

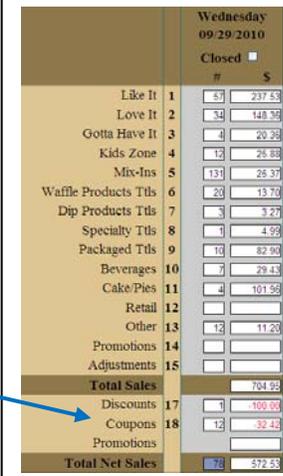
# COSTCO Vouchers

## MWS POS Instructions



### Ringling and Reports

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.

<p><b>To Redeem Voucher(s)</b></p> <ol style="list-style-type: none"> <li>1. Sign on to register with cashier number</li> <li>2. Ring item(s)</li> <li>3. Press SUBTOTAL</li> <li>4. Enter 3.50 for each voucher and press CASH</li> <li>5. Receive additional funds if applicable <i>**If redeeming a gift card in same transaction the gift card will need to be redeemed first</i></li> <li>6. Print a receipt and staple to voucher</li> <li>7. Place receipt/voucher in cash drawer <i>There is a \$2.50 reimbursement for each voucher with a stapled receipt</i></li> </ol>	<p><b>To Remove from Net Sales</b></p> <ol style="list-style-type: none"> <li>1. Count Costco Vouchers received</li> <li>2. Sign on to register with cashier number</li> <li>3. Sign on to register with manager number</li> <li>4. Enter \$amount (\$amount is the # of vouchers received multiplied by \$1.00) Example: 22 vouchers received <math>22 * 1.00 = \\$22.00</math></li> <li>5. Press COSTCO VCHR</li> <li>6. Press SUBTOTAL, negative \$amount will display</li> <li>7. Press <b>CASH</b></li> </ol>																																																																																												
<p><b>To Run PLU Report</b></p> <ol style="list-style-type: none"> <li>1. Open MWS</li> <li>2. Select Reports from tool bar</li> <li>3. Select Enhanced Reports from drop down <i>MWS Corporate reporter opens</i></li> <li>4. Select Close</li> <li>5. Select Reports from tool bar</li> <li>6. Select PLU Sales report from drop down</li> <li>7. Select Start and End Date (month date range)</li> <li>8. Select Report, <i>Report will display</i></li> <li>9. Select Print and OK</li> <li>10. Save report to desktop</li> <li>11. Report will open in .pdf format</li> <li>12. Print Report and Close MWS</li> <li>13. Send monthly report and vouchers to Kahala</li> </ol>	<p><b>Sales Reporting</b></p> <ol style="list-style-type: none"> <li>1. The COSTCO VCHR PLU reports to Coupons</li> <li>2. You must use the COSTCO VCHR key at the register to avoid royalties on the full \$3.50</li> <li>3. The \$amount removed using the COSTCO VCHR key will be combined with the coupon amount in the Sales Reporting Interface</li> </ol>  <table border="1"> <thead> <tr> <th colspan="2"></th> <th colspan="2">Wednesday 09/29/2010</th> </tr> <tr> <th colspan="2"></th> <th colspan="2">Closed</th> </tr> <tr> <th colspan="2"></th> <th>#</th> <th>\$</th> </tr> </thead> <tbody> <tr><td>Like It</td><td>1</td><td>51</td><td>237.55</td></tr> <tr><td>Love It</td><td>2</td><td>34</td><td>148.56</td></tr> <tr><td>Gotta Have It</td><td>3</td><td>4</td><td>20.38</td></tr> <tr><td>Kids Zone</td><td>4</td><td>13</td><td>25.98</td></tr> <tr><td>Mix-Ins</td><td>5</td><td>131</td><td>26.37</td></tr> <tr><td>Waffle Products Tds</td><td>6</td><td>20</td><td>13.70</td></tr> <tr><td>Dip Products Tds</td><td>7</td><td>3</td><td>3.27</td></tr> <tr><td>Specialty Tds</td><td>8</td><td>1</td><td>4.99</td></tr> <tr><td>Packaged Tds</td><td>9</td><td>13</td><td>82.96</td></tr> <tr><td>Beverages</td><td>10</td><td>7</td><td>29.45</td></tr> <tr><td>Cake/Pies</td><td>11</td><td>4</td><td>101.96</td></tr> <tr><td>Retail</td><td>12</td><td></td><td></td></tr> <tr><td>Other</td><td>13</td><td>12</td><td>11.20</td></tr> <tr><td>Promotions</td><td>14</td><td></td><td></td></tr> <tr><td>Adjustments</td><td>15</td><td></td><td></td></tr> <tr><td><b>Total Sales</b></td><td></td><td></td><td>704.95</td></tr> <tr><td>Discounts</td><td>17</td><td>1</td><td>100.00</td></tr> <tr><td>Coupons</td><td>18</td><td>12</td><td>32.42</td></tr> <tr><td>Promotions</td><td></td><td></td><td></td></tr> <tr><td><b>Total Net Sales</b></td><td></td><td></td><td>572.53</td></tr> </tbody> </table>			Wednesday 09/29/2010				Closed				#	\$	Like It	1	51	237.55	Love It	2	34	148.56	Gotta Have It	3	4	20.38	Kids Zone	4	13	25.98	Mix-Ins	5	131	26.37	Waffle Products Tds	6	20	13.70	Dip Products Tds	7	3	3.27	Specialty Tds	8	1	4.99	Packaged Tds	9	13	82.96	Beverages	10	7	29.45	Cake/Pies	11	4	101.96	Retail	12			Other	13	12	11.20	Promotions	14			Adjustments	15			<b>Total Sales</b>			704.95	Discounts	17	1	100.00	Coupons	18	12	32.42	Promotions				<b>Total Net Sales</b>			572.53
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**Monthly Submission Instructions:**

1. All vouchers with stapled receipt  
*There will no reimbursements without an attached receipt*
2. Monthly PLU report (or correct time period for reimbursement)
3. Monthly tracking sheet with store number

**Send to:**

Kahala  
Layla Kasha  
9311 E. Via de Ventura  
Scottsdale, AZ. 85258

**PLU SALES REPORT FOR STORE 0001 (CSC)**  
From 10/10/2010 through 10/10/2010

PLU	Description	Sold Count	Total Sold
<i>Sub Group: 29 COUPON</i>			
900	CST VCHR	1	(\$22.00)
<b>TOTALS</b>		1	(\$22.00)

The numbers of vouchers received should match the Total Sold