Managing Lottery Items Guide

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Overview of Lottery Items

In order to properly do a lottery reconciliation, lottery items need to be added to the system and assigned proper values. This guide will show the process of adding a lottery item properly with ticket quantity, game number, and assigning it a bin number.

Assigning Lottery Game Details to an Item

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

2. Next, choose the **Lottery Reconciliation** tab

3. Then, choose the **Lottery Items** tab

This page shows the below screen:

1. UPC – Text field that allows you to enter a UPC that already exists in the pricebook followed by pressing the enter key to assign an item to the window
2. Lookup – Allows you to lookup an item to add to the window in case you are unable to key in the exact UPC in the previous field
3. Description – After looking up an item, the description field will automatically be filled
4. Pricebook Zone Selector – When selecting checkboxes, it assigns the selected lottery ticket to that pricebook zone.
5. Price – The price of the selected lottery ticket (pulled from the pricebook)
6. Game # - The field used to assign the game number to the ticket
7. Qty On Roll – The number of tickets on the roll
8. Is Game Active – Marks the game as active (can be used / sold) or inactive
9. Filter – Allows you to filter the grid based on several categories such as price and game number
10. Add New – Press this button to initiate adding a game
11. Save – Saves any changes made on the selected row
12. Print – Prints all filtered records in the grid
13. Delete Game – Deletes the selected game in the grid
14. Mass Update Lottery Pricebook Zone – Allows you to mass assign lottery games to pricebook zones
15. Deactivate Games – Deactivates the selected game in the grid

4. When done, choose the **Save** button

Remember to first create the lottery item as a normal item in the pricebook, assigning it to the proper department, tree categorization, and vendor part.

This page just simply assigns the game number and number of tickets to the existing UPC in the pricebook.

Assigning Lottery Games to Bins

1. After logging into the POS, choose **Actions** and then **Settings**

2. Then choose **Settings** and **Recon Settings**

3. Next, choose the **Manage Lottery Games** button

The below screen will now show up:

Game #	Game Name	Bin	Active
1000	LOTTERY TICKET	1	☑

1. Bin – this field allows you to specify what bin the game is in
2. Active – This field allows you to mark a game as active or not. If inactive, the game will not show up on the lottery reconciliation.

Bin numbers are always managed at store level, even if in a corporate environment.