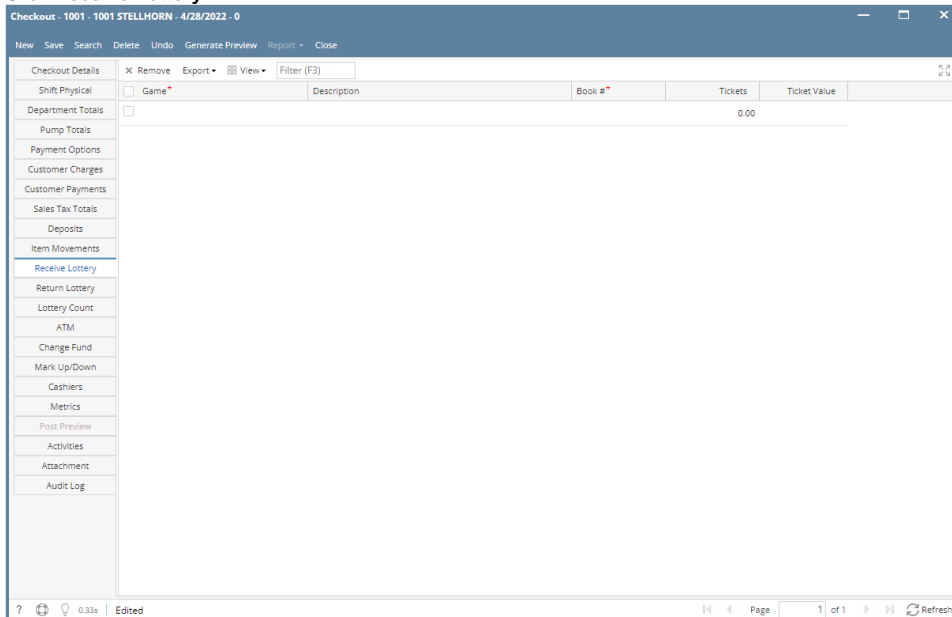


How to Receive Lottery Items

Receive Lottery screen is where the inventory item is received. This includes the book number and date when it was received.

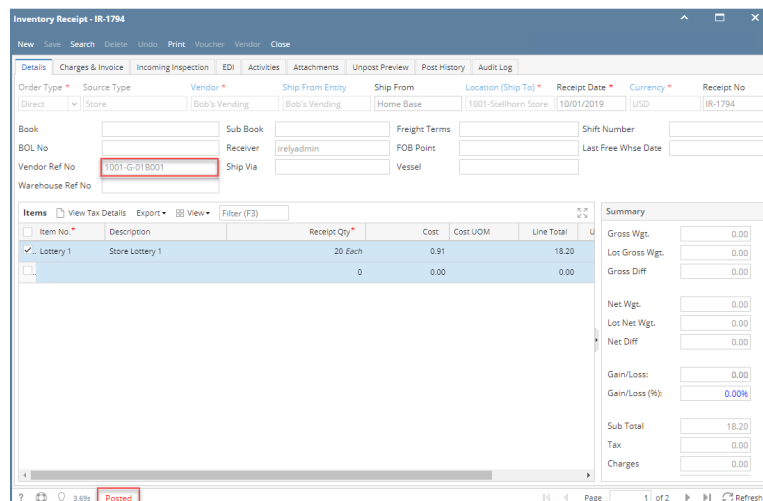
Here are the steps on how to create manual checkout:

1. Select a **Store**, see [how to create store](#).
2. Select a **Checkout Date**.
3. Enter **Shift No**, this should not be greater than the **Number of shifts in a day** setup in **Store**.
4. Select Checkout type: **Manual**
5. Click **Receive Lottery**



6. Enter the details needed on grid. Note that the **State** should be present in Store settings in order to be available on drop down box.
 - a. **Game** - this is a required field. The game number that will be received.
 - b. **Description** - displays the name/description of the game. This field automatically populates based on the selected Game.
 - c. **Book #** - this is a required field. Used to assign the book number of the tickets received.
 - d. **Tickets** - displays the number of ticket per pack. This field automatically populates along with description and ticket value based on the selected Game No.
 - e. **Ticket Value** - displays the ticket value of the lottery item. This field automatically populates along with description and tickets based on the selected Game No.
7. Click **Save** button
8. Click **Send to Office** button
9. Click **Post** button. Posting the selected records will automatically post its corresponding Inventory Receipt.

Note: Inventory Receipt is flagged with **Source Type = Store** and a **vendor reference number** is also displayed to determine that this transaction comes from the lottery module. The screen does not also allow edits or unposting the transaction.



10. After the received items has been received, it will be deleted from Receive Lottery screens and will be displayed in **Lottery Books** with **Inactive status**.

Lottery Book

Receive Return Undo Close

Books Audit Log

Active Inactive All

Filter (F3)

Store	Name	Game	Description	Book #	Bin #	Count Direction	Receipt Date	Ticket Value	Ticket Cost	Qty Remaining	Total Inventory Value	Total Inventory Cost	Activation Date	Status
1001	1001 STELLHORN	G-01	Store Lottery 1	B001	0	Low to High	10/01/2019	1.100	0.910	20	22.000	18.200		Inactive
1001	1001 STELLHORN	G-02	Store Lottery 2	B002	0	Low to High	10/01/2019	1.200	0.920	30	36.000	27.600		Inactive
											58.000	45.800		

Ready Refresh

Receive Lottery screen is where the inventory item is received. This includes the book number and date when it was received.

1. From Lottery Game, click **Receive** button. This will display the Receive Lottery screen.
2. Enter the details needed on grid. Note that the **State** should be present in Store settings in order to be available on drop down box.

Receive Lottery

Save Undo Post Close

Receive Lottery Audit Log

✕ Remove Filter (F3)

Store	Name	Game *	Description	Book # *	Receipt Date *	Tickets	Ticket Value
1001	1001 STELLHORN	G-01	Store Lottery 1	B001	10/01/2019	20	1.100
1001	1001 STELLHORN	G-02	Store Lottery 2	B002	10/01/2019	30	1.200

Edited Refresh

- a. **Store** - the store number where lottery items is assigned
 - b. **Name** - the name of the selected store number
 - c. **Game** - this is a required field. The game number that will be received.
 - d. **Description** - displays the name/description of the game. This field automatically populates based on the selected Game No.
 - e. **Book #** - this is a required field. Used to assign the book number of the tickets received.
 - f. **Receipt Date** - the date when the items is received.
 - g. **Tickets** - displays the number of ticket per pack. This field automatically populates along with description and ticket value based on the selected Game No.
 - h. **Ticket Value** - displays the ticket value of the lottery item. This field automatically populates along with description and tickets based on the selected Game No.
3. Click **Save** button to receive the items. Saving the details on grid will automatically create unposted Inventory Receipt.

Receive Lottery

Save Undo Post Close

Receive Lottery Audit Log

X Remove Filter (F3)

Store	Name	Game *	Description	Book # *	Receipt Date *	Tickets	Ticket Value
<input type="checkbox"/> 1001	1001 STELLHORN	G-01	Store Lottery 1	B001	10/01/2019	20	1.100
<input type="checkbox"/> 1001	1001 STELLHORN	G-02	Store Lottery 2	B002	10/01/2019	30	1.200
<input type="checkbox"/>							

? 0.62s Edited Refresh

4. Select the records on grid then click **Post** button. Posting the selected records will automatically post its corresponding Inventory Receipt.

Receive Lottery

Save Undo **Post** Close

Receive Lottery Audit Log

X Remove Filter (F3)

Store	Name	Game *	Description	Book # *	Receipt Date *	Tickets	Ticket Value
<input checked="" type="checkbox"/> 1001	1001 STELLHORN	G-02	Store Lottery 2	B002	10/01/2019	30	1.200
<input checked="" type="checkbox"/> 1001	1001 STELLHORN	G-01	Store Lottery 1	B001	10/01/2019	20	1.100
<input checked="" type="checkbox"/>							

? 0.62s Ready Refresh

Note: Inventory Receipt is flagged with Source Type = Store and a vendor reference number is also displayed to determine that this transaction comes from the lottery module. The screen does not also allow edits or unposting the transaction.

Inventory Receipt - IR-1794

New Save Search Delete Undo Print Voucher Vendor Close

Details Charges & Invoice Incoming Inspection EDI Activities Attachments Unpost Preview Post History Audit Log

Order Type * Source Type Vendor * Ship From Entry Ship From Location (Ship To) * Receipt Date * Currency * Receipt No

Direct Store Bob's Vending Bob's Vending Home Base 1001-Stellhorn Store 10/01/2019 USD IR-1794

Book Sub Book Freight Terms Shift Number

BOL No Receiver irelyadmin FOB Point Last Free Whse Date

Vendor Ref No 1001-G-01B001 Ship Via Vessel

Warehouse Ref No

Item No *	Description	Receipt Qty *	Cost	Cost UOM	Line Total	U
<input checked="" type="checkbox"/> Lottery 1	Store Lottery 1	20 Each	0.91		18.20	
<input type="checkbox"/>		0	0.00		0.00	

Summary

Gross Wgt: 0.00

Lot Gross Wgt: 0.00

Gross Diff: 0.00

Net Wgt: 0.00

Lot Net Wgt: 0.00

Net Diff: 0.00

Gain/Loss: 0.00

Gain/Loss (%): 0.00%

Sub Total: 18.20

Tax: 0.00

Charges: 0.00

? 0.60s Posted Page 1 of 2 Refresh

5. After the received items has been received, it will be deleted from Receive Lottery screens and will be displayed in **Lottery Books** with **Inactive** status.

Lottery Book

ReceiveReturnUndoClose

BooksAudit Log

ActiveInactiveAll

Filter (F3)

<input type="checkbox"/> Store	Name	Game	Description	Book #	Bin #	Count Direction	Receipt Date	Ticket Value	Ticket Cost	Qty Remaining	Total Inventory Value	Total Inventory Cost	Activation Date	Status	
<input type="checkbox"/> 1001	1001 STELLHORN	G-01	Store Lottery 1	B001	0	Low to High	10/01/2019	1.100	0.910	20	22.000	18.200		Inactive	
<input type="checkbox"/> 1001	1001 STELLHORN	G-02	Store Lottery 2	B002	0	Low to High	10/01/2019	1.200	0.920	30	36.000	27.600		Inactive	
												58.000	45.800		

? ⓘ 1.07s | Ready