COSTCO Vouchers
FOCUS Instructions

The Costco voucher has been added to the register(s). Use the below instructions for ringing instructions, reimbursement, and sales reporting information.

Ringing and Reporting

Costco vouchers are redeemed as cash and good for one free Like It Create Your Own. The vouchers can also be used toward the purchase of another item; e.g. cakes, shakes, other ice cream. No money is given back if full amount of voucher is not used. At the end of the evening $1.00 for each voucher needs to be removed from net sales to avoid royalties on full voucher amount. All vouchers and a Monthly PLU report need to be sent to Kahala for reimbursement and auditing purposes. This must be done monthly.

To Redeem Voucher(s)	To Remove from Net Sales
1. Sign on to register as cashier 2. Ring item(s) 3. Touch Cash 4. Enter 3.50 for each voucher and press OK 5. Repeat if needed 6. Receive additional funds if applicable 7. Print a receipt and staple to voucher 8. Place receipt/voucher in cash drawer *There is a $2.50 reimbursement for each voucher with a stapled receipt*	1. Count Costco Vouchers 2. Sign on to register with a manager access code 3. Touch All Payments 4. Touch Costco Voucher 5. Enter Price and OK *Price is the # of vouchers multiplied by $1.00* 6. Touch CASH 7. Touch OK 8. Touch Print
To Run a Daily Sales Report	**Sales Reporting**
1. Touch Wrench (to access setup) 2. Touch Setup 3. Enter Access Code, Touch OK 4. Touch Reports, Touch Daily Sales 5. Select Start and End Dates (a month date range) 6. Touch OK, *Report will display* 7. Touch pdf icon and save report to desktop 8. Close FOCUS, open report and print Send monthly report and vouchers to Kahala	1. The Costco Voucher PLU reports to CS - CostcoVch 2. You must use the Costco Voucher key at the register to avoid royalties on the full $3.50 (when removing from Net Sales) 3. The $amount removed using the Costco Voucher key will be Combined with the coupon amount in the Sales Reporting Interface
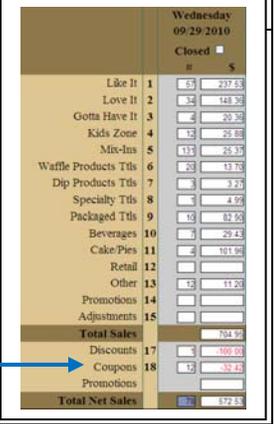
Monthly Submission Instructions:
1. All vouchers with stapled receipt
   There will not be a reimbursement for vouchers without an attached receipt
2. Monthly PLU report
   (or correct time period for reimbursement)
3. Monthly tracking sheet with store number
Send to:
Kahala
Sara Schmillen
9311 E. Via de Ventura,
Scottsdale, AZ. 85258
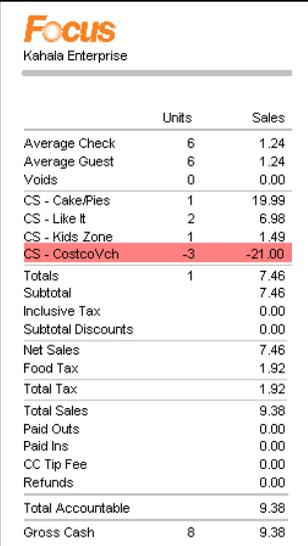
The number of vouchers received should match the Sales $amount, not the units