

Here's how to...

Report Sales to Kahala using the Sales Reporting Interface

You are required to report sales *weekly*, but it is a great practice for you to monitor your reported sales *daily*.

<p>Reporting Schedule</p> <p><i>for entering, verifying or correcting online sales reported</i></p>	<p>All stores must report sales by end-of-day Monday, after the "end of week" (all non-Cold Stone Creamery Kahala brands define a "week" as Monday through Sunday).</p> <p>For any period in which sales have not been reported, Kahala will estimate the sales and charge royalties accordingly. After the Monday after the week ends, sales are "locked." Once locked, you will need to contact your Kahala account rep to make further changes. Keep in mind you have the ability to edit sales on a daily basis.</p>																																																		
<p>for Store Closures</p>	<p>You are now 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.</p>																																																		
<p>Accessing Sales Reporting on the Franchisee Portal</p> <p><i>If your store list is empty, contact your Kahala account rep</i></p>	<p>To access the online Sales Reporting Interface follow the steps below:</p> <ol style="list-style-type: none"> Log into the franchisee portal for your brand. <ul style="list-style-type: none"> franchisee.blimpie.com franchisee.cereality.com franchisee.frullati.com franchisee.johnniesnypizza.com franchisee.nrgizejuice.com franchisee.ranch1.com franchisee.rollerz.com franchisee.samuraisams.net franchisee.surfcitysqueeze.com franchisee.tacotime.com franchisee.thegreatsteak.com Select Report Sales from the top menu to display the list of all store numbers linked to your account and select your location. <div data-bbox="750 1045 1507 1115"> </div> Select the store for which you are entering sales and click the Enter Sales button to open a screen with sales <i>editing</i> and <i>viewing</i> options (<i>note</i>: editing screens vary, depending on the brand). <div data-bbox="750 1234 1495 1314"> <p>Please select a store to enter the sales for:</p> <p>10000 - US HWY 1 <input type="button" value="Enter Sales"/></p> </div> At the screen displaying the list of reporting periods and sales, note that periods with missing sales are labeled with <i>est</i> (estimated). You will be required to report sales (click on Edit link) for reporting periods that contain "est" before being allowed to enter sales for other periods. Select View to view sales for a period. <div data-bbox="1195 1352 1495 1535"> <table border="1"> <thead> <tr> <th></th> <th>Period End</th> <th>Sales</th> </tr> </thead> <tbody> <tr> <td>View</td> <td>09/05/2010</td> <td></td> </tr> <tr> <td>View</td> <td>08/29/2010</td> <td></td> </tr> <tr> <td>Edit View</td> <td>08/22/2010</td> <td>est</td> </tr> <tr> <td>Edit View</td> <td>08/15/2010</td> <td>est</td> </tr> <tr> <td>View</td> <td>08/08/2010</td> <td>\$15.00</td> </tr> </tbody> </table> </div> Enter the actual sales from the Register Report into the Daily Net Sales field. <div data-bbox="716 1558 1214 1921"> <table border="1"> <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><input type="text"/></td><td><input type="text"/></td><td><input type="checkbox"/></td></tr> <tr><td>08/10/2010</td><td><input type="text"/></td><td><input type="text"/></td><td><input type="checkbox"/></td></tr> <tr><td>08/11/2010</td><td><input type="text"/></td><td><input type="text"/></td><td><input type="checkbox"/></td></tr> <tr><td>08/12/2010</td><td><input type="text"/></td><td><input type="text"/></td><td><input type="checkbox"/></td></tr> <tr><td>08/13/2010</td><td><input type="text"/></td><td><input type="text"/></td><td><input type="checkbox"/></td></tr> <tr><td>08/14/2010</td><td><input type="text"/></td><td><input type="text"/></td><td><input type="checkbox"/></td></tr> <tr><td>08/15/2010</td><td><input type="text"/></td><td><input type="text"/></td><td><input type="checkbox"/></td></tr> </tbody> </table> <p><input type="button" value="Save"/></p> <p>Before you make a final submission, you can review your entries</p> </div> 		Period End	Sales	View	09/05/2010		View	08/29/2010		Edit View	08/22/2010	est	Edit View	08/15/2010	est	View	08/08/2010	\$15.00	Date	Daily Net Sales	Tran Count	Closed	08/09/2010	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	08/10/2010	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	08/11/2010	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	08/12/2010	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	08/13/2010	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	08/14/2010	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	08/15/2010	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
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Transaction Counts	<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>
One Final Check	<p>As a final step before submitting sales, a review screen will appear to give you one last opportunity to confirm the totals. Review the information. If incorrect, click Edit Your Sales and re-enter the data. If correct, re-enter the total for the week and click the Submit button.</p> <p>Once sales have been submitted they are considered "locked," and to make further changes, you will need to contact your Kahala account rep.</p>
New Sales Reports	<p>To access reports such as Franchisee Statements (sales/royalty/advertising data), Debit Notices, Company Rankings, Sales Comparisons, Month-Over-Month Percentages, follow these steps:</p> <ol style="list-style-type: none"> 1. Go to the new sales reporting interface 2. Select Sales Analysis from the top menu to display the list of available reports. Follow the prompts to access reports for your store. <div data-bbox="743 659 1498 800" style="border: 1px solid black; padding: 5px;">  <p>Kahala Home Report Sales Sales Analysis POS User Info Log Out Welcome to the Franchisee Portal!</p> </div>
Help!	<p>For accounting-related questions, please e-mail the accounting representative for your brand.</p> <p>Blimpie.....AcctRep.B@kahalamgmt.com Cereality.....AcctRep.CY@kahalamgmt.com Cold Stone Creamery.....AcctRep.CS@kahalamgmt.com Frullati.....AcctRep.F@kahalamgmt.com Great Steak.....AcctRep.GS@kahalamgmt.com Johnnies.....AcctRep.J@kahalamgmt.com NrGize.....AcctRep.NG@kahalamgmt.com Ranch 1.....AcctRep.1@kahalamgmt.com Rocky Mountain.....AcctRep.RM@kahalamgmt.com Rollerz.....AcctRep.R@kahalamgmt.com Samurai Sam's.....AcctRep.SS@kahalamgmt.com Surf City Squeeze.....AcctRep.S@kahalamgmt.com TacoTime.....AcctRep.TT@kahalamgmt.com Tim Horton's.....AcctRep.TH@kahalamgmt.com Wafflo.....AcctRep.W@kahalamgmt.com</p> <p>For POS-related questions, contact the Kahala Help Desk at 877-811-3811 or go to www.poshelpnow.com.</p>