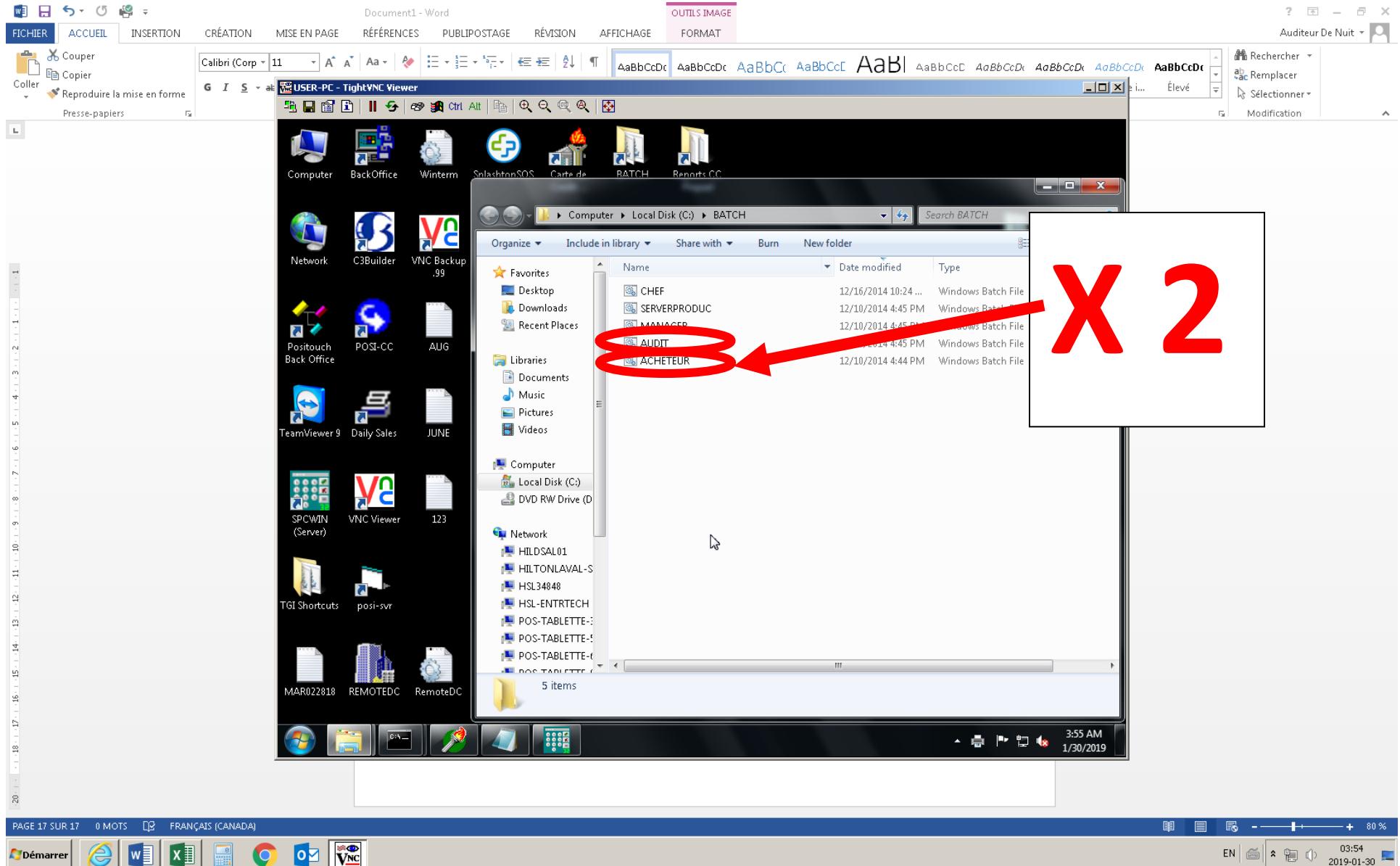
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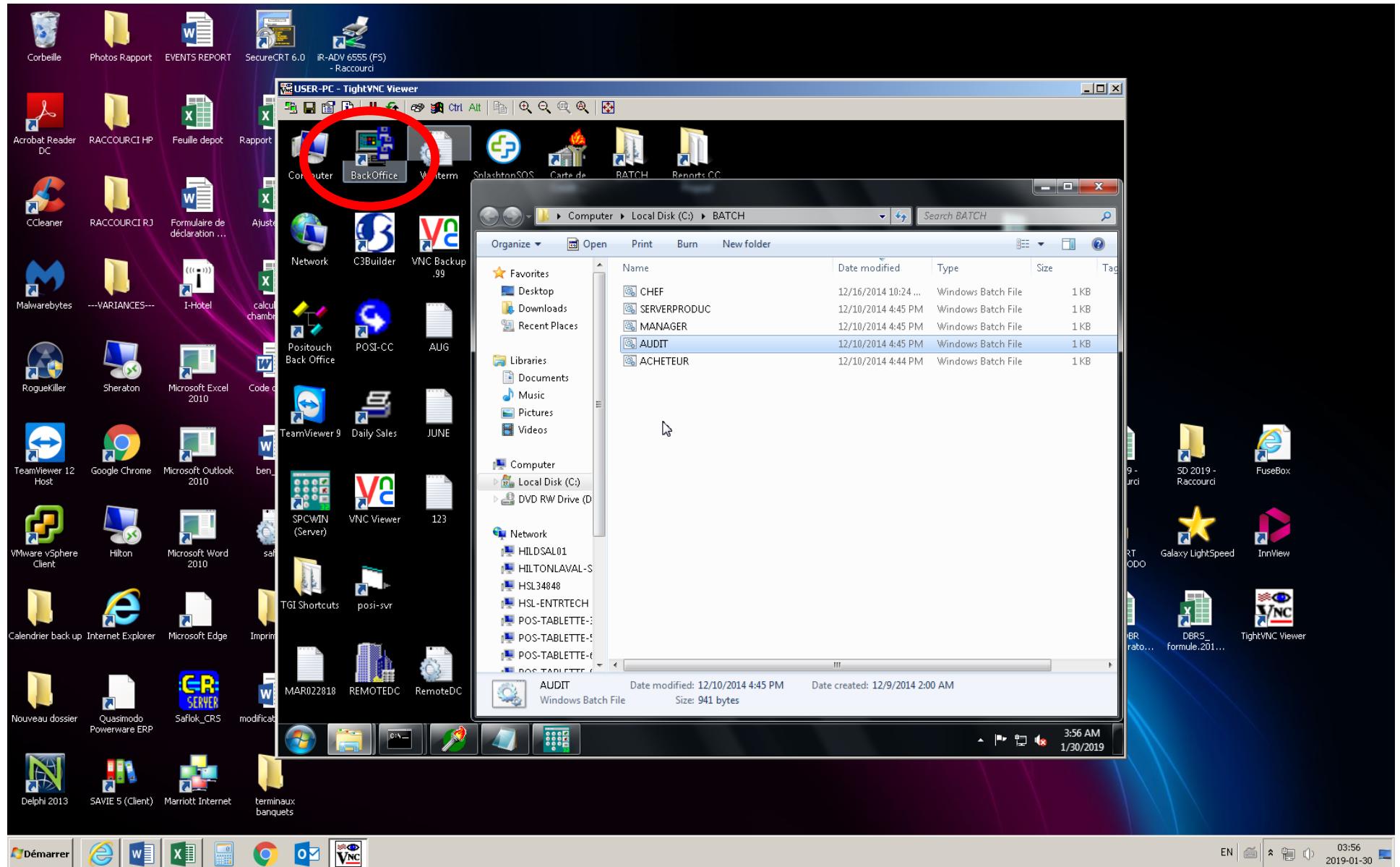
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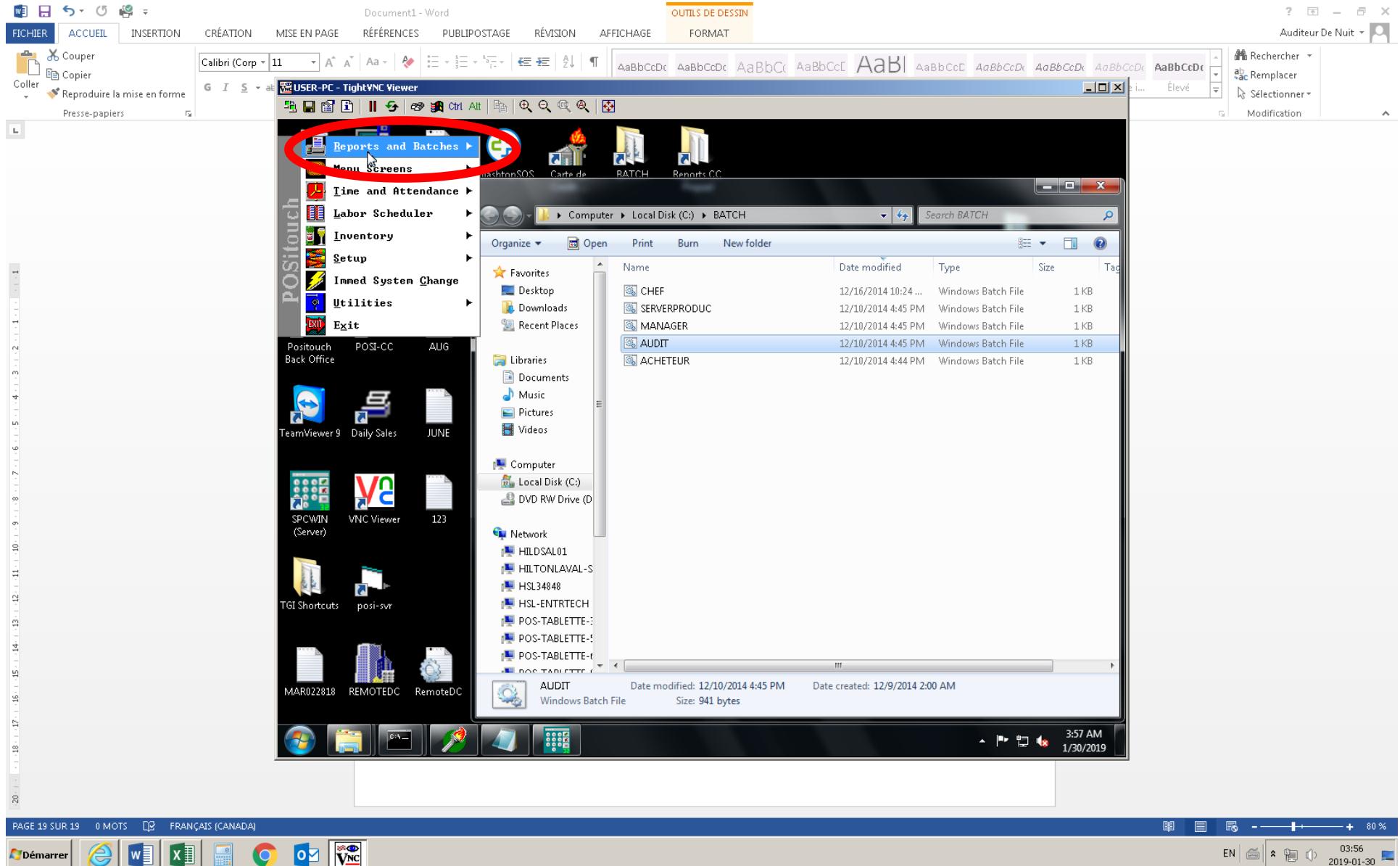
EN 03:53 2019-01-30 80 %

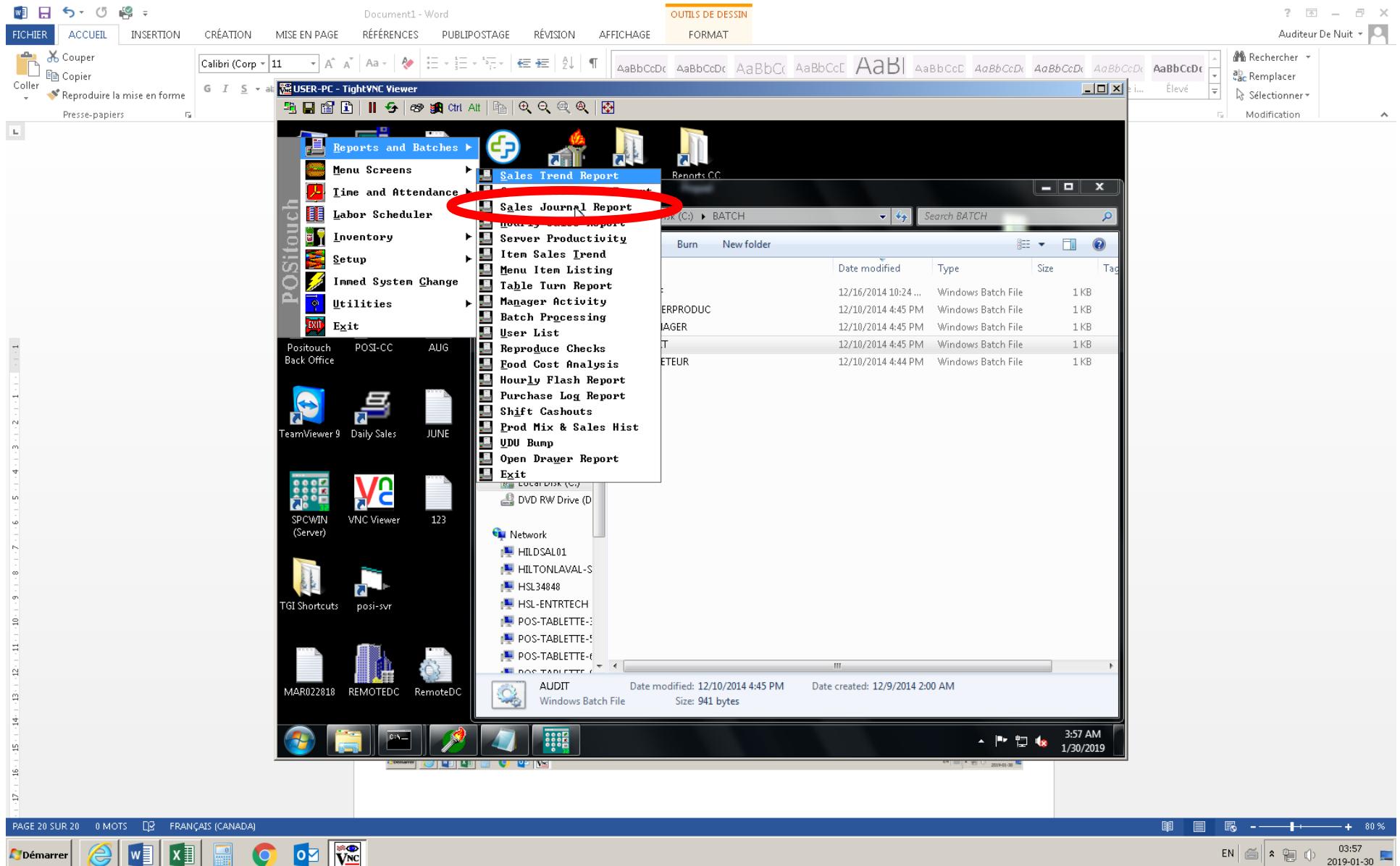


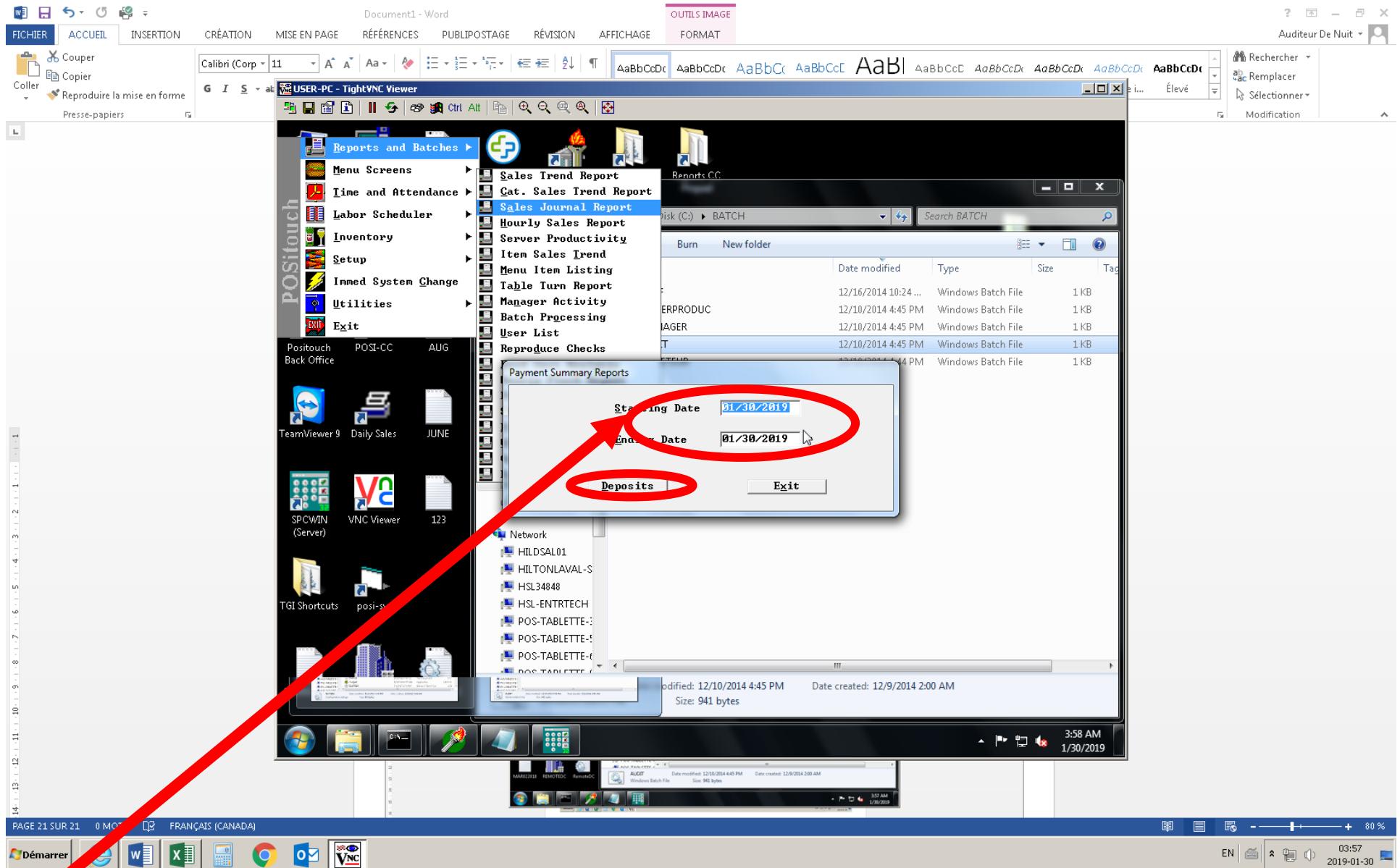




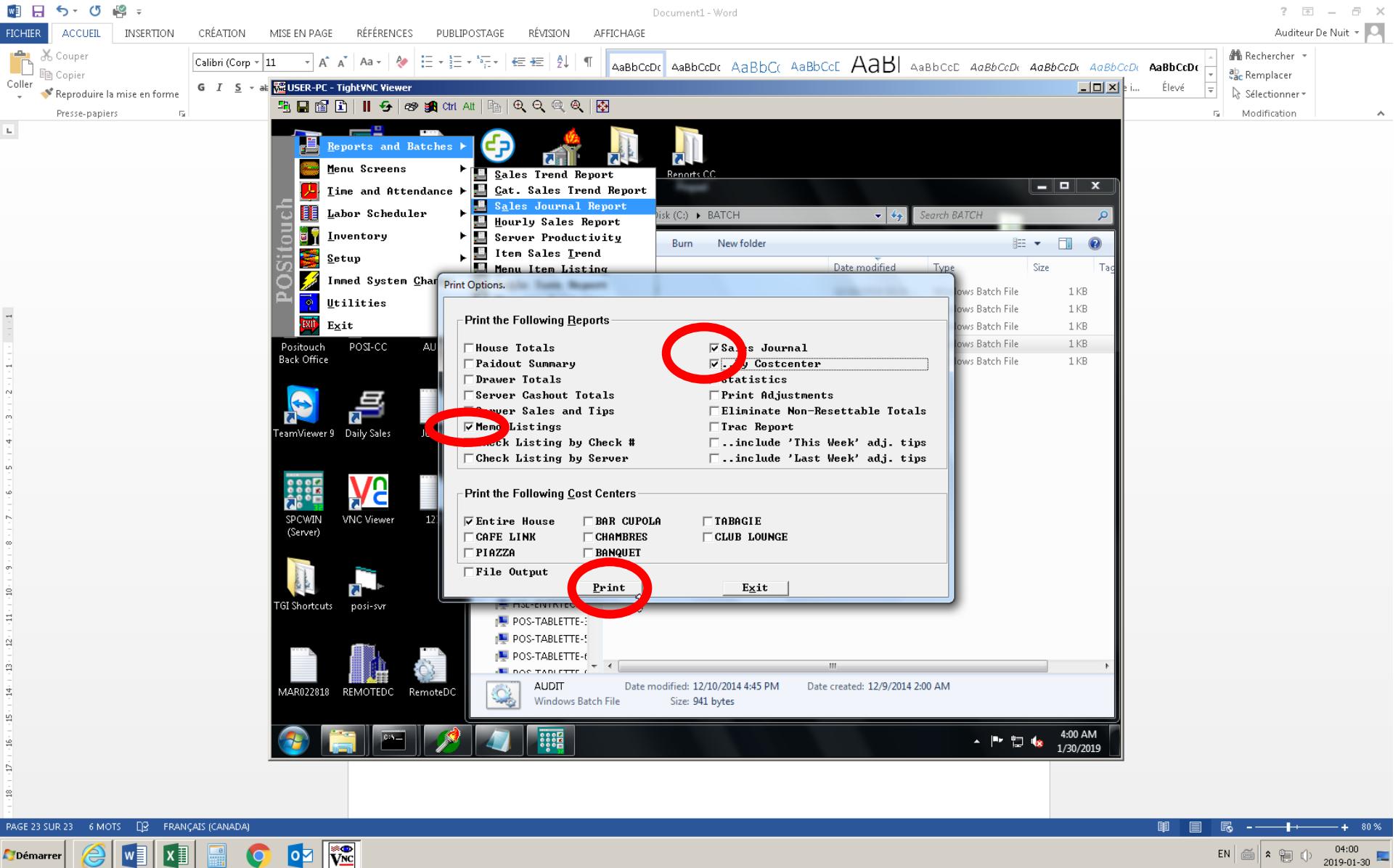


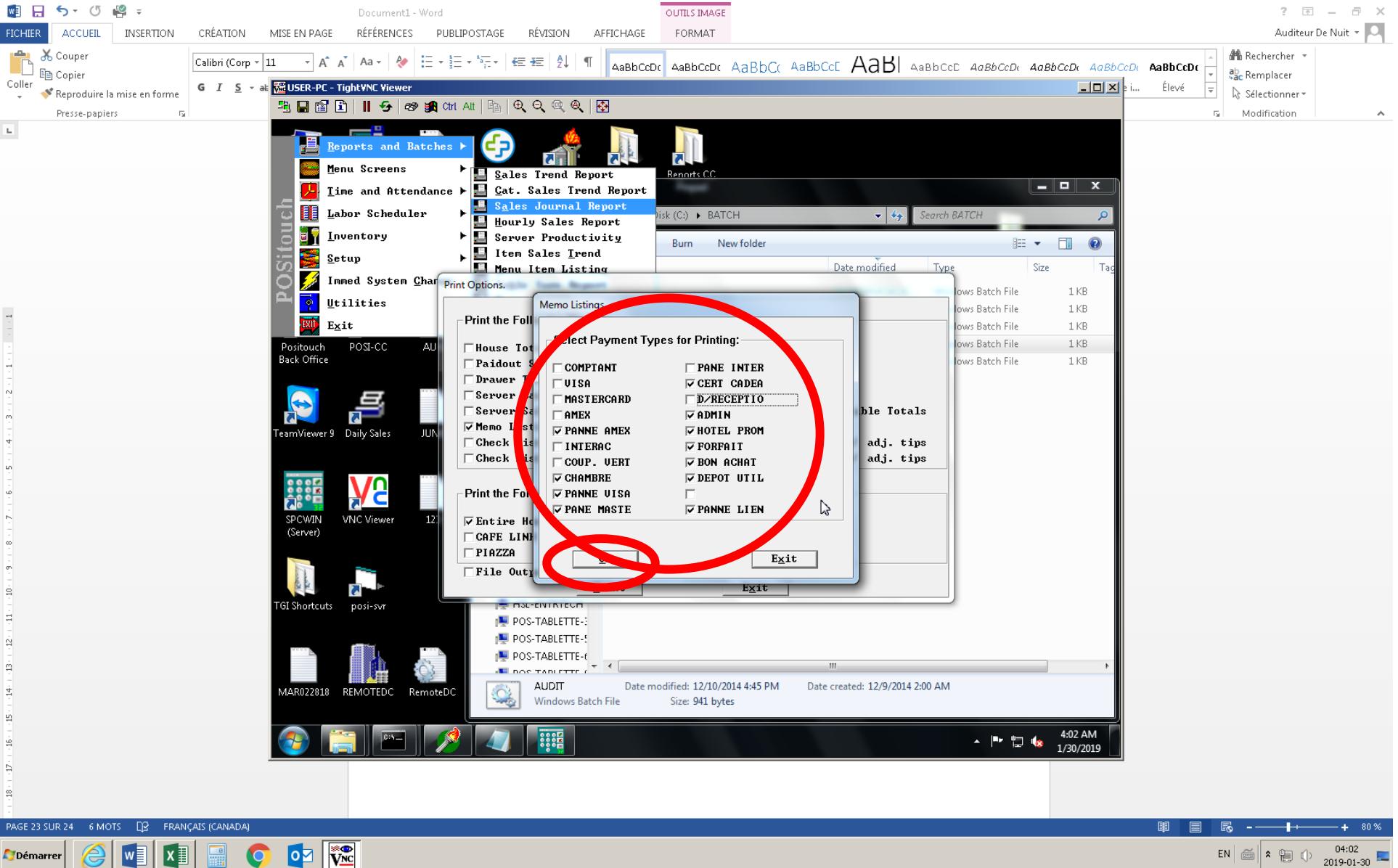


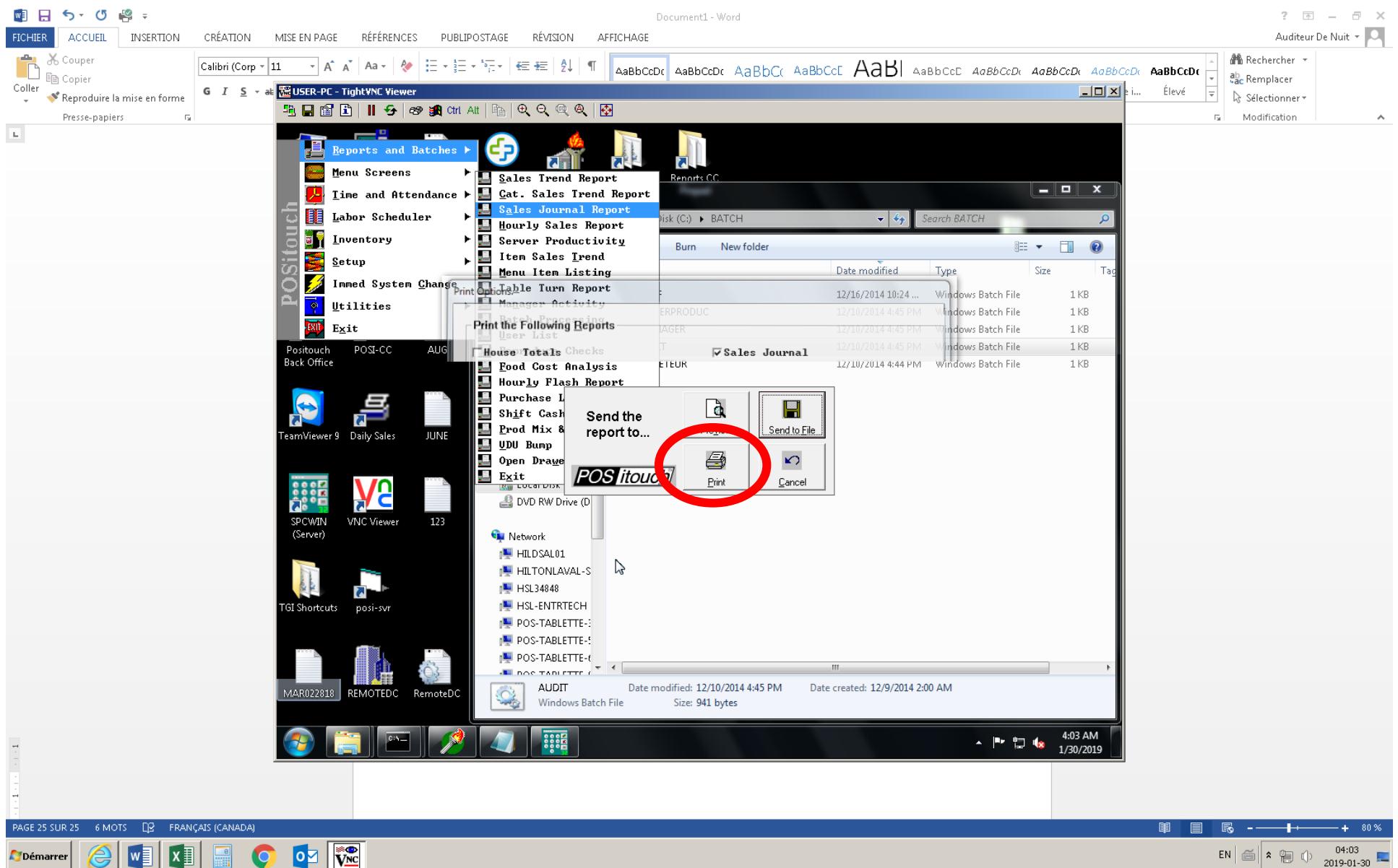


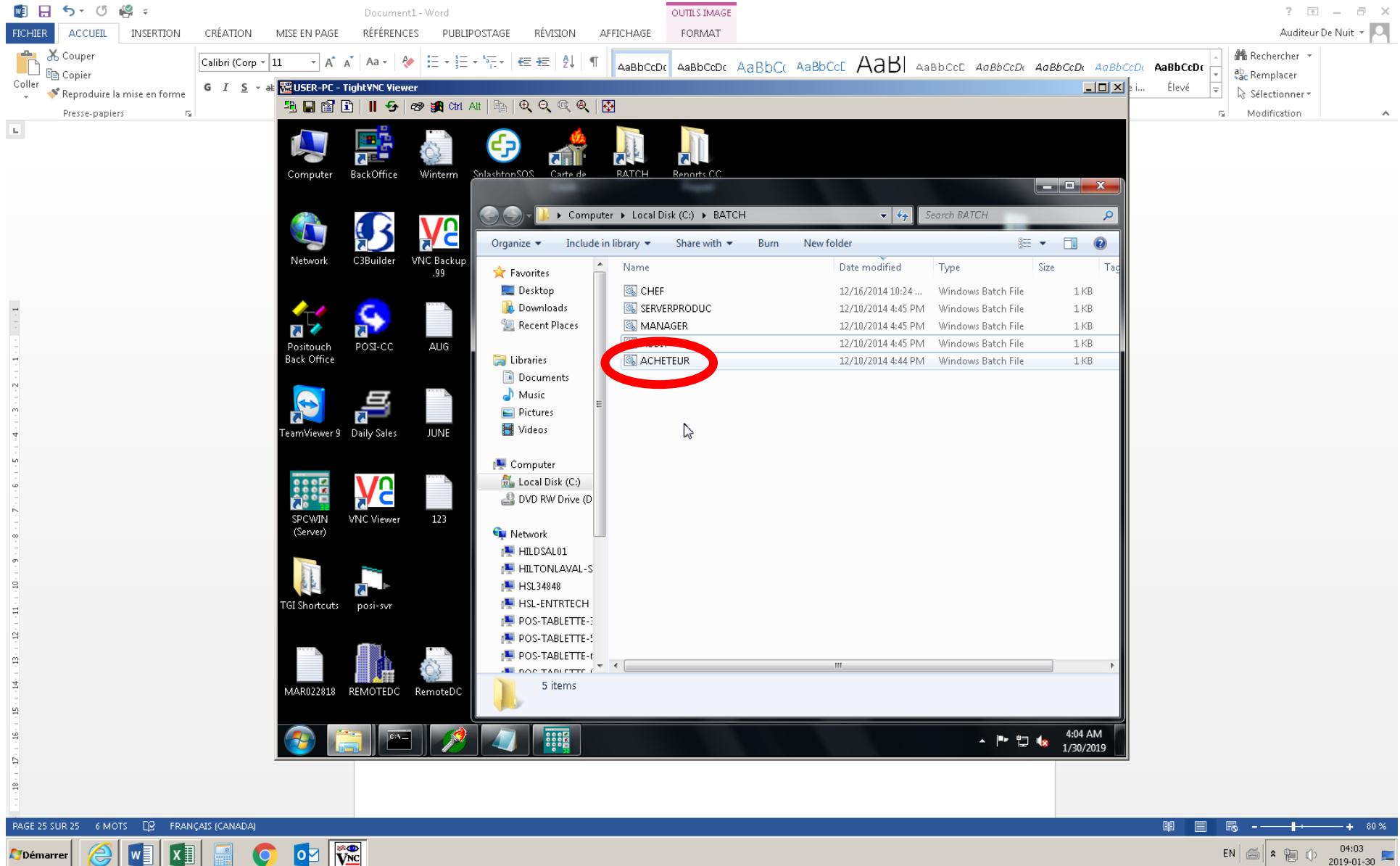


Changez pour la date avant audition









https://10.107.96.2:8443/?\_CMD=Login - LS Sheraton Laval YULLS - Internet Explorer

Welcome!

Sheraton Laval YULLS  
Benoit Malouin  
01-29-2019

Search by Code/Description

Output Type PDF

### Cashier Detail

Hotel 200858 - Sheraton Laval YULLS

Include All Users

User ID [ ]

\* Start Department Number 4 - Club Lounge

End Department Number 28 - Tabagie-Remanco  Include All Sub-Departments

\* Start Sub-Department [ ]

End Sub-Department -- Select Sub-Department(s) --

\* Summary / Detail Summary

Room Pool -- Select Room Pools(s) --

Room Type -- Select Room Type(s) --

Inter Hotel Postings Only

Include Posting Notation

Include Cancellations

Include Deposits Ledger Detail

Include AR Ledger Detail

\* Sort Order By Hotel Code, Room Number

Home - 200858 Report Workspace https://10.107.96.2:8443/lightspeed/StateController#

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Reset Card Swipe Get Card Swipe Status Release 10.1.0.0 Build 40352

Démarrer | EN | 04:04 2019-01-30