## 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

Checkout - 1001 - 100	1 STELLHORN	- 4/28/2022																																																		ĸ
Checkout Details	× Remove	Export •	88 View <del>-</del>	Filter (F	F3)		Π					1	Ī	Ī	Ī	1	1																																		р 2	3
Shift Physical	Game*				Descripti	tion																						Τ	во	ok	#	*					Т	icke	ts		Ti	cke	t Vi	lue								
Department Totals																																							0.00	)												
Pump Totals																																																				
Payment Options																																																				
Customer Charges																																																				
Customer Payments																																																				
Sales Tax Totals																																																				
Deposits																																																				
Item Movements																																																				
Receive Lottery																																																				
Return Lottery																																																				
Lottery Count																																																				
ATM																																																				
Change Fund																																																				
Mark Up/Down																																																				
Cashiers																																																				
Metrics																																																				
Post Preview																																																				
Activities																																																				
Attachment																																																				
Audit Log																																																				
? 🔘 🖓 0.33s [	Edited																																					4	F	ag			1	•	f1	Þ		£	3	Ret	fre	sh

- 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 <u>Source Type = Store</u> and a <u>vendor reference number</u> is also displayed to determine that this transaction comes from the lottery module. The screen does not also allow edits or unposting the transaction.

nventory Receipt - IR-1794									
Details Charges & Invoice I	ncoming Inspection EDI	Activiti	es Attachments Unpr	ost Preview Post Hist	tory Audit Log				
Order Type * Source Type	Vendor *		Ship From Entity	Ship From	Location (Ship	To) * Rece	ipt Da	te * Currency *	Receipt N
Direct 🗸 Store	Bob's Vendi	ing	Bob's Vending	Home Base	1001-Stellhor	n Store 10/	1/201	9 USD	IR-1794
look	Sul	Book		Freight Terms			Shif	t Number	
OL No	Rei	eiver	irelyadmin	FOB Point			Last	Free Whse Date	
endor Ref No 1001-G-0	18001 Shi	p Via		Vessel					
/arehouse Ref No									
tems 🏳 View Tax Details E	xport - 🔠 View - Filte	r (F3)					53	Summary	
Item No.* Descript	Ion		Receipt Qty*	Cost	Cost UOM	Line Total	U	Gross Wgt.	0
Lottery 1 Store Lo	ttery 1		20 Each	0.91		18.20		Lot Gross Wgt.	0.
			0	0.00		0.00		Gross Diff	0
								Net Wgt.	0
								Lot Net Wgt.	0
								Net Diff	0.
								Gaio/Loss:	0
								Gain/Loss (%)	0.0
								Gunn 2055 (70):	0.0
								Sub Total	18
								Tax	0.
								Charges	0.
							Þ		
D V 3.69s Posted						14 4	Pag	e 1 of 2	► M C

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.

ottery Book														^ 🗆	×
Receive Return U															
Books Audit Log															
Active Inactive	All														
Filter (F3)															53
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	8002	0	Low to High	10/01/2019	1.200	0.920	30	36.000	27.600		Inactive	
											58.000	45.800			
? 🗘 🖓 1.07s	Ready													C	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							^ □ X
Save Undo Post	: Close						
Receive Lottery	Audit Log						
× Remove Filte	er (F3)						К.Л. И У
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
□							
? 🛈 🖓 0.62s	Edited						C 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							^ □ X
Save Undo Post	Close						
Receive Lottery	Audit Log						
× Remove Filte	er (F3)						К Л И И
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
? 🔘 🖓 0.62s	Edited						C 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 Pos	t Close								
Receive Lottery	Audit Log								
× Remove Fil	ter (F3)								ドマ
✓ Store	Name	Game*	Description	Book #*	Receipt Date*	Tickets		Ticket Va	lue
✓ 1001	1001 STELLHORN	G-02	Store Lottery 2	B002	10/01/2019	30			1.200
✓ 1001	1001 STELLHORN	G-01	Store Lottery 1	B001	10/01/2019	20			1.100
☑.									
? 🛈 🖓 0.62	Ready							Ç,	tefresh

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

	voice Incoming Inspection	EDI Activities	s Attachments Unp	ost Preview Post Histor	ry Audit Log			
Urder Type * Source	e Type Vend	for *	Ship From Entity	Ship From	Location (Ship To) *	Receipt Da	te * Currency *	Receipt No
Virect 🗸 Store		's Vending	Bob's Vending	Home Base	1001-Stellhorn Store		9 USD	IR-1794
sak		Sub Book		Freight Terms		Shif	Number	
)L No		Receiver	irelyadmin	FOB Point		Last	Free Whse Date	
andor Ref No	1001-G-01B001	Ship Via		Vessel				
arehouse Ref No								
tems 🗋 View Tax D	Details Export • 🔠 View •	Filter (F3)				22	Summary	
Item No.*	Description		Receipt Qty*	Cost C	ost UOM Line Tr	otal U	Gross Wgt.	0.00
Lottery 1	Store Lottery 1		20 Each	0.91		18.20	Lot Gross Wgt.	0.00
			0	0.00		0.00	Gross Diff	0.00
							Net Wgt.	0.00
							Net Wgt. Lot Net Wgt.	0.00
							Net Wgt. Lot Net Wgt. Net Diff	0.00 0.00 0.00
							Net Wgt. Lot Net Wgt. Net Diff Gain/Loss:	0.01
							Net Wgt. Lot Net Wgt. Net Diff Gain/Loss: Gain/Loss (%):	0.00
							Net Wgt. Lot Net Wgt. Net Diff Gain/Loss: Gain/Loss (%):	0.00
							Net Wgt. Lot Net Wgt. Net Diff Gain/Loss: Gain/Loss (%): Sub Total	0.00

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.

Lo	ottery Book														~ 🗆
	leceive Return Undo	Close													
Γ	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	45.000		
												58.000	45.000		
1	? 🔘 🖓 1.07s	Ready													C
	Filter (F3)   Store   1001	Name 1001 STELLHORN 1001 STELLHORN	Game G-01 G-02	Description Store Lottery 1 Store Lottery 2	Book # Boo1 B002	Bin # 0 0	Count Direction Low to High Low to High	Receipt Date	Ticket Value 1.100 1.200	Ticket Cost 0.910 0.920	Qty Remaining 20 30	Total Inventory Value 22.000 36.000 58.000	Total Inventory Cost 18 200 27.600 45.800	Activation Date	Status Inactiv Inactiv