



Lottery Reconciliation & Setup Guide

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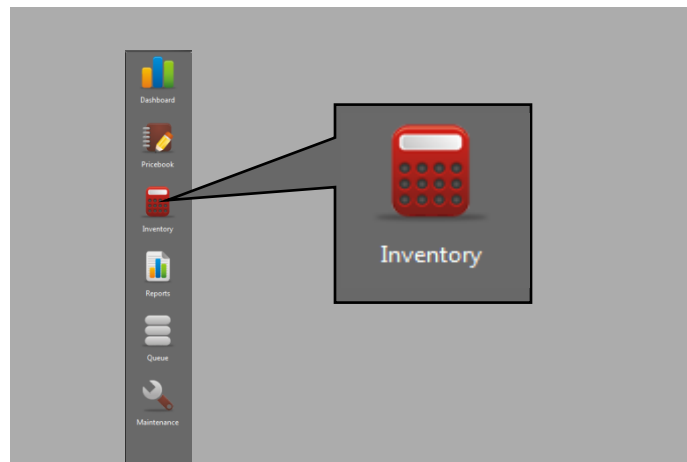
Lottery Reconciliation Setup - Director

Lottery Reconciliation is a form of inventory control specifically for your lotteries and games. This utility is used to establish a balance between **Starting** and **Ending** numbers within a game. To maintain accurate numbers, reconciliations should be entered and completed on a regular basis.

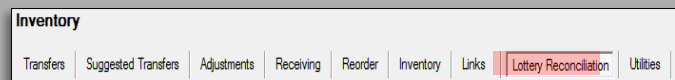
To utilize **Lottery Reconciliation**, games must first be setup in your **Pricebook**. Refer to the **Pricebook** manual for steps to setting items in the **Pricebook** via the **Director**. Since games/lotteries can be sold and reported the same as other items in your **Pricebook**, specifically utilizing **Lottery Reconciliation** is by choice. However, after games/lotteries are added to the **Pricebook**, they must be added as "**Lottery Items**" to use the **Lottery Reconciliation** utility.

The following will walk you through the steps of setting up **Lottery Reconciliation** on the **Director** and **POS** as well as performing a **Lottery Reconciliation** via the **POS**.

- 1) After logging into the **Director**, choose the "**Inventory**" module.



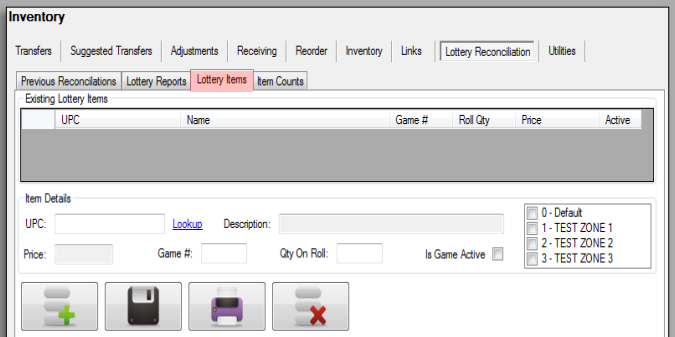
- 2) Choose "**Lottery Reconciliation**" from the utilities banner.



- 3) Choose the "**Lottery Items**" tab.

Lottery Items is where lotteries/games are setup for reconciliation.

This section is separated into **Existing Lottery Items** and **Item Details**.



Existing Lottery Items

Inventory

Transfers | Suggested Transfers | Adjustments | Receiving | Reorder | Inventory | Links | Lottery Reconciliation | Utilities

Previous Reconciliations | Lottery Reports | Lottery Items | Item Counts

Existing Lottery Items

UPC	Name	Game #	Roll Qty	Price	Active
714433005104	\$500,000,000 EXTRAVAGANZA #510	510	50	\$20.00	<input checked="" type="checkbox"/>
714433005968	\$1,000,000 A YEAR FOR LIFE #596	596	50	\$30.00	<input checked="" type="checkbox"/>
714433006101	WIN \$2000 A WEEK FOR LIFE #610	610	100	\$5.00	<input checked="" type="checkbox"/>
714433006118	MAKE A CASHWORD #611	611	250	\$2.00	<input checked="" type="checkbox"/>
714433006316	WIN FOR LIFE SPECTACULAR #631	631	50	\$20.00	<input checked="" type="checkbox"/>
714433006385	BINGO DOUBLER #638	638	250	\$2.00	<input checked="" type="checkbox"/>
714433006392	MONEY #639	639	50	\$10.00	<input checked="" type="checkbox"/>
714433006439	SMOOTH 7S #643	643	100	\$5.00	<input checked="" type="checkbox"/>
714433006484	SET FOR LIFE #648	648	50	\$10.00	<input checked="" type="checkbox"/>
714433006491	\$1,000,000 CASH BLAST #649	649	100	\$5.00	<input checked="" type="checkbox"/>
714433006576	LUCKY 7S #657	657	250	\$1.00	<input checked="" type="checkbox"/>
714433006613	SILVER 6S #661	661	100	\$5.00	<input checked="" type="checkbox"/>
714433006620	\$30,000 CASH #662	662	250	\$2.00	<input checked="" type="checkbox"/>
714433006644	FAT WALLET #664	664	50	\$10.00	<input checked="" type="checkbox"/>
714433006651	\$1,000,000 INSTANT JACKPOT #665	665	100	\$5.00	<input checked="" type="checkbox"/>
714433006705	BINGO BOXES #670	670	250	\$2.00	<input checked="" type="checkbox"/>
714433007009	HARLEY DAVIDSON #700	700	100	\$5.00	<input checked="" type="checkbox"/>

Confirm which games/lotteries are checked as "Active" from this list. Press "Save" for any changes made in Item Details.

Existing Lottery Items - This is a list of games previously added for **Lottery Reconciliation** with specific details for each. By highlighting a specific game/lottery, you can edit appropriately in the **Item Details** section. You also have the ability to confirm whether a game is active.

Games/lotteries can be highlighted and deleted. This only removes the game from **Reconciliation** (the **UPC** remains available in your **Pricebook**). Any other changes required are performed through the **Item Details** section of the **Pricebook** module.

Item Details

Item Details

UPC: 007777777777 [Lookup](#) Description: Test Lottery

Price: 1.00 Game #: 77777 Qty On Roll: 100 Is Game Active

0 - Default
 1 - TEST ZONE 1
 2 - TEST ZONE 2
 3 - TEST ZONE 3

Choose the correct **Price Zones** entered items are associated to.

Item Details - This section is used for entering details of a game/lottery for tracking through **Reconciliation**.

When adding a new game/lottery, first ensure the **UPC** has been added to the **Pricebook**. If so, [Lookup](#) the **UPC** and enter specific details for **Reconciliation** use. Games can be checked "Active" if ready to be tracked through **Reconciliation**.

Please confirm all information entered is correct for the applicable game/lottery. Press the "Save" button after editing/adding items for **Reconciliation**.

- 4) Press  to enter details for a new game/lottery to track through **Lottery Reconciliation**.

- 5) Enter the **UPC** of the game/lottery you wish to add to the **Reconciliation** list and then press the “**Enter**” button on your keyboard.

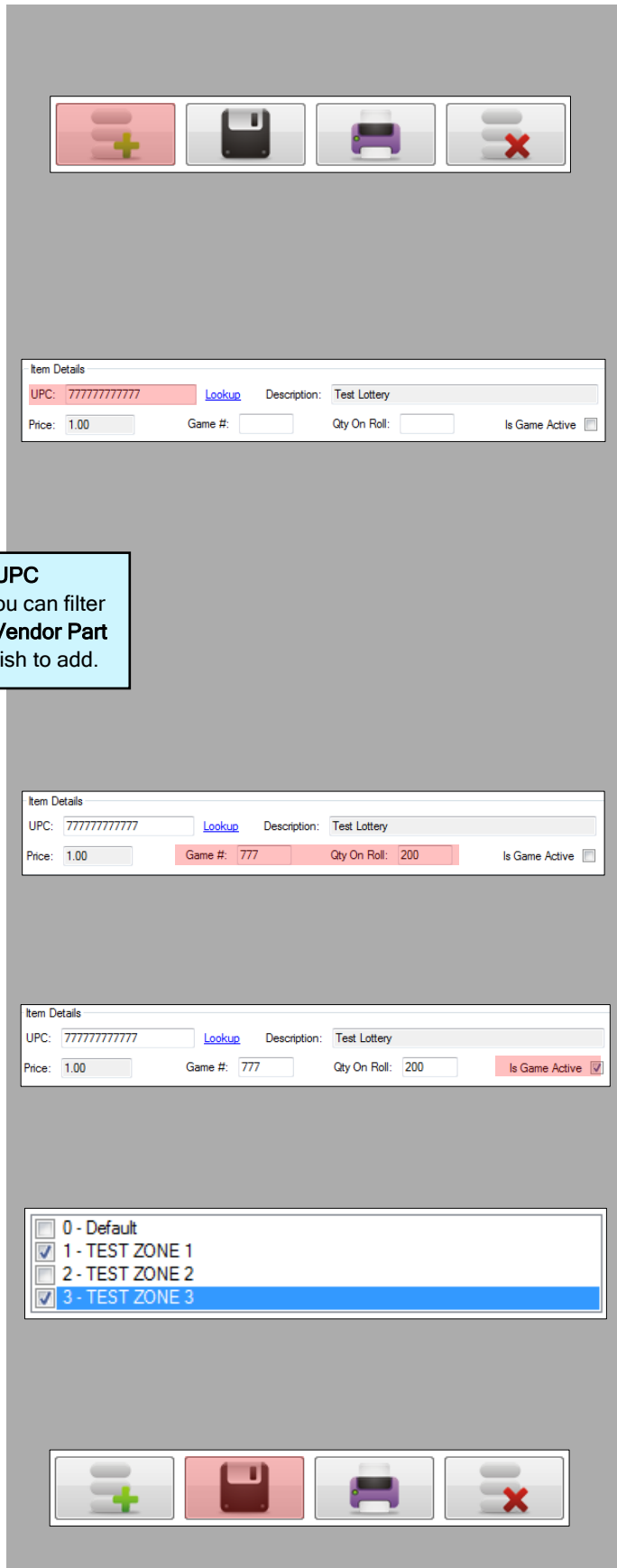
If you do not know the complete **UPC** number, press “**Lookup**”. Here you can filter by **Description**, **UPC Number** or **Vendor Part** to choose the game/lottery you wish to add.

- 6) Basic information for the UPC will auto-populate (Description & Price). Enter the **Game #** and **Quantity on Roll** for the applicable game/lottery.

- 7) If this is to be an active game, check the “**Is Game Active**” box.

- 8) When assigning games/lotteries from a central corporate system, choose the applicable **Pricebook Zone(s)** for each game edited/added.

- 9) Press the “**Save**” button when all details have been entered.



The screenshot displays the 'Lottery Reconciliation Setup - Director' interface. At the top, there is a navigation bar with four buttons: a red button with a green plus sign (Add), a black floppy disk icon (Save), a purple game console icon (Refresh), and a grey button with a red minus sign (Cancel). Below this is the 'Item Details' form, which includes fields for UPC, Description, Price, Game #, Qty On Roll, and Is Game Active. The form is shown in three states: 1) Initial state with UPC '7777777777', Description 'Test Lottery', Price '1.00', Game # empty, Qty On Roll empty, and Is Game Active unchecked. 2) State after clicking 'Lookup', where Game # is '777' and Qty On Roll is '200'. 3) State after clicking 'Save', where Is Game Active is checked. Below the form is a list of 'Pricebook Zones' with checkboxes: '0 - Default' (unchecked), '1 - TEST ZONE 1' (checked), '2 - TEST ZONE 2' (unchecked), and '3 - TEST ZONE 3' (checked). The '3 - TEST ZONE 3' option is highlighted in blue. At the bottom, the same navigation bar is visible.

10) Once saved, items added to the **Lottery Reconciliation** will appear in the **Lottery Items** list.

The screenshot shows the 'Inventory' application with the 'Lottery Reconciliation' tab selected. The 'Existing Lottery Items' table lists several items, with the 'Test Lottery' item highlighted in a darker blue. A callout box points to this row, stating: 'Highlighted or focused items appear in a darker blue. Their details are listed in the "Item Details" section for'. Below the table, the 'Item Details' section shows the selected item's information: UPC: 7777777777, Description: Test Lottery, Price: \$1.00, Game #: 777, Qty On Roll: 200, and Is Game Active: checked. There are four action buttons: a green plus sign, a floppy disk icon, a purple printer icon, and a red X icon. Callouts point to the printer icon: 'Press to print out a list of lottery Items for review.' and to the red X icon: 'Pressing here will delete any highlighted item.'

UPC	Name	Game #	Roll Qty	Price	Active
714433007573	LOTERIA #757	757	100	\$5.00	<input checked="" type="checkbox"/>
714433007696	SWEET MILLION #768	768			
714433007689	SUPER MONEY X10 #768	768			
714433007702	HAPPY MOTHER'S DAY #770	770			
714433007719	FIND THE 9'S #771	771			
714433007726	AWESOME ACES #772	772		\$1.00	<input checked="" type="checkbox"/>
7777777777	Test Lottery	777	200	\$1.00	<input checked="" type="checkbox"/>

Item Details

UPC: 7777777777 [Lookup](#) Description: Test Lottery

Price: \$1.00 Game #: 777 Qty On Roll: 200 Is Game Active:

0 - Default
 1 - TEST ZONE 1
 2 - TEST ZONE 2
 3 - TEST ZONE 3

Press to print out a list of lottery Items for review.

Pressing here will delete any highlighted item.

If an item requires editing:

Highlight the applicable item from the item list and edit the required details field. Press the **"Save"** button when complete.

If an item requires removal:

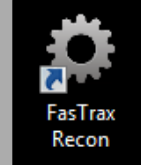
Highlight the applicable item from the item list and press the **"Delete"** button.

Lottery Reconciliation Setup - POS

After setting games/lotteries in **Lottery Items** via the **Director**, details for **Reconciliation** and games will need to be set at the **POS**.

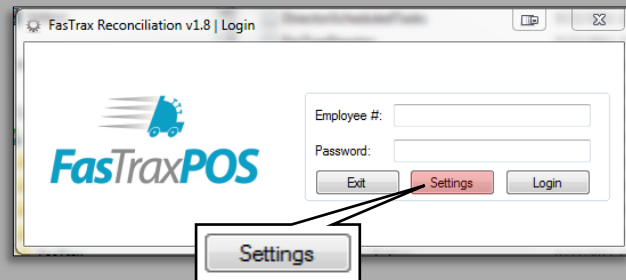
Know the applicable Lottery/Lotto department numbers for entry. This information can be found via the **Director**. It is important for **Setup** information to be entered correctly. Confirm all departments entered are correct for accurate reconciliations and reports.

- 1) Launch the **Reconciliation** program. This can be accomplished by either a shortcut located on your **POS** desktop or from within the **FasTrax POS** software.



- 2) Choose the **"Settings"** option.

Notice, you **do not** have to log-in to access the **"Settings"** portion of **Reconciliation**.



- 3) Set applicable values under the **"General Settings"** tab:

Lottery Sort Direction - Choose between **Ascending** and **Descending** for report presentation.

Force Lottery - Enabling this forces a **Lottery Rec.** to be performed before a **Z Rec.** can be completed.

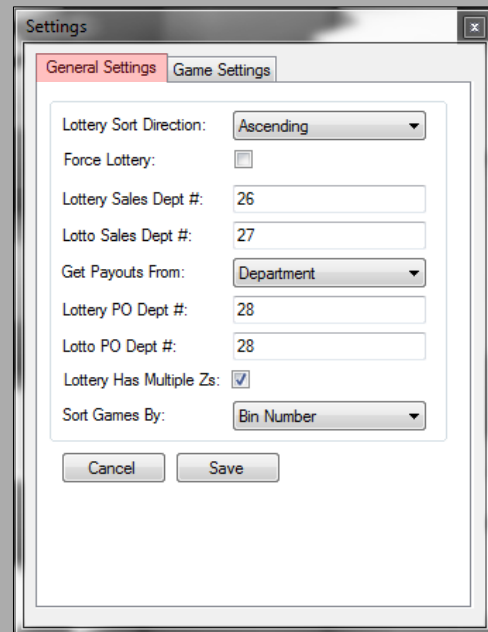
Lottery Sales Dept # - Refer to **Director**.
Lotto Sales Dept # - Refer to **Director**.

Get Payouts From - Choose a preset **Department** or **Payout Account** for tracking Lottery Payouts.

Lottery PO Dept # - Refer to **Director**.
Lotto PO Dept # - Refer to **Director**.

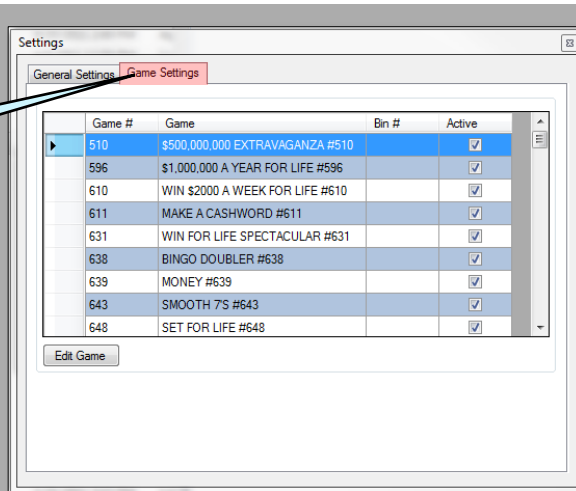
Lottery Has Multiple Zs - Enabling allows you to choose multiple Zs for a **Lottery Reconciliation**.

Sort Games By - Sort the reconciliation list by **Game Number** or **Bin Number**.



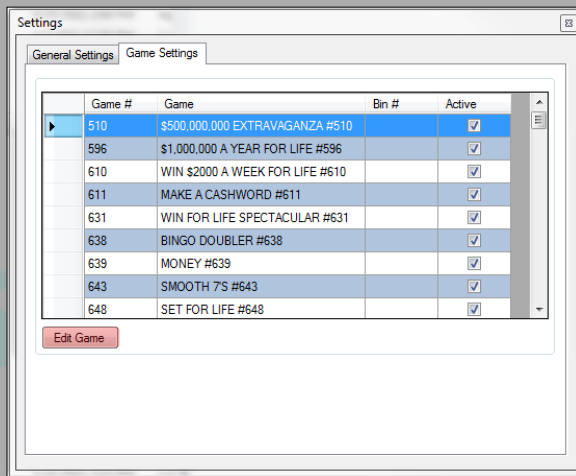
4) Change to the "Game Settings" tab.

Click "Game Settings" to change sections.

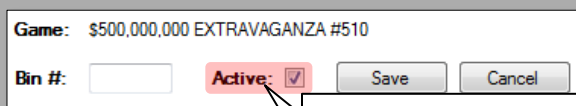


5) Highlight an applicable game and click "Edit Game".

These steps will need to be repeated for each applicable game.



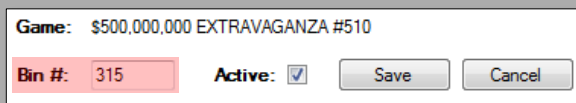
6) Toggle the "Active" flag. Checked is "Active"; not checked is "In Active".



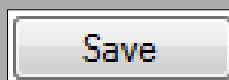
Unchecked is "Not Active"

'."/>

*If Active, enter the Bin Number.



7) Press the "Save" button when you are finished editing all applicable games.



Repeat these steps for each applicable game.

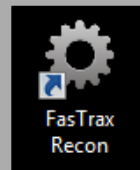
Lottery Reconciliation

Since **Lottery Reconciliation** is used to track Lottery sales, proper input is necessary to maintain the integrity of Lottery records. Properly entering the “**Start #**” and “**End #**” will assist in tracking **Lottery** sales on a daily basis.

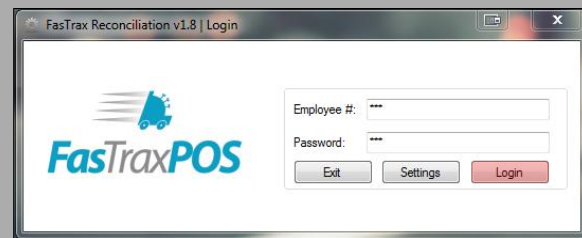
Book activations and **Online Lottery** information are tracked through this utility. Please ensure proper data input.

If there are ever any deviations from normal **Lottery** operations, a “**Notes**” section has been provided to properly record these events.

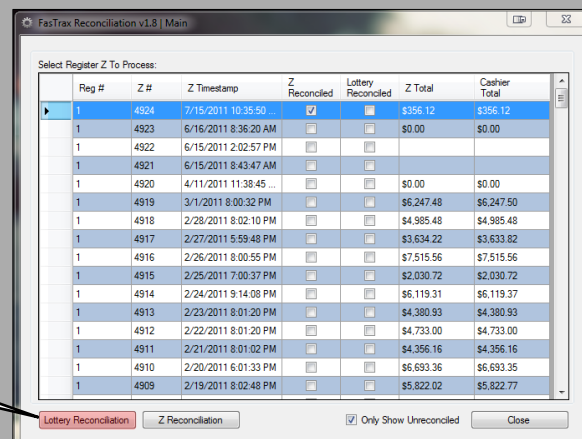
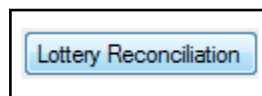
- 1) Launch the **Reconciliation** program. This can be accomplished by either a **Recon** shortcut located on your POS desktop or from within the **FasTrax POS** software.



- 2) Using your **Employee/Cashier** number and password, login.



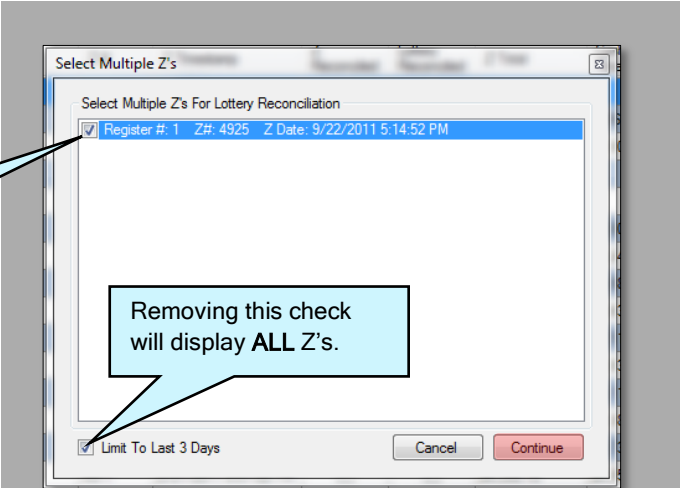
- 3) Press the “**Lottery Reconciliation**” button.



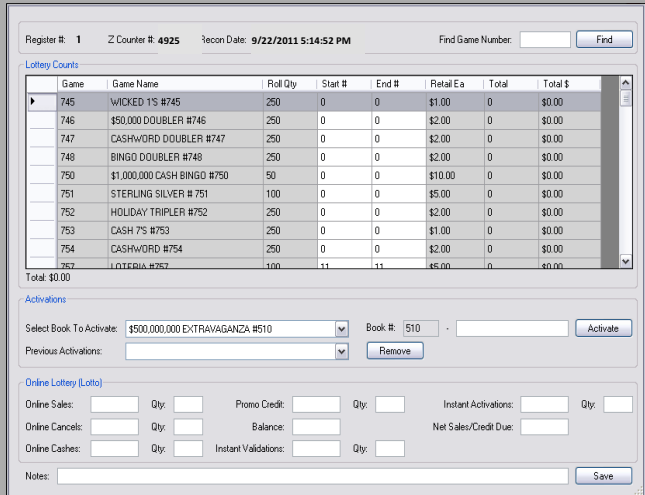
- 4) Check any applicable Z for the business day being reconciled and press the “Continue” button.

Check any applicable Z.

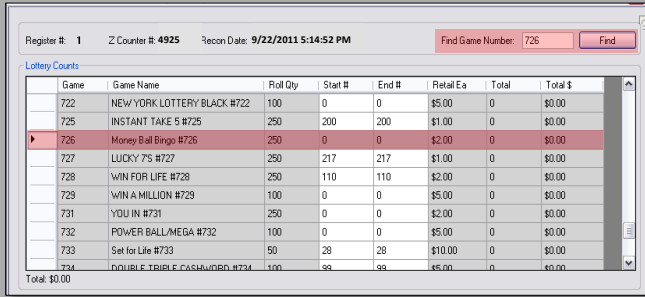
Choosing multiple Zs enables you to perform a single **Lottery Reconciliation** for a business day.



- 5) This will open the “Lottery Reconciliation” window.



- 6) When searching for a particular game to edit the “Start #” and “End #”, enter the game number into the “Find Game Number” field and press the “Find” button.



The **Lottery Reconciliation** window is separated into three sections.

Lottery Counts

Enter the proper "Start #" and "End #" here.

Lottery Counts

Game	Game Name	Roll Qty	Start #	End #	Retail Ea	Total	Total \$
745	WICKED 1'S #745	250	0	0	\$1.00	0	\$0.00
746	\$50,000 DOUBLER #746	250	0	0	\$2.00	0	\$0.00
747	CASHWORD DOUBLER #747	250	0	0	\$2.00	0	\$0.00
748	BINGO DOUBLER #748	250	0	0	\$2.00	0	\$0.00
750	\$1,000,000 CASH BINGO #750	50	0	0	\$10.00	0	\$0.00
751	STERLING SILVER # 751	100	0	0	\$5.00	0	\$0.00
752	HOLIDAY TRIPLER #752	250	0	0	\$2.00	0	\$0.00
753	CASH 7'S #753	250	0	0	\$1.00	0	\$0.00
754	CASHWORD #754	250	0	0	\$2.00	0	\$0.00
757	LOTTERIA #757	100	11	11	\$5.00	0	\$0.00

Total: \$0.00

Lottery Counts - This section is used to enter the "Start #" and "End #" for currently sold games. This is for inventorying lottery games. Daily, the "End #" will become the "Start #" of the next day.

Remember, games must be checked "Active" to track through Reconciliation.

Activations

Choose the proper book activate.

Enter the proper Book # and press "Activate"

Activations

Select Book To Activate:

Book #: -

Previous Activations:

Activations - This section is used to activate game books. When a book number for a game changes (new book), select the proper book (game) and enter the new book number. Press the "Activate" button. If you want to apply this activation/change to your actual inventory, you must activate and receive this new book via the **Director** as well.

If activations are made by mistake, "Previous Activations" can be removed from games by choosing the applicable activation from the dropdown menu and pressing the "Remove" button.

Online Lottery (Lotto)

Online Lottery (Lotto)

Online Sales: Qty: Promo Credit: Qty: Instant Activations: Qty:

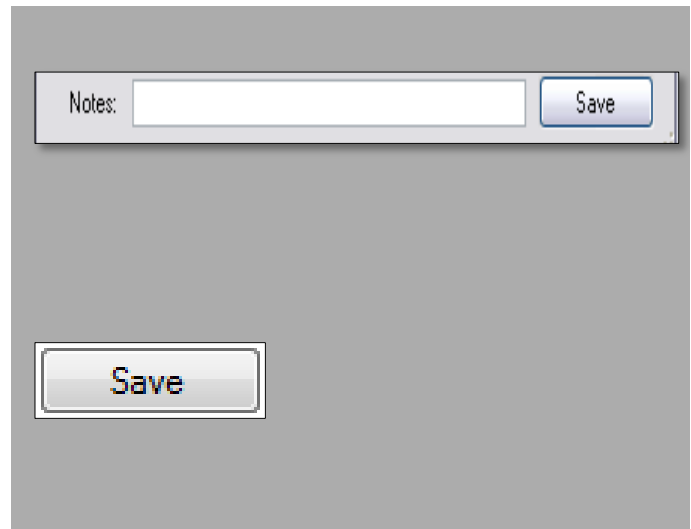
Online Cancels: Qty: Balance: Net Sales/Credit Due:

Online Cashes: Qty: Instant Validations: Qty:

Online Lottery (Lotto) - This section is used to enter information provided from the **Lotto** machine for record and reconciliation purposes.

- 7) There is a “Notes” section for entering any pertinent information for changes or entries made in the **Lottery Reconciliation**.

- 8) After confirming all entered **Lottery** information (**Counts, Activations & Online Lottery**), for **ALL** games, press the “**Save**” button.



The screenshot shows a software interface with a grey background. At the top, there is a horizontal bar containing a text input field labeled 'Notes:' and a blue 'Save' button. Below this bar, there is a larger, light grey rectangular area. At the bottom of this area, there is a single 'Save' button with a gradient effect.

Once reconciled on the **POS**, **Lottery Reconciliations** can be reviewed, adjusted and received through the **FasTrax Director**.

Use the “**Lottery Reconciliation**” utility in the “**Inventory**” module of the **FasTrax Director** for reports and additional **Lottery/Games** control and reports.

The following steps will assist you in completing **Lottery Reconciliations** through the **FasTrax Director**.

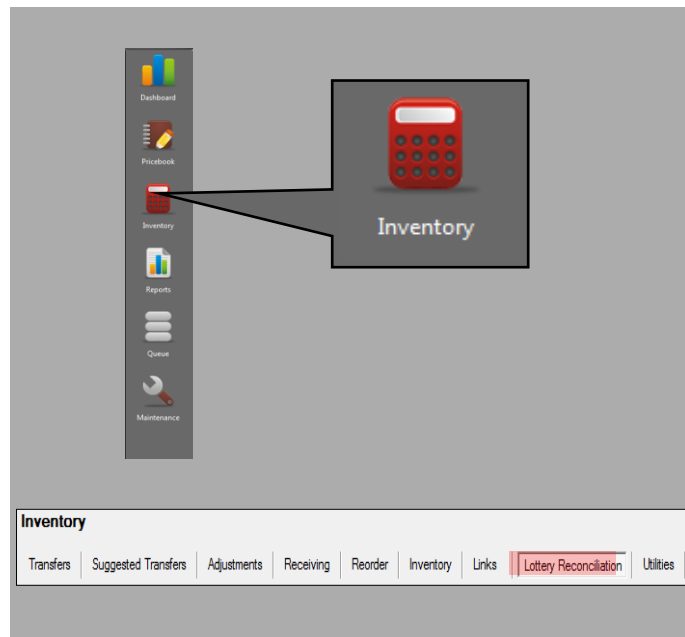
Previous Reconciliations

After entering and accepting (Save) **Lottery Reconciliations** on the POS, **Previous Reconciliations** can be [reviewed](#), [adjusted](#), printed and [new books activated/received](#).

If entries have been made in error, resulting in a variance, **Previous Reconciliations** can be adjusted to reflect correct counts/numbers if applicable.

When new books are activated at the **POS**, these new books can be activated and received on the **Director** to completely track inventory(s) if applicable.

- 1) After logging into the **Director**, choose the “**Inventory**” module.



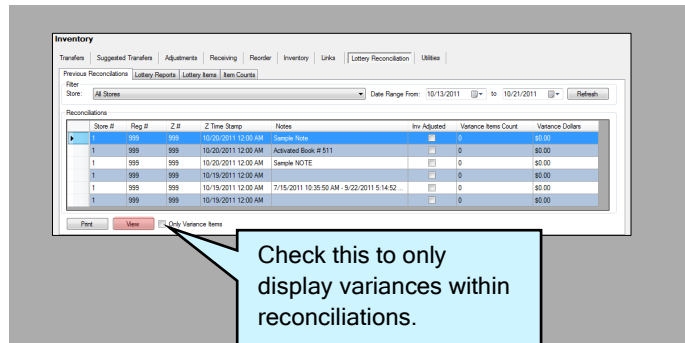
- 2) Choose “**Lottery Reconciliation**” from the utilities banner.

- 3) Choose the “**Previous Reconciliations**” tab.

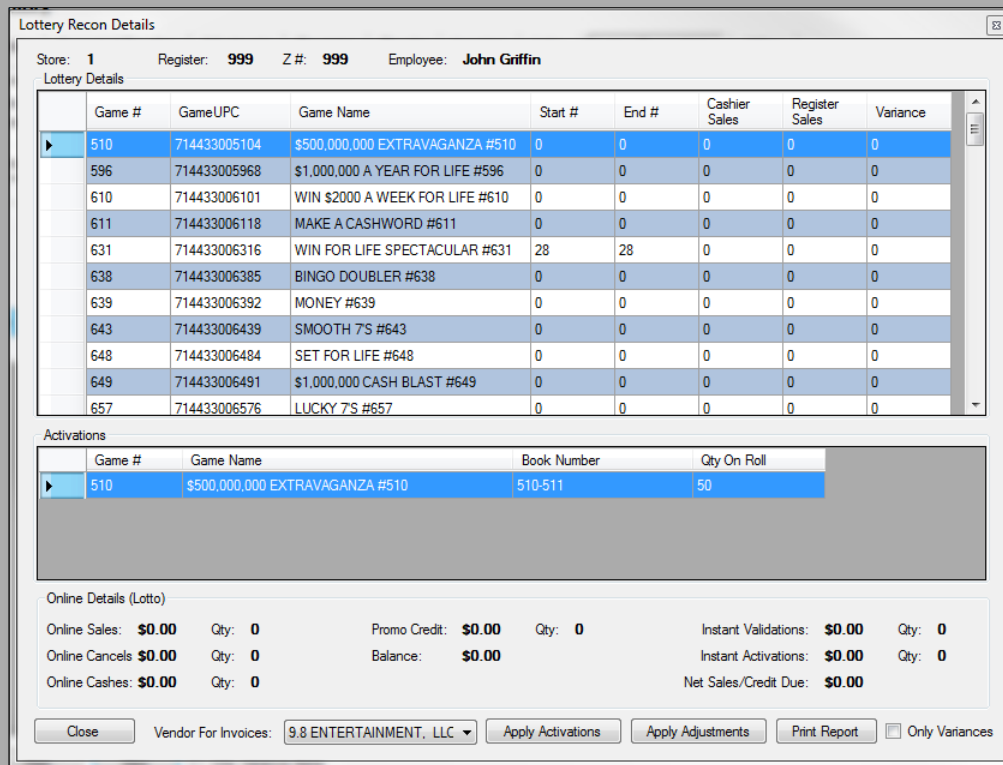
The screenshot shows the 'Previous Reconciliations' tab selected in the 'Lottery Reconciliation' utility. The interface includes a filter section with 'Store: All Stores' and 'Date Range From: 10/13/2011 to 10/21/2011' with a 'Refresh' button. Below is a table of reconciliations with columns for Store #, Reg #, Z #, Z Time Stamp, Notes, Inv Adjusted, Variance Items Count, and Variance Dollars. A callout box points to the 'Refresh' button, stating: 'Reconciliations listed depend on the **Date Ranges** used for filtering. Press “**Refresh**” if changed.' Another callout box points to the 'Notes' column, stating: 'The “**Notes**” section displays [notes](#) entered from the **POS** during **Lottery Reconciliation**.' A third callout box points to the 'Z Time Stamp' column, stating: 'If **notes** are not entered, activations appear as dates.'

	Store #	Reg #	Z #	Z Time Stamp	Notes	Inv Adjusted	Variance Items Count	Variance Dollars
▶	1	999	999	10/20/2011 12:00 AM	Sample Note	<input type="checkbox"/>	0	\$0.00
	1	999	999	10/20/2011 12:00 AM	Activated Book # 511			
	1	999	999	10/20/2011 12:00 AM	Sample NOTE			
	1	999	999	10/19/2011 12:00 AM				
	1	999	999	10/19/2011 12:00 AM	7/15/2011 10:35:50 AM - 9/22/2011 5:14:52 ...			
	1	999	999	10/19/2011 12:00 AM				

- 4) To view a specific reconciliation, highlight the applicable line and choose the “View” button.



- 5) This will open the “Lottery Recon Details” window.



From this window you can apply adjustments for variances, apply book activations and print a report of the displayed information if applicable.

VARIANCES

- 1) Variances, if present, are displayed in the “**Variances**” column. If a previous reconciliation has a variance which requires an adjustment, highlight the applicable game and enter the correct “**Start #**” or “**End #**”.

Variances, if present, are created from an incorrect “**Start #**” and “**End #**” correlation resulting from incorrect reconciliation entries.

- 2) Once adjustments are complete, press the “**Apply Adjustments**” button.

Start #	End #	Cashier Sales	Register Sales	Variance
29	0	0	8	8
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
28	28	0	0	0

Start #	End #	Cashier Sales	Register Sales	Variance
29	37	0	8	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
28	28	0	0	0

Apply Adjustments

ACTIVATIONS

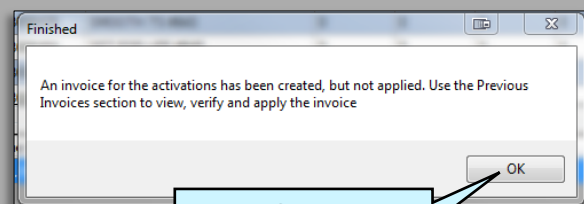
- 1) If new book activations have occurred and you wish to apply these activations in order to “receive” these new books, choose the activation and vendor from the “**Activations**” list.
- 2) Choose the “**Apply Activations**” button.
- 3) This will create an invoice for the new book, thus enabling you to “receive” this book.

The purpose for receiving new books is to assist in tracking the inventory of games/lotteries.

Game #	Game Name	Book Number	Qty On Roll
510	\$500,000,000 EXTRAVAGANZA #510	510-511	50

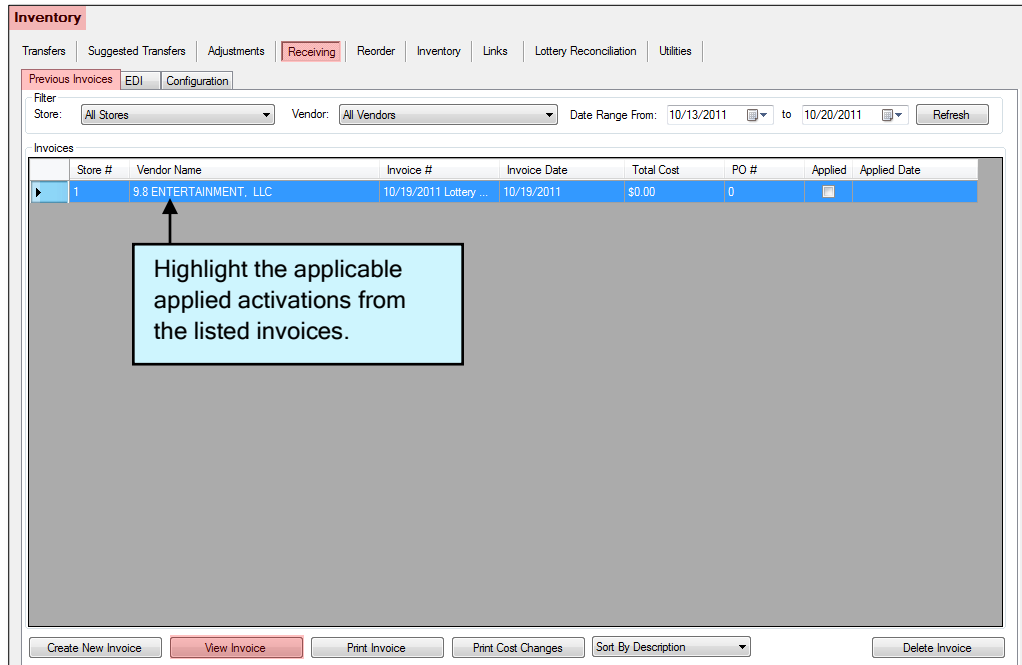
Vendor For Invoices: 9.8 ENTERTAINMENT, LLC

Apply Activations



Press “**OK**”, to close the message.

- 4) In the **Inventory** module, choose **“Receiving”**. Under the **“Previous Invoices”** tab, the created invoice will be listed. Highlight the applicable invoice and press the **“View Invoice”** button.



- 5) This will open the **“Receiving Worksheet”**. From this worksheet you can make changes to an invoice, if applicable. When complete, press the **“Apply Invoice”** button.

