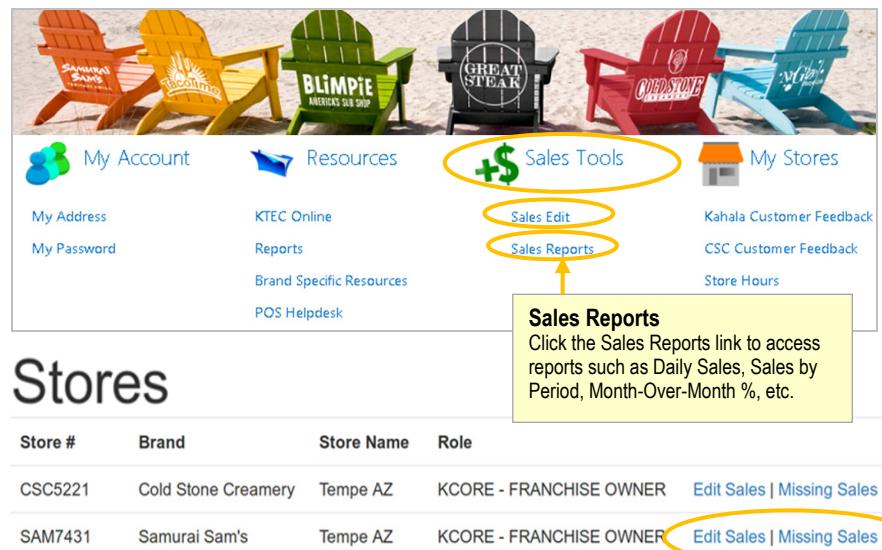
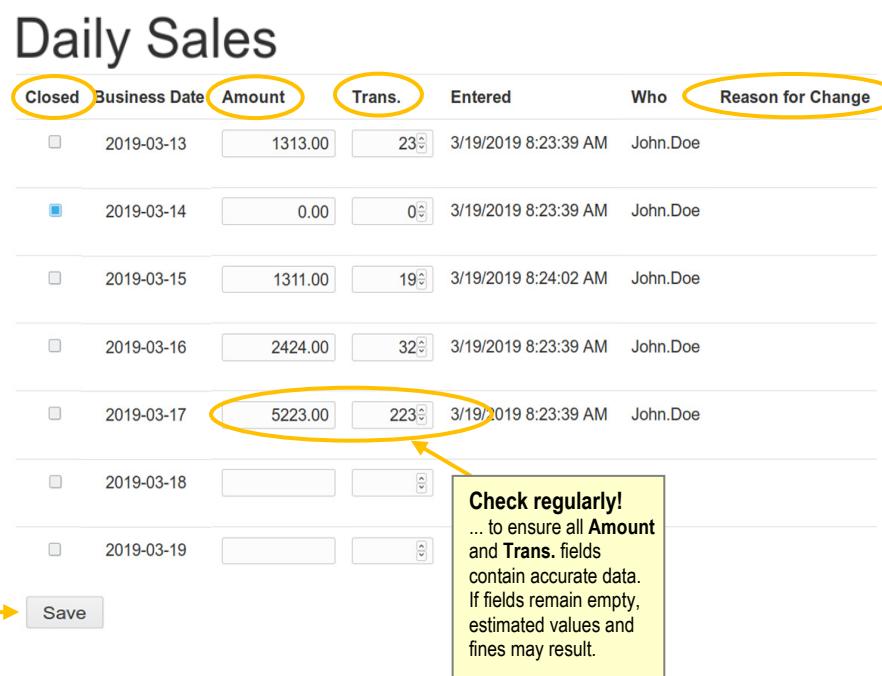


Here's how to...

Report & Review Sales Using the Franchisee Portal

Reporting Schedule	<p>Stores must report sales according to the time and frequency outlined in the franchise agreement (e.g., Samurai Sam's "week" starts Monday and ends Sunday, requiring sales to be reported each Monday for the previous week). Some POS systems report sales <i>automatically</i>, while others require franchisees to enter sales <i>manually</i>. Either way, it is a good practice to access the Kahala Sales Tools to monitor your sales and verify they are reported daily. For any period in which sales have not been reported, Kahala will estimate the sales and may charge fines and royalties accordingly.</p>
"Stores" screen Find Your Store <i>Empty store list? Contact your Kahala accounting rep</i>	<ol style="list-style-type: none"> Log into the Franchisee Portal: https://portal.kahalamgmt.com. Contact the Kahala Help Desk (877-811-3811) for login help. In the Sales Tools menu, select Sales Edit to reveal your store list. On the "Stores" screen, click the Edit Sales or Missing Sales link to reveal the "Daily Sales" screen where you will verify that the correct sales are entered into the Kahala database for that store and that day. <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> Keep Data Current/Accurate It is to your advantage to enter missing sales to correct any estimates that Kahala may have used for previous periods. </div> 
Daily Sales" screen Edit Sales or Report Missing Sales <i>Franchisees are responsible for marking stores Closed (holidays, catastrophes, etc.) and informing the AD/RDO/FDO. Report closures to avoid estimates and fines.</i> <i>Note that the Daily Sales screen shows sales only for the current reporting period.</i>	<ol style="list-style-type: none"> Review, enter, and/or correct sales in the Amount column, as needed, to ensure that each field contains accurate sales amounts. <ul style="list-style-type: none"> Changes made to existing sales in an Amount field require an entry in the Reason for Change field (far right column). In the Trans. column, enter total transaction counts (i.e., daily # of orders/tickets). Click Save to submit your adjustments or entries. → Save  <div style="border: 1px solid #ccc; padding: 5px; position: absolute; left: 50%; top: 50%; transform: translate(-50%, -50%);"> Check regularly! ... to ensure all Amount and Trans. fields contain accurate data. If fields remain empty, estimated values and fines may result. </div>
Help <i>Your AD/RDO/FDO is also a good resource</i>	<p>Accounting-related questions? Contact accountsreceivable@kahalamgmt.com.</p> <p>POS-related questions? Call 877-811-3811 or go to www.poshelpnow.com to reach the Kahala Help Desk.</p>