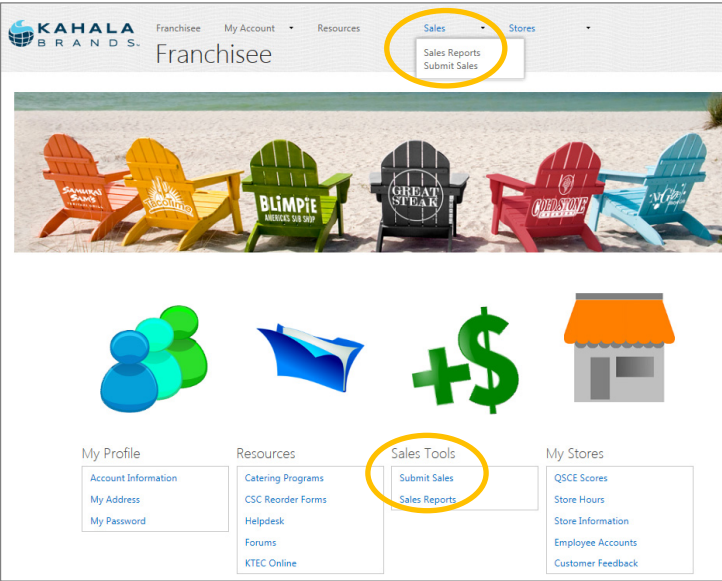


Here's how to...

# Report Sales to Kahala Brands

Report your sales in a timely manner. Monitor your reported sales **daily** as an added measure to ensure accuracy.

<p><b>Reporting Schedule</b></p>	<p>All stores must report sales by end-of-day on the day following the “end of week,” as defined by your brand (e.g., some brands define a “week” as Monday through Sunday). For any period in which sales have not been reported, Kahala will estimate the sales and charge royalties accordingly. You have the ability to edit sales on a daily basis.</p>																																												
<p><b>for Store Closures</b></p>	<p>You are responsible for verifying or marking your store as “closed” in the case of holidays, weekends, catastrophes, etc. If a store is closed, the closure must be reported to avoid estimates and fines. Consult with your AD/RDO for details.</p>																																												
<p><b>Accessing Sales Reporting on the Franchisee Portal</b></p> <p><i>If your store list is empty, contact your Kahala account rep</i></p>	<p>To access the “<b>Submit Sales</b>” option in the <b>Franchisee Portal</b> (<a href="https://portal.kahalamgmt.com/sites/franchisee">https://portal.kahalamgmt.com/sites/franchisee</a>), follow these steps:</p> <ol style="list-style-type: none"> <li>1. Select <b>Sales</b> from the top menu to reveal the drop down menu and the <b>Submit Sales</b> option, or select Submit Sales from the quick links on the main page.</li> <li>2. From the list of store numbers linked to your account, select the store for which you are entering sales and click <b>Enter Sales</b> to open a screen with sales <i>editing</i> and <i>viewing</i> options (<b>note</b>: editing screens vary, depending on the brand).</li> <li>3. On the screen displaying the list of reporting periods and sales, past periods with missing sales are labeled as <b>est</b> (estimated). <b>You will be required</b> to report missing sales for the oldest period before being allowed to enter current sales (click on <b>Edit</b> link). Select <b>View</b> to view sales for a period.</li> <li>4. Enter the actual sales from the Register Report into the <b>Daily Net Sales</b> field.</li> </ol>  <p>Please select a store to enter the sales for:      10000 - US HWY 1 <input type="button" value="Enter Sales"/></p> <table border="1" data-bbox="1019 1228 1263 1381"> <thead> <tr> <th>Date</th> <th>Daily Net Sales</th> <th>Tran Count</th> <th>Closed</th> </tr> </thead> <tbody> <tr><td>08/09/2010</td><td></td><td></td><td><input type="checkbox"/></td></tr> <tr><td>08/10/2010</td><td></td><td></td><td><input type="checkbox"/></td></tr> <tr><td>08/11/2010</td><td></td><td></td><td><input type="checkbox"/></td></tr> <tr><td>08/12/2010</td><td></td><td></td><td><input type="checkbox"/></td></tr> <tr><td>08/13/2010</td><td></td><td></td><td><input type="checkbox"/></td></tr> <tr><td>08/14/2010</td><td></td><td></td><td><input type="checkbox"/></td></tr> <tr><td>08/15/2010</td><td></td><td></td><td><input type="checkbox"/></td></tr> </tbody> </table> <table border="1" data-bbox="1284 1228 1521 1381"> <thead> <tr> <th>Period End</th> <th>Sales</th> </tr> </thead> <tbody> <tr><td><a href="#">View</a> 09/05/2010</td><td></td></tr> <tr><td><a href="#">View</a> 08/29/2010</td><td></td></tr> <tr><td><a href="#">Edit View</a> 08/22/2010</td><td>est</td></tr> <tr><td><a href="#">Edit View</a> 08/15/2010</td><td>est</td></tr> <tr><td><a href="#">View</a> 08/08/2010</td><td>\$15.00</td></tr> </tbody> </table> <p><input type="button" value="Save"/>  <small>Before you make a final submission, you can review your entries</small></p>	Date	Daily Net Sales	Tran Count	Closed	08/09/2010			<input type="checkbox"/>	08/10/2010			<input type="checkbox"/>	08/11/2010			<input type="checkbox"/>	08/12/2010			<input type="checkbox"/>	08/13/2010			<input type="checkbox"/>	08/14/2010			<input type="checkbox"/>	08/15/2010			<input type="checkbox"/>	Period End	Sales	<a href="#">View</a> 09/05/2010		<a href="#">View</a> 08/29/2010		<a href="#">Edit View</a> 08/22/2010	est	<a href="#">Edit View</a> 08/15/2010	est	<a href="#">View</a> 08/08/2010	\$15.00
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<p><b>Transaction Counts</b></p>	<p>Next to the Daily Net Sales fields are the Transaction Count fields, used for reporting your total transaction count (i.e., the daily number of orders/tickets). If available from your register report, please manually enter this information.</p>																																												
<p><b>One Final Check</b></p>	<p>As a final step before submitting sales, confirm the totals in the <b>review screen</b>. If any of the information is incorrect, click <b>Edit Your Sales</b> and re-enter the data. If correct, re-enter the total for the week and click <b>Submit</b>. Once sales have been submitted they are considered “locked,” and to make further changes, you will need to contact your Kahala account rep.</p>																																												
<p><b>New Sales Reports</b></p>	<p>To access reports such as Franchisee Statements (sales/royalty/advertising data), Debit Notices, Company Rankings, Sales Comparisons, select the “<b>Sales Reports</b>” option from the <b>Sales</b> menu on top or click on the <b>Sales Reports</b> quick links in the middle of the page. Follow the prompts to access reports for your store.</p>																																												
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