

Instructions on how to upload your Monthly Gross Sales report for Royalty and Marketing Dues

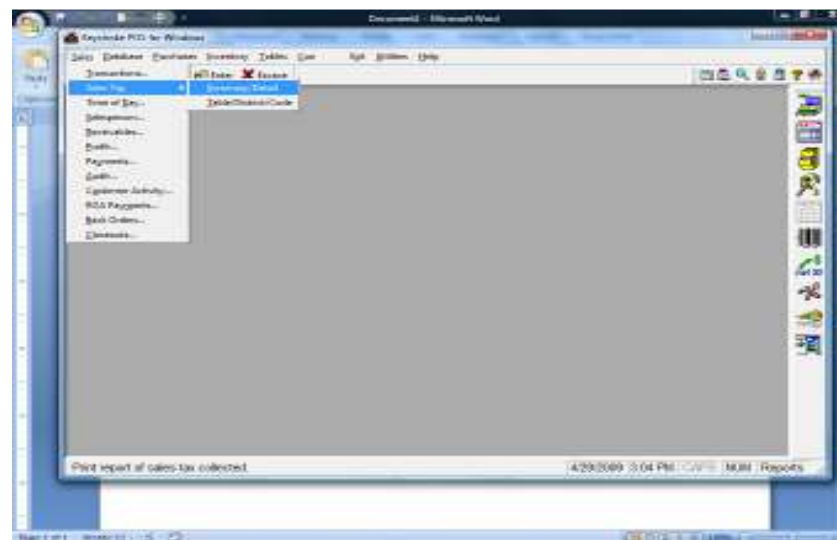
You will need to have a PDF convertor installed on your computer.

Please go to the following website to installed a free pdf printer: <http://www.primopdf.com/>

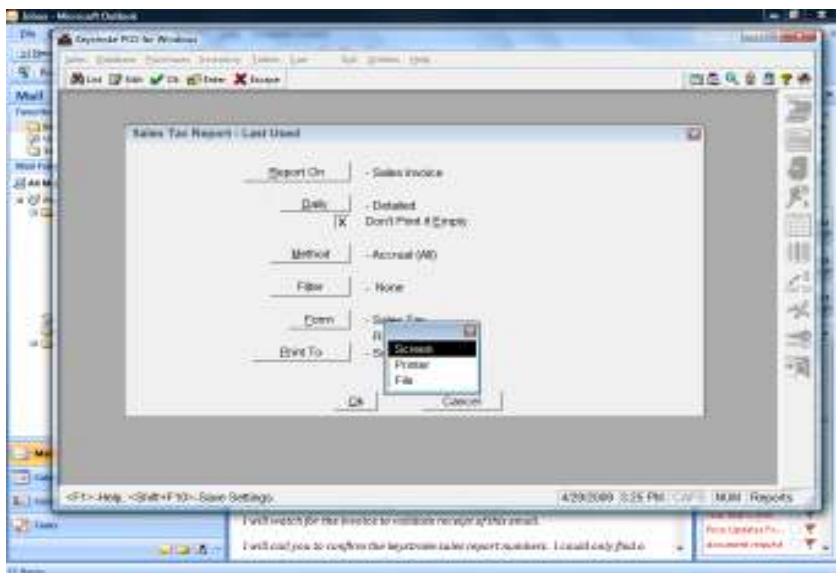
Choose the Download - Free and when the download box appears choose Run



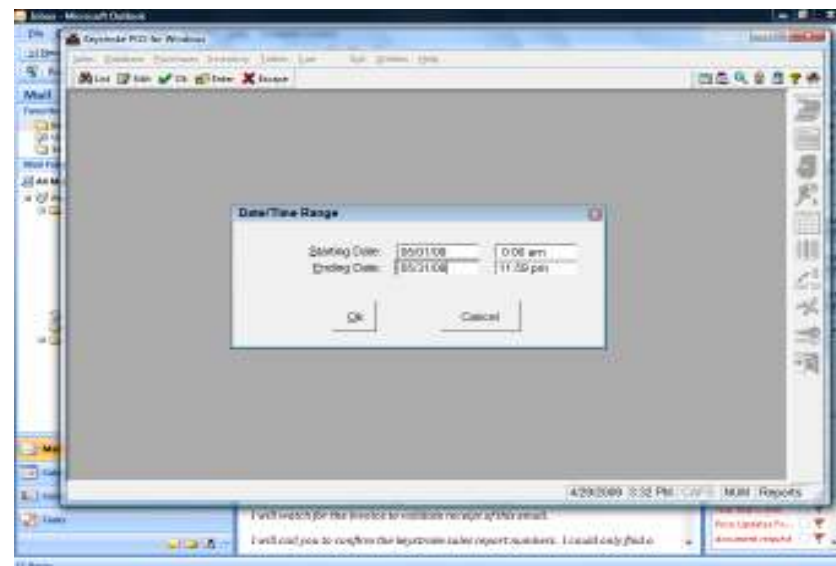
1) In Keystrokes, in the main menu click on Report Manager



2) On the Sales Field, go to Sales Tax and choose Summary/Detail



3) On the Sales Tax Report screen please choose print to Screen then Choose OK.



4) Choose the very first date of the month to the last date of the month.



5) Click on the Printer Icon and under select printer choose Primo Printer (You must installed the Primo PDF printer prior to doing this step)



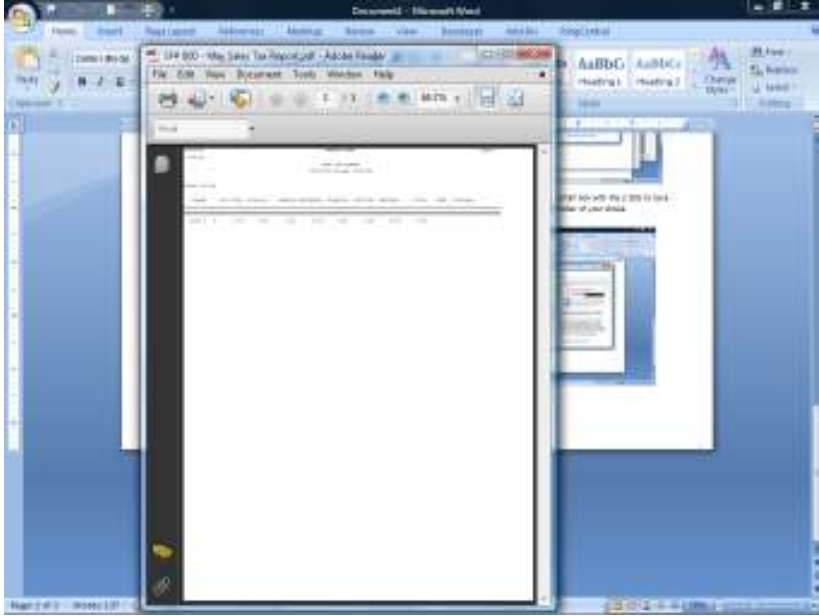
6) Under the Save As box, click on the small box with the 2 dots to save this file on your desktop or the file folder of your choice.



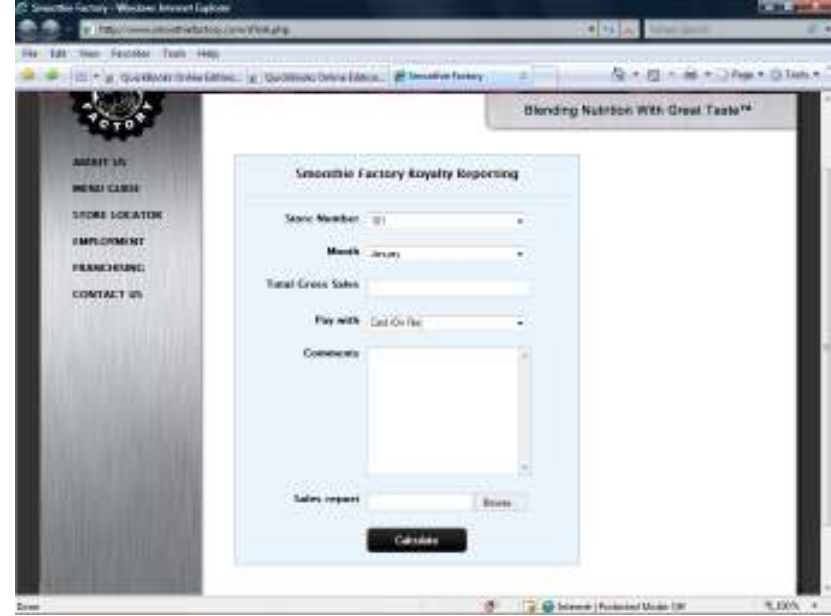
7) Make sure you save the file to your desktop or the easier place to find it later, save as SF-# Month Sales Tax Report



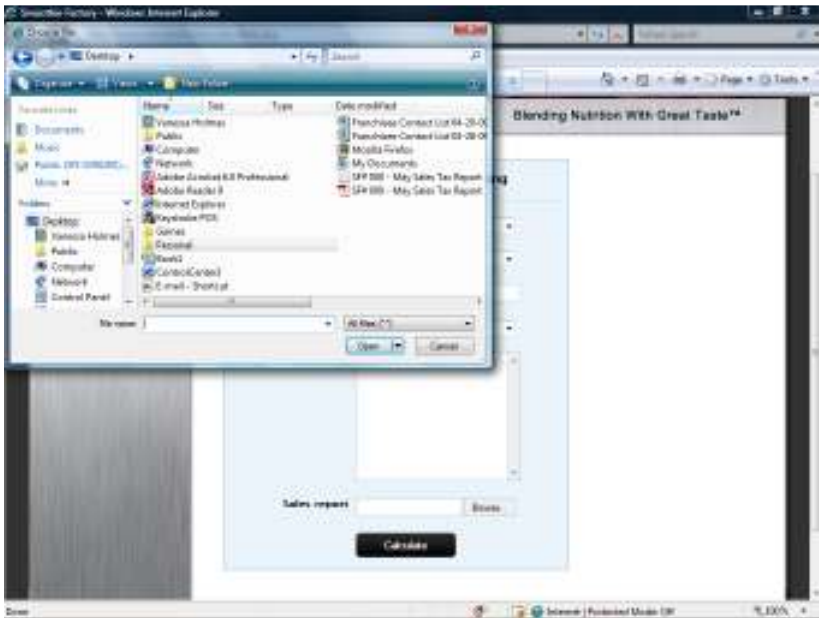
8) Click Create PDF



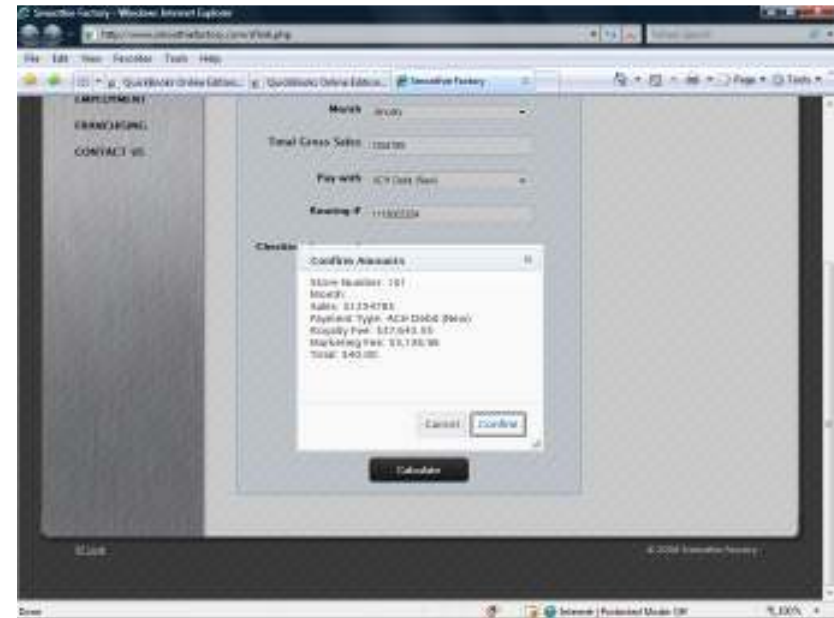
9) Your Sales Tax Report is now in PDF format and can be uploaded.



10) On the Sales report click Browse



11) Make sure you are on your browsing on your desktop, then choose the file you just saved, (SF-# May Sales Tax Report)



12) Click on the calculate button and make sure the calculations are correct. You will see a confirmation and will receive an email.