



Lottery Module Manual

For Petrosoft Users

Version 3.2

10/22/2022



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LOTTERY GAMES

This section describes the specifics of managing the lottery games in CStoreOffice®.

Using the Games tab, you can perform the following operations with the lottery games:

- [Setting Up Games List](#)
- [Uploading Lottery Games](#)
- [Editing Existing Lottery Game](#)
- [Viewing Lottery Games](#)
- [Deleting Lottery Game](#)

Setting Up Games List

PREREQUISITES

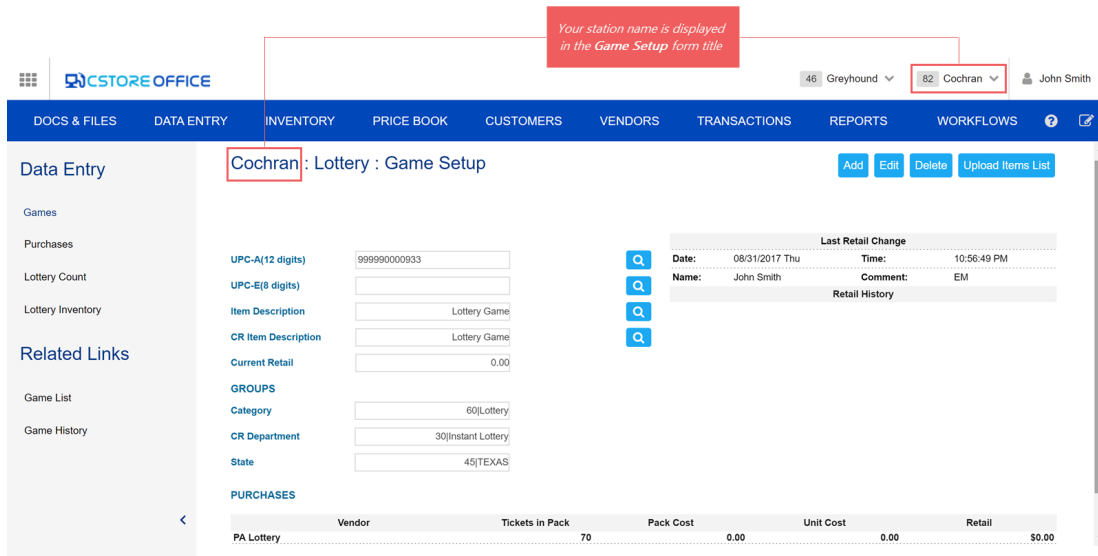
Before starting to set up the games list, make sure the following conditions are met:

- The lottery category is set up in CStoreOffice®.
- The lottery CR Department(s) are set up in CStoreOffice®.
- The vendor, from which you purchase your lottery, is set up in CStoreOffice®.



To set up the games list for your station, follow the steps:



1. Go to the CStoreOffice® home page and then click **Data Entry > Lottery > Games**.
Result: The **Game Setup** form opens.
2. At the top right of the page, select your station.

Result: The selected station name is added to the **Game Setup** form title.



3. For each game sold at the station level, do the following:
 - a. At the top right of the **Game Setup** form, click the **Add** button.
 - b. Enter the following information for the lottery game:

Game Field Name	Game Field Description
UPC-A	Enter the UPC-A value (12 digits).
UPC-E	Enter the UPC-E value (8 digits).
Item Description	Enter the name of the lottery game.
CR Item Description	Enter the name of the lottery game on the cash register screen.  The CR Item Description field size is limited to 20 symbols.
Current Retail	Retail price for the lottery game.  When you set up a retail price for the lottery game for one location, this retail price is automatically set up for all locations of the account.
GROUPS section	
Category	Category for the lottery game.
CR Department	Cash register department for the lottery game.
State	A state where the station/store is located.
PURCHASES section	
Vendor	Enter a new lottery vendor, or select the existing vendor from the list.
Tickets in Pack	Enter the number of the lottery tickets in the pack.

Pack Cost	Enter the cost of the entire pack. The value in this field is calculated automatically in case the value in the Unit Cost field is entered.
Unit Cost	Enter the cost of a single ticket. The value in this field is calculated automatically in case the value in the Pack Cost field is entered. <div style="background-color: #e6e6fa; padding: 5px; border: 1px solid #ccc;">  For reporting purposes in CStoreOffice®, it is best practice to have the unit cost match the retail cost. Any commission needs to be recorded outside of CStoreOffice®. </div>
Retail	Retail price for each lottery ticket. <div style="background-color: #e6ffe6; padding: 5px; border: 1px solid #ccc;">  Make sure the Retail is not equal to zero. Otherwise, the lottery ticket cannot be added in the Lottery Count form. </div>

4. At the top right of the **Game Setup** form, click the **Save** button.

Cochran : Lottery : Game Setup

UPC-A(12 digits)

UPC-E(8 digits)

Item Description

CR Item Description

Current Retail

GROUPS


Category

CR Department

State

PURCHASES

Vendor	Tickets in Pack	Pack Cost	Unit Cost	Retail	
PA Lottery	300	300	1.00	1	<input type="button" value="enter"/> <input type="button" value="revert"/> <input type="button" value="delete"/>

 You can check the Games List report to see if the lottery UPC is already entered. For more information, see [Games List Report](#).

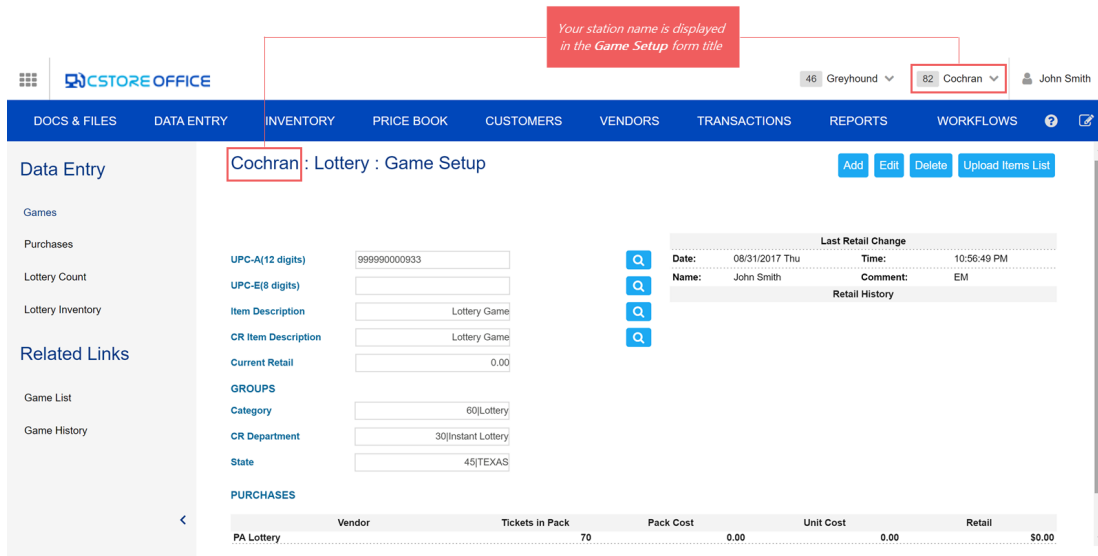
Uploading Lottery Games

You can upload the lottery games to CStoreOffice® from the file in XLS format.

To upload the lottery games, follow the steps:

1. Go to the CStoreOffice® home page and then click **Data Entry > Lottery > Games**.
Result: The **Game Setup** form opens.
2. At the top right of the page, select your station.

Result: The selected station name is added to the **Game Setup** form title.

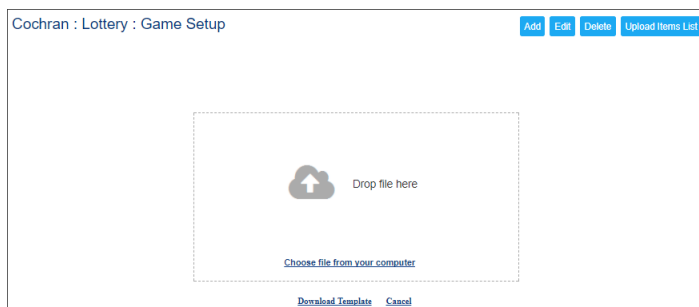


3. At the top right of the **Game Setup** form, click the **Upload Items List** button.
4. Make sure the XLS file you want to import the data from has a correct data structure. To see the structure example, click **Download Template**.

LOTTERY DOWNLOAD TEMPLATE

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	SKU Code	Description	DeptID	CatID	VendorID	State	Retail	Suggested Retail	Tickets in Pack	Pack Cost	Size	VIN	Cost	CR Description
2	369258147784	Sample Lottery	30	60	742	CA	10	11	60	574.8	1	1	1	Sample Lotte
3	369258147784	Sample	30	60	742	AL	10	11	50	500	2	1	1	Lotte
4	369258147784	Sample	30	60	740	AL	10	11	50	500	2	222222	1	Lotte

5. Do one of the following:
 - o Drop the XLS file to the **Drop here** section, in case this operation is supported by your browser.
 - o Click **Choose file from your computer** and then select the XLS file.



6. Review the upload status.



Viewing Lottery Games

You can view the following information about lottery games for the station:

- [Viewing Lottery Games List](#)
- [Viewing Lottery Game Details](#)

Viewing Lottery Games List

To view the list of lottery games, follow the steps:

1. In the left menu, go to the **Related Links** section and then click **Game List**.
2. In the opened **Games List** report, view all lottery games available for the selected station. For more information on working with the Games List report, see [Games List Report](#).

Viewing Lottery Game Details

To view the existing lottery game details, follow the steps:

1. Select a lottery game you want to view, using one of the following ways:
 - Enter full or partial data in one of the following fields and then click the search button:
 - **UPC-A**
 - **UPC-E**
 - **Item Description**
 - **CR Item Description**



For more information on the fields listed above, see [Adding New Lottery Game](#) > step 4.

- Select the game from the list of lottery games. For details, see [Viewing Lottery Games List](#).
2. View the following lottery game details:

- **General information**, including the lottery game groups and purchases. For more information on these fields, see [Adding New Lottery Game](#) > step 4.
- **Retail data**, including the following information:
 - [Last Retail Change](#)
 - [Retail History](#)
- **Game history** - at the right of the page, go to **Related Links** and then click **Game History**. For details, see [Game History Report](#).

Last Retail Change Details

In the Last Retail Change section, you can view the following details about the last changes in the lottery game:

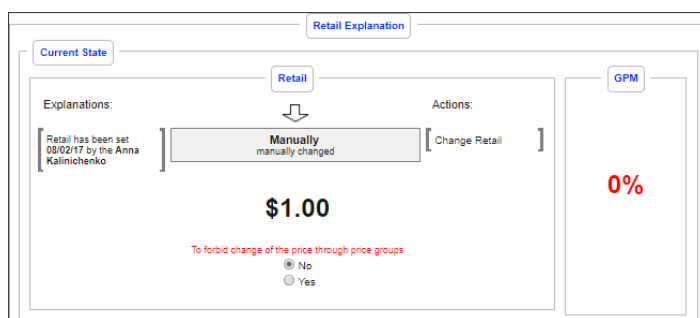
- **Date** when the lottery ticket was last changed.
- **Name** of the user who performed the changes.
- **Time** of the lottery game changes.
- **Comment** left during the change if any.

Retail History Details

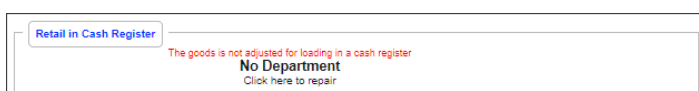
To view the retail change history, in the **Last Retail Change** section, click **Retail History**.

In the **Retail Explanation** window, you can see the following sections:

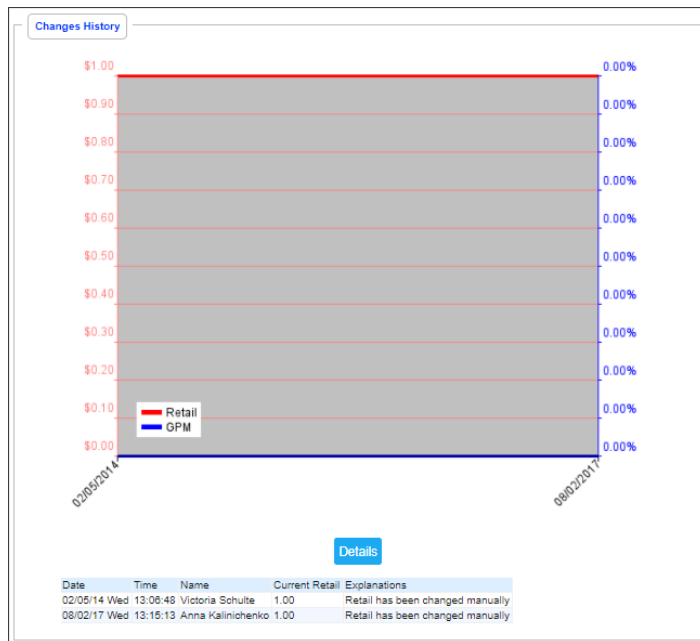
- **Current State** displaying the current information on the lottery item.
 - To make changes to the retail, click **Change Retail**.
 - To disable the ability to change the price through the price groups, at the bottom of the section, click **Yes**.



- **Retail in Cash Register** displaying item retail set in the cash register. In case there are no departments, at the bottom of the section, click the corresponding link to select a department.



- **Changes History**, displaying history of changes, including the following data:
 - The chart of dependencies between the retail price and gross profit margin.
 - The last change history presented in a form of the Retail History Chart.



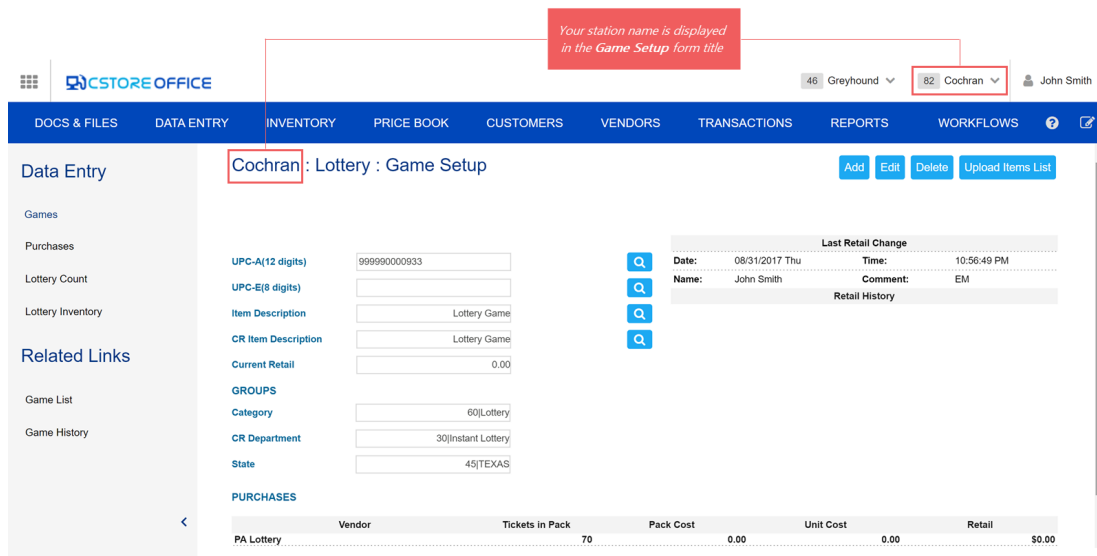
To view the Item Info Graph Report, click the **Details** button.

Editing Existing Lottery Game


To edit the existing lottery game, follow the steps:

1. Go to the CStoreOffice® home page and then click **Data Entry > Lottery > Games**.
Result: The **Game Setup** form opens.
2. At the top right of the page, select your station.

Result: The selected station name is added to the **Game Setup** form title.



3. Select a lottery game you want to edit, using one of the following ways:
 - Enter full or partial data in one of the following fields and then click the search button:
 - **UPC-A**
 - **UPC-E**
 - **Item Description**
 - **CR Item Description**

 For more information on the fields listed above, see [Setting Up Games List](#) > step 3.b.

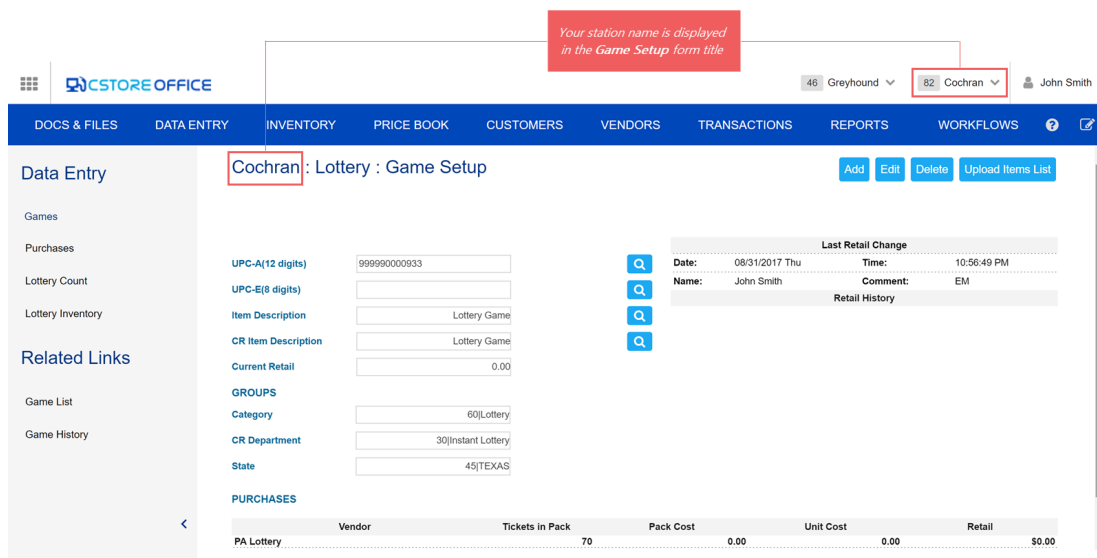
- Select the game from the list of lottery games. For details, see [Viewing Lottery Games List](#).
4. At the top right of the **Game Setup** form, click the **Edit** button.
 5. Edit the information you need, and then click **Save**.

Deleting Lottery Game


To delete a lottery game, follow the steps:

1. Go to the CStoreOffice® home page and then click **Data Entry** > **Lottery** > **Games**.
Result: The **Game Setup** form opens.
2. At the top right of the page, select your station.

Result: The selected station name is added to the **Game Setup** form title.



3. Select a lottery game you want to delete, using one of the following ways:
 - Enter full or partial data in one of the following fields and then click the search button:
 - **UPC-A**
 - **UPC-E**
 - **Item Description**
 - **CR Item Description**

 For more information on the fields listed above, see [Setting Up Games List](#) > step 3.b.

- Select the game from the list of lottery games. For details, see [Viewing Lottery Games List](#).
4. At the top right of the **Game Setup** form, click the **Delete** button.

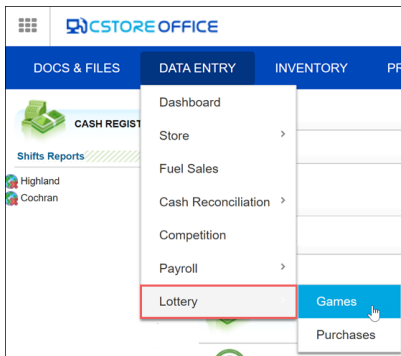
Games List Report

This section describes the specifics of accessing and interpreting the Games List report.

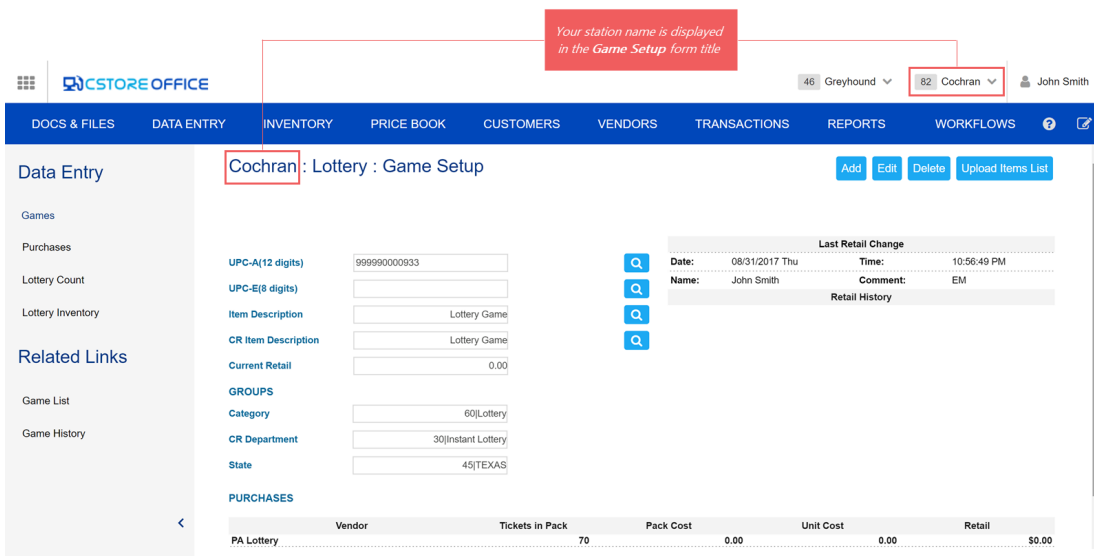
Opening Report

To open the report, follow the steps:

1. Go to the CStoreOffice® home page and then click **Data Entry > Lottery > Games**.



2. At the top right of the page, select the station with lottery games. The selected station is added to the **Game Setup** form title.



3. In the left menu, go to **Related Links** and then click **Game History**.

You can also go to **Reports > Lottery > Set up > Games List**.

Viewing Report

The Games List report contains all the game UPCs entered in the system. You may use this report to check if your new UPC was already entered by another staff member.

The report contains the following information:

- **UPC**
- **Name** - lottery game name
- **Dept** - cash register department the game is assigned to
- **Cat** - item category of the lottery game

- **Pack value** - value of the lottery tickets pack
- **State** - state of the lottery game is sold

Print Version Convert to Excel Help Feedback

Cochran : Lottery : Games List ☆

UPC	Name	Dept	Cat	Pack value	State
1	Bingo	7	18	1	39 PENNSYLVANIA
6789086	Lotto Game	30	1	10	4 ARIZONA
99907489	New Lottery	30	60		39 PENNSYLVANIA
6440181936	Million Game	30	60	300	39 PENNSYLVANIA
9876543211	Lotto Game	30	60	300	39 PENNSYLVANIA
11112311234	Happy Game	30	60		39 PENNSYLVANIA
11223344556	\$1000 Week	30	60	300	39 PENNSYLVANIA

Additional Actions

- To view the details on a certain game, click its UPC.
- To print the report, click **Print Version**.
- To open the report in the XLS format, click **Convert to Excel**.

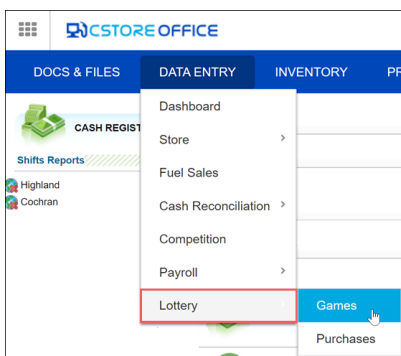
Game History Report

This section describes the specifics of accessing and interpreting the Game History report.

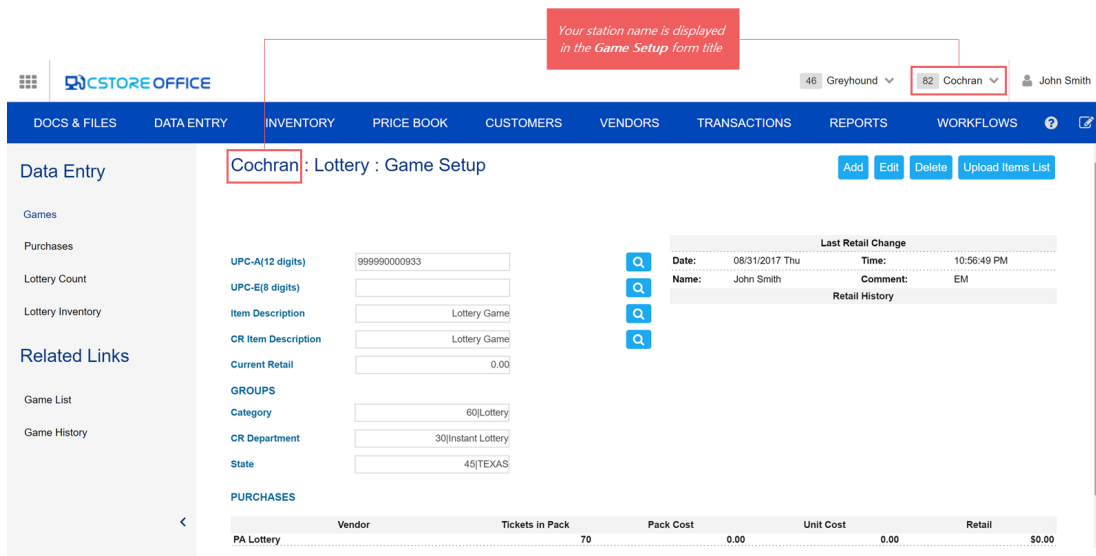
Opening the Report

To open the report, follow the steps:

1. Go to the CStoreOffice® home page and then click **Data Entry > Lottery > Games**.



2. At the top right of the page, select the station with lottery games. The selected station is added to the **Game Setup** form title.



3. Select a lottery game you want to view using one of the following ways:
 - Enter full or partial data in one of the following fields and then click the search button:
 - **UPC-A**
 - **UPC-E**
 - **Item Description**
 - **CR Item Description**
 - Select the game from the list of lottery games.
4. In the left menu, go to **Related Links** and then click **Game History**.

Viewing Report

Game History report displays a complete history of the selected lottery game at the location. The Game History report resembles the purchase report. However, using the Game History Report you can search lottery games by UPC and track down specific information about a UPC like:

- Dates when lottery tickets were sold
- Purchase transactions when lottery tickets were bought
- Information whether tickets for the lottery game are sold out

There are the following filtering and sorting options:

- **Date.** Specify the period you are interested in manually using the calendar or use one of the available filtering options and then click the **Find** button. There are the following filtering periods available:
 - **Custom Date**
 - **Current Month**

- **Current Quarter**
- **Current Year**
- **Last Month**
- **Last Quarter**
- **Last Year**
- **Last 12 months**
- **Advanced.** Click the **Advanced** button, select one several filtering options you want, and then click the **Find** button. There are the following advanced filtering options available:
 - **Find.** Select the **UPC** or **Description** field, searching operator and then enter the searching value. You can add one or several searching criteria by selecting **and** or **or** in the list at the right of the **Find** section.
 - **Sort by.** Select the order of the report columns you want.

The screenshot displays the 'Advanced' search interface. At the top, there is a date range selector showing 'From: 03/27/17' and 'To: 06/27/18', with an 'Advanced <' button. Below this is a 'Find' section with a 'Sort By' dropdown. The main search area contains 'Field: UPC', 'Operator: Equal', and the search value '999988887775'. At the bottom, there are three buttons: 'Find', 'Help', and 'Feedback'.

Report contains the following information:

- **Invoices** section with the following details information on each invoice for the selected period:
 - **Vendor Name**
 - **Invoice #**
 - **Invoice Date**
 - **Amount**
 - **Invoice Type**
 - **Comments**
- **Sales** section with the following detailed information on the lottery game:
 - **Date**
 - **Sales Quantity**
 - **Sales Amount**
- **Sold Outs** section with the following detailed information on the sold out lottery games:

- UPC
- Serial
- Shift
- Date

Cochran : Game History : Report ☆
DUNS #:0363-2270-05

Invoices:						
Vendor Name	Invoice #	Invoice Date	Amount	Invoice Type	Comments	
1.PA Lottery	15	03/09/18 Fri	\$900.00	OPERATOR		
- Invoice has comments						
Sales:						
Date	Sales Quantity			Sales Amount		
02/23/18/ Fri	2			\$60.00		
02/27/18/ Tue	3			\$90.00		
02/28/18/ Wed	1			\$30.00		
03/01/18/ Thu	1			\$30.00		
03/05/18/ Mon	4			\$120.00		
03/11/18/ Sun	1			\$30.00		
03/12/18/ Mon	1			\$30.00		
03/13/18/ Tue	4			\$120.00		
03/14/18/ Wed	1			\$30.00		
03/15/18/ Thu	1			\$30.00		
04/29/18/ Sun	1			\$30.00		
05/01/18/ Tue	9			\$270.00		
05/03/18/ Thu	21			\$630.00		
Sold Outs:						
UPC	Serial	Shift	Date			
64401811188	11880392455	2	05/01/18/ Tue			

Additional Actions

To view more detailed information on the lottery invoice and edit the invoice data, in the **Invoices** section, click this invoice and then click the row with the data you need to edit.

Invoices:												
Vendor Name	Invoice #	Invoice Date	Amount	Invoice Type	Comments							
1.PA Lottery	17	04/15/18 Fri	\$1,155.00	OPERATOR								
- Invoice has comments												
Invoice Type:				OPERATOR								
Vendor:				PA Lottery								
Date:				04/15/18 Fri								
InvoiceId:				17								
Total:				\$1,155.00								
Quantity	Cat NO	Category Description					Cost	Retail	Profit			
3	600						\$1,155.00	\$1,200.00	3.75%			
QTY	Pack	Size	Cat	CR Dep	Description	Serial	Unit Cost	Extended Cost	Retail Price	Retail Extension	Profit	
1	30	60	60		0\$100,000,000 Blowout	11950107363430	\$19.50	\$585.00	\$20.00	\$600.00	2.50%	Delete
1	60	60	60		0Bingo Night	11980084718000	\$4.75	\$285.00	\$5.00	\$300.00	5.00%	Delete
1	60	60	60		0Bingo Night	11980084897320	\$4.75	\$285.00	\$5.00	\$300.00	5.00%	Delete

LOTTERY PURCHASES (INVOICES)

This section describes how you can add information about a lottery game to the system inventory.


Before you put lottery games on sale, you need to enter information about them in CStoreOffice®. To do this, you need to create a 'fake' invoice with the lottery game information. The procedure of creating a lottery invoice is basically the same as the one for a regular invoice except for some minor differences.

We recommend that you enter information about two lottery purchases in the system inventory: one for whole packs of tickets and one for partial packs of tickets.

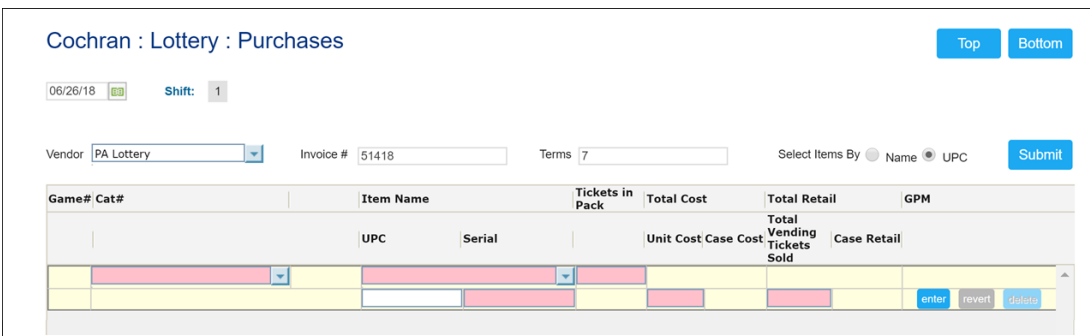
Creating New Lottery Invoice

To create a new lottery invoice:


1. Go to the CStoreOffice® home page and then click **Data Entry > Lottery > Purchases**.
2. At the top of the **Purchases** form, make sure you have the correct date and shift number selected.
3. In the **Vendor** list, select the lottery vendor.

 The lottery vendor is set up when adding a new lottery game.


4. In the **Invoice #** field, enter the invoice number. If you cannot find the invoice number, you may enter the invoice date as the number, which will allow you to find your invoice easily by its date.
5. In the **Terms** field, enter the payment terms, if any. This value does not affect the lottery invoice data.
6. Specify criteria for entering the lottery data into the system:
 - o **Name**
 - o **UPC:** It is recommended to select this option to eliminate possible mistakes during entering the data with similar lottery names.
6. Click **Submit**.




Result: The form reloads.

 The game number is entered automatically by the system to facilitate the inventory process.


7. For a credit (return) invoice, at the bottom left of the Invoice form, select the **Credit Invoice** check box.

 You can return the lottery tickets that are actually in the pack. In case there are no sold tickets in the pack, the whole pack will be returned correspondingly.

8. If the category for the lottery game is not pre-populated, in the **Cat#** list, select the necessary category.
9. Depending on the entry criteria specified in step 5, in the **Item Name** field, enter the UPC or lottery item name or select it in the list.
10. Enter the serial number.

 Instead of VIN used for the regular invoices, serial number is used for the lottery games. The serial number is unique to each pack and starts with the last 3 digits of the UPC followed by the next six digits on the back of a ticket.

11. If the actual number of tickets in the pack differs from the tickets number pre-populated in the **Tickets in Pack** field, enter the actual tickets number. This value must be specified only for partial packs of tickets when you are entering the pack data for the first time.

 The **Tickets in Pack** field editing operation is permission-based. To be able to edit this field's value, the user must have the **Allow users to modify Lottery Purchases Tickets in Pack for credit invoices** permission granted. For more information, see [Roles and Permissions Management](#).

12. Unit cost and unit retail are pre-populated with values that you specified when setting up the lottery game. The case cost, case retail and GPM are calculated automatically.
13. Click **Enter**.
14. Repeat steps 8-13 for all lottery ticket packs that you have, select the method of payment and then click **Save**.

Game# Cat#	Item Name	Tickets in Pack	Total Cost	Total Retail	GPM
60 Lottery	WIZARD OF ODDS	150	300.00	300.00	0.00%
Lottery	64401811601 5555122123		2.00 300	2.00 300	enter revert delete

15. To create one more lottery invoice, click **New Invoice**.

HOW TO NAVIGATE AROUND THE LOTTERY ENTRIES

To navigate around the page for entering lottery invoices, use the following buttons.

- **Top and Bottom.** To get to the first (Invoice # 1, for example) and the last (Invoice # 1000, for example) entry.
- **Prev and Next.** To get to the previous (From Invoice # 1000 to Invoice # 999, for example) or to the next (From Invoice # 1 to Invoice # 2 for example).

HOW TO VIEW THE PURCHASES REPORT

To view the report listing the lottery invoices for the selected period of time, in the **Related Information** section in the left menu, click **Purchases Report**.

HOW TO DELETE A LOTTERY PURCHASE (INVOICE)

To delete a lottery purchase (invoice):

1. Open the **Lottery Tickets Purchases** report.
2. Select the date of the lottery invoice you want to delete and click **Refresh**.
3. Expand the report's data until you find the invoice you need.
4. Click the **Delete** button.

Quantity	Cat NO	Category Description	Cost, \$	Retail, \$	Profit						
14	60 0		4,465.00	4,700.00	5.00%						
QTY	Pack Size	Cat	CR Dep	Description	Serial	Unit Cost, \$	Extended Cost, \$	Retail Price, \$	Retail Extension, \$	Profit	
1	60	60	0	\$1,000 Dreamin	15200015994	9.50	570.00	10.00	600.00	5.00%	Delete
1	60	60	0	\$1,000 Dreamin	15200016682	9.50	570.00	10.00	600.00	5.00%	Delete
1	60	60	0	\$1,000 Dreamin	15200017056	9.50	570.00	10.00	600.00	5.00%	Delete
1	150	60	0	7-11-21 Live	15230015261	1.90	285.00	2.00	300.00	5.00%	Delete

5. Confirm deletion.

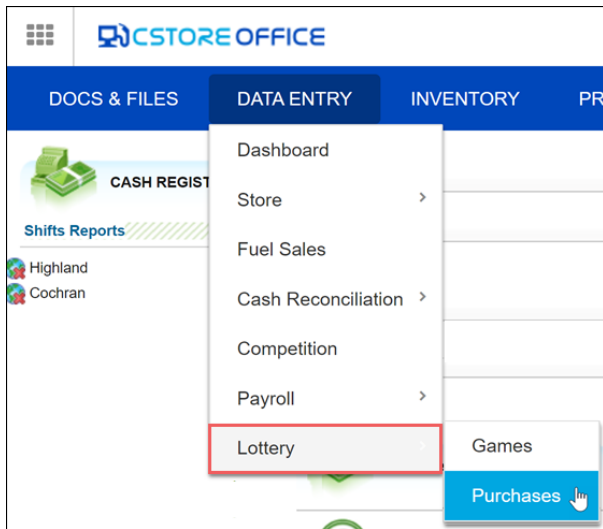
LOTTERY TICKETS PURCHASES REPORT

This section describes the specifics of accessing and interpreting the Lottery Ticket Purchases report.

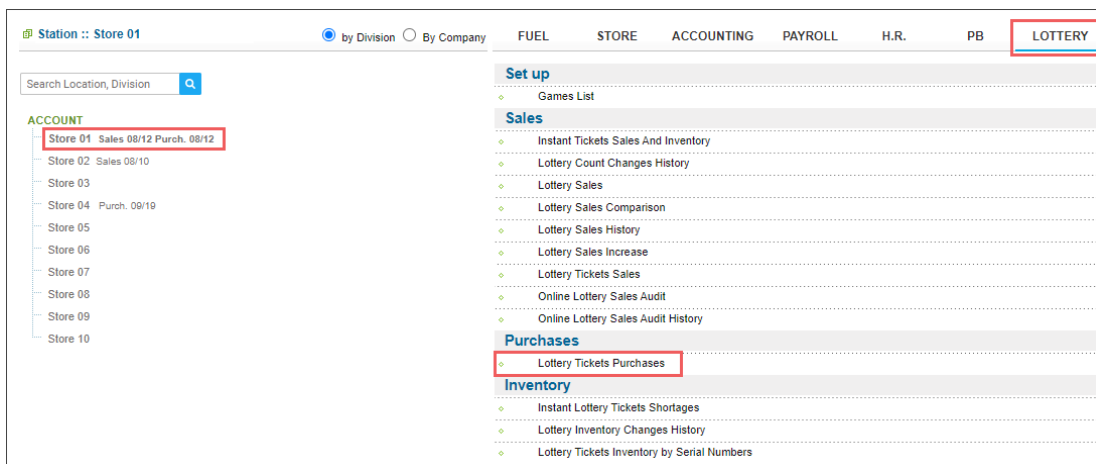
Opening the Report

You can open the report in the following ways:

- Go to **Data Entry > Lottery > Purchases > Related Links > Purchases Report.**



- Go to **Reports > Lottery > select a location > Purchases > Lottery Tickets Purchases.** The report is available only at the location level. Before opening the report, in the list to the left of the reports list, select the location (station) you need:



Viewing the Report

This report lists "fake" lottery invoices for the selected period of time. For more information, see [Lottery Invoices](#).

Using the **Subtotal by** and **Advanced** filtering options, you can change the periods of the data displayed in the report, and the look of the report itself.

The report contains the following information:

- **Vendor Name**
- **Invoice #**

- Invoice Date
- Amount, \$
- Invoice Type

Current Month	From: 05/01/21	To: 04/30/22	Subtotal by: By Vendors	Advanced >
Refresh	Print Version	Convert to Excel	Help	Feedback
Lottery Tickets Purchases ☆				
DUNS #: 0363-2270-05				
Filter by Station: [Redacted]				
Invoices: 4				
Vendor Name	Invoice #	Invoice Date	Amount, \$	Invoice Type
PA Lottery				
PA Lottery	1213	10/28/21 Thu	160.00	OPERATOR
PA Lottery	815	05/18/21 Tue	4,465.00	OPERATOR
PA Lottery	18	05/12/21 Wed	10,830.00	OPERATOR
PA Lottery	15	05/07/21 Fri	9,975.00	OPERATOR
Total Amount:			25,430.00	25,430.00
© Copyright Petrosoft LLC Report ID: 8991				

If you click a specific lottery invoice, the report expands further, displaying the following information:

Data Type	Further Subdivision
Quantity	<ul style="list-style-type: none"> • Quantity of the lottery games • Pack • Size
Category number	<ul style="list-style-type: none"> • Price Book category
Category description	<ul style="list-style-type: none"> • Cash register department • Lottery game description • Lottery serial number
Cost, \$	<ul style="list-style-type: none"> • Unit cost • Extended cost
Retail, \$	<ul style="list-style-type: none"> • Retail price • Retail extension
Profit	<ul style="list-style-type: none"> • Profit

: Lottery Tickets Purchases ☆											
DUNS # 0363-2270-05											
Filter by Station: [REDACTED]											
Invoice Type:		OPERATOR									
Vendor:		PA Lottery									
Date:		05/18/21 Tue									
Invoice ID:		815									
Total, \$:		4,465.00									
Quantity	Cat NO	Category Description				Cost, \$		Retail, \$		Profit	
14	60 0					4,465.00		4,700.00		5.00%	
QTY	Pack Size	Cat	CR Dep	Description	Serial	Unit Cost, \$	Extended Cost, \$	Retail Price, \$	Retail Extension, \$	Profit	
1	60	60	0	\$1,000 Dreamin	15200015994	9.50	570.00	10.00	600.00	5.00%	Delete
1	60	60	0	\$1,000 Dreamin	15200016682	9.50	570.00	10.00	600.00	5.00%	Delete
1	60	60	0	\$1,000 Dreamin	15200017056	9.50	570.00	10.00	600.00	5.00%	Delete
1	150	60	0	7-11-21 Live	15230015261	1.90	285.00	2.00	300.00	5.00%	Delete
1	150	60	0	7-11-21 Live	15230015394	1.90	285.00	2.00	300.00	5.00%	Delete
1	60	60	0	Bigger Money Bingo	15210015687	4.75	285.00	5.00	300.00	5.00%	Delete
1	60	60	0	Bigger Money Bingo	15210015801	4.75	285.00	5.00	300.00	5.00%	Delete
1	60	60	0	Bigger Money Bingo	15210015874	4.75	285.00	5.00	300.00	5.00%	Delete
1	60	60	0	The Hunt For Cash	15220020474	4.75	285.00	5.00	300.00	5.00%	Delete
1	60	60	0	The Hunt For Cash	15220020661	4.75	285.00	5.00	300.00	5.00%	Delete
1	60	60	0	The Hunt For Cash	15220020814	4.75	285.00	5.00	300.00	5.00%	Delete
1	60	60	0	The Hunt For Cash	15220020890	4.75	285.00	5.00	300.00	5.00%	Delete
1	100	60	0	Wild Win	15240013617	0.95	95.00	1.00	100.00	5.00%	Delete
1	100	60	0	Wild Win	15240015096	0.95	95.00	1.00	100.00	5.00%	Delete

Charges Details						
14	Total For All Categories				4,465.00	4,700.00 5.00%

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Report ID: 8991

To get back to the original invoice form, click any lottery invoice entry. In the original invoice form, you can edit the invoice data necessary. For more information, see [Lottery Invoices](#).

LOTTERY COUNT

This section describes the specifics of arranging lottery games in CStoreOffice® the same way they are arranged on the display rack, as well as illustrates the mechanism of entering and maintaining the lottery ticket count.

i

When you enter the lottery count, make sure you select the last shift or the day prior to enter the information. You will need to accept the shift before making edits to the Count page for that shift, otherwise it will be deleted after you accept the shift.

Arranging Lottery Games and Counting Lottery Tickets

1. Go to the CStoreOffice® home page and then click **Inventory** > **Lottery Count**.
2. Select the station where the lottery game is going to be sold.

Cochran : Lottery : Count Save Print lottery inventory form

Week: 26 2018 June Sun Mon Tue Wed Thu Fri Sat 24 25 26 27 28 29 30 Shift: 1


Select Game by: Name UPC Common | Vending Machine

Position	UPC	Serial	Close Inventory	Sold Out	Ticket Price	Tickets Sold	Total Shift Sales
2	64401811324 SX the Bucks - 64401811324	13240008366	141	<input type="checkbox"/>	1	0	0
4	64401811280 QUICK CASH - 64401811280	12800037851	76	no	1.00	0	0
5	64401811319 GOLDEN GOOSE - 64401811319	13190005505	136	no	1.00	0	0
6	64401811290 Cash Splash - 64401811290	12900006897	107	no	1.00	0	0
8	64401811297 FRUIT LOOT - 64401811297	12970082811	43	no	3.00	0	0
10	64401811278 5 STAR CROSSWORD - 64401811278	12780113949	1	no	3.00	0	0
11	64401811326	13260028730	45	no	5.00	0	0

3. Select the date.
4. Specify the criteria for entering items into the system:
 - o **Name**
 - o **UPC:** It is recommended to select this option to eliminate possible mistakes during entering the data with similar lottery names.
5. Select if you want to enter a regular lottery game or one for the vending machine by selecting one of the following options:
 - o **Common:** Select this option to enter a regular lottery game.
 - o **Vending:** Select this option to enter a vending machine game.

 Vending can be turned on if needed by Petrosoft, all tickets sold would need to be entered manually.

6. In the **Position** column, select the game position number. When you enter a game into the form, make sure the position number matches the location of the game on the display rack.

 To set the alert notifying you on the cases when lottery tickets are sold with empty ticket serial number and rack position, go to **Alerts** > **Alerts Setup** > **Sales** > **Lottery**.

7. Click the top line in the game form.
8. In the **UPC Name** column, enter or select the name of the game or UPC, depending on the option selected in step 4.
9. In the **Serial** column, enter the serial number manually or select it from the list. The serial number must match the number of the game you have for sale.
10. In the **Close Inventory** column, enter the number of the games remaining in the pack after the sales for the displayed shift.
11. In the **Sold Out** column, select the check box if the game is sold out. You can select it later when all tickets for this lottery game are sold out.
12. View the ticket price. If it equals to zero, go to the [Game Setup](#) form to set the lottery ticket price. Otherwise, the lottery ticket with zero retail cannot be added to the Count form.
13. In the **Tickets Sold** column, enter the number of the sold tickets.
14. In the **Total Shifts Sale** column, view the amount for the tickets sold.
15. At the end of the game row, click **Enter**.
16. Proceed the same way with the next game.
17. When you arrange all games and enter the number of tickets within them, click **Save**.

Once you save your lottery games, the Cash Register is updated — the Lottery Net Sales data is added to the station's Total Sales and goes into the **Lottery Cash** field.



You can control the lottery tickets sales by the lottery ticket number and the ticket's position in the display rack.

For details, go to **Sales Alerts > Lottery sales without Serial Number or Positions**.

HOW TO KEEP THE COUNT PAGE UP TO DATE

1. Verify the ticket sales for the shift against the physical store records.
2. If a discrepancy is noticed, click **Edit** and adjust the number of sold tickets to reflect the correct number of sold tickets.
3. Repeat steps 1-2 until the number of all sold tickets is correct and click **Save**.

HOW TO EDIT THE LOTTERY COUNT

1. Select the game by clicking it and then click **Edit**.
2. Edit the parameters you need and then click **Save**.

HOW TO MARK TICKETS AS SOLD OUT



Make sure to not have the same UPC ticket on more than one position (with the exception that one

UPC is sold out and being replaced with the same UPC). CStoreOffice® doesn't decipher by serial number from sales and it's possible that some sales will pull from the wrong position.

1. Select the game by clicking it and then click **Edit**.
2. For a sold out ticket, select the **Sold out** check box and then click **Enter**.
3. Click **Save**.

Result: The position of the current ticket is changed to 0 so that you can enter the replacement ticket details.

4. On the next available line, enter the details for the replacement ticket for that corresponding bin, including the new serial number for the new pack of tickets.
5. Click **Enter**.
6. Click **Save**.

HOW TO DELETE THE LOTTERY ENTRY FROM THE COUNT

To delete the lottery game entry from the lottery count, select the game by clicking it, and then click **Delete**.



Before entering the lottery sales data in the Lottery Count form manually, make sure the **Calculate lottery instant ticket sales** option is enabled in the CStoreOffice® cash register settings. Otherwise, manually entered lottery sales data will not be displayed in the Lottery Sales and/or Instant Tickets Sales and Inventory reports.

For details, see [Advanced Settings](#), [Lottery Sales](#), and [Instant Tickets Sales and Inventory](#) reports

Interpreting Lottery Sales Results

At the bottom of the page is the summary to the lottery ticket sales results.

		This Shift	Today	MTD
Total Common Tickets Sold	0	0.00	0.00	7322.00
Unit Retail	0	0.00	0.00	4321.00
Tickets Paid Outs		0.00	0.00	6971.00
Online Net Sales		0.00	0.00	7068.50
Total Lottery Net Sales		0.00	0.00	11740.50

The lottery sales information is presented the following way:

- **Total Common Tickets Sold.** Number of tickets sold, the amount of sales during the shift, during the day, and during the month-to-date period.



Month-to-date (MTD) is a period starting at the beginning of the current month and ending at the current date.

- **Total Vending Tickets Sold.** Number of tickets sold via vending machine, the amount of sales during the shift, during the day, and during the month-to-date period.
- **Tickets Paid Outs.** Payout of the winning tickets.
- **Online Net Sales.** Lottery tickets sold online.
- **Total Lottery Net Sales.** Total lottery sales minus paid outs. (Total Common Tickets Sold + Total Vending Tickets Sold + Online Net Sales) - Tickets Paid Outs = Total Lottery Net Sales.



The sales sum includes not only the ticket sales listed above, but also the sales of the unscanned items (most likely, non-scanned instant tickets), which were made as direct or department sales. That means the sum of the ticket sales from the table above and the sum of total sales might differ. In order to balance the lottery sales, you should manually put the non-scanned lottery tickets in the Count form.

LOTTERY GOLDEN RULE

If you make a mistake in lottery data, you cannot fix it on the date it was noticed. The mistake must be researched and fixed on the date when it occurred.

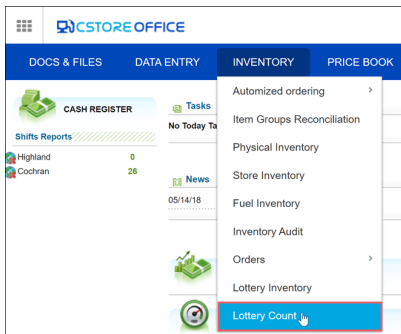
LOTTERY COUNT CHANGES HISTORY REPORT

This section describes the specifics of accessing and interpreting the Lottery Count Changes History report.

Opening Report

To open the report, follow the steps:

1. Go to the CStoreOffice® home page and then click **Inventory > Lottery Count**.



2. In the left menu, go to **Related Links** and then click **Lottery Count Changes History**.

You can also find the report at **Reports > Lottery > Inventory > Lottery Count Changes History**.

Viewing the Report

This report shows a list of all changes made to the lottery count of the station during the specified period of time. Using this report, you can find out the date of a possible mistake and fix it to maintain the correct accounting balance.

The report contains the following information:

- Position of the lottery game on the display rack
- UPC
- Lottery game name
- Serial number of the game
- Pack value
- Beginning inventory
- Sales (quantity of tickets sold)
- Ending inventory (Physical inventory)
- Sold out (Y - if the tickets are sold out, N - if no)

- Sales amount in dollars

Saved Filters
Save Reset

Filter By

Periods : Filter by last update From 06/01/18 To 06/30/18

Filter by sale date From 06/01/18 To 06/30/18

Game UPC# : Station : Cochran

Changes by user

Show sold out games

Find
Print Version
Convert to Excel
PDF Version
Help
Feedback

Lottery Count Changes History ☆

Pos.	UPC	Name	Serial	Pack value	Beginning Inventory	Sales	Ending Inventory (Physical)	Sold out	Sales Amount
06/12/18, Shift#1									
0	64401811282	Spicy Hot Crossword	0	60	69	9	60	N	\$45.00
0	64401811311	\$3 Million Mega Multiplier	0	30	32	2	30	N	\$60.00
0	64401811321	20X the Bucks	0	60	63	3	60	N	\$15.00
0	64401811330	Loose Change	0	300	301	1	300	N	\$1.00
0	64401811334	\$2 Monopoly	0	150	152	2	150	N	\$4.00
0	64401811335	\$1 Monopoly	0	300	310	10	300	N	\$10.00
2	64401811324	5X the Bucks	13240008366	300	142	1	141	N	\$1.00
5	64401811319	GOLDEN GOOSE	13190005505	300	137	1	136	N	\$1.00
8	64401811297	FRUIT LOOT	12970082811	100	48	5	43	N	\$15.00
18	64401811327	Silver & Gold	13270069250	60	31	7	24	N	\$35.00

To view change details, click the necessary line. You can use the detailed report to track down sales mistakes, sold out tickets and ending inventory values.

The detailed report provides the following information about the selected change:

- Date and time of the last update
- Person who made changes
- The nature of the change
- What was changed
- Comments
- Where the change took place

Saved Filters
Save Reset

Filter By

Periods : Filter by last update From 06/01/18 To 06/30/18

Filter by sale date From 06/01/18 To 06/30/18

Game UPC# : Station : Cochran

Changes by user

Show sold out games

Find
Print Version
Convert to Excel
PDF Version
Help
Feedback

Lottery Count Changes History ☆

06/12/18, Shift#1																					
Pos.	UPC	Name	Serial	Pack value	Beginning Inventory	Sales	Ending Inventory (Physical)	Sold out	Sales Amount												
0	64401811282	Spicy Hot Crossword	0	60	69	9	60	N	\$45.00												
<table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <thead> <tr> <th>Last update</th> <th>Who</th> <th>Action</th> <th>What</th> <th>Comments</th> <th>Where</th> </tr> </thead> <tbody> <tr> <td>06/21/2018 04:44:28</td> <td>John Smith</td> <td>insert</td> <td>Activation and Inventory Recalculation for serial 0 since 2018-06-12 shift 1, start inventory 0</td> <td>/Alerts/CashRegister/ShiftReports/report.php?StationId=62&ShiftId=2863268&Action=Accept&Date=06/12/18</td> <td></td> </tr> </tbody> </table>										Last update	Who	Action	What	Comments	Where	06/21/2018 04:44:28	John Smith	insert	Activation and Inventory Recalculation for serial 0 since 2018-06-12 shift 1, start inventory 0	/Alerts/CashRegister/ShiftReports/report.php?StationId=62&ShiftId=2863268&Action=Accept&Date=06/12/18	
Last update	Who	Action	What	Comments	Where																
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5	64401811319	GOLDEN GOOSE	13190005505	300	137	1	136	N	\$1.00												
8	64401811297	FRUIT LOOT	12970082811	100	48	5	43	N	\$15.00												
18	64401811327	Silver & Gold	13270069250	60	31	7	24	N	\$35.00												

After you find a mistake, you can get back to the Lottery Count form and fix the mistake. For more details, see [Lottery Count](#).

Filtering Report Data

To get the exact information you need, you can apply filters to the report. To set up a filter, select one or more filtering options. Once the filter is set up, at the bottom of the filter section, click the **Refresh** button to display the report data by the filter criteria.

To view the history of changes, select the period you need using the filter, and then click the lottery game you are interested in.

You have the following additional filtering options:

- Filter by last update
- Filter by sale date
- UPC number
- Station
- Changes by user
- Sold out games

Additional Actions

To print the report, click **Print Version**.

To open the report the Microsoft Excel document, click **Convert to Excel**.

To export the report in PDF format, click **PDF Version**.

To open the CStoreOffice® Help, click **Help**.

To create a ticket, click **Feedback**.

LOTTERY RETURNS

Lottery returns are lottery purchases for which the **Credit Invoice** option is enabled.



Make sure to check the credit invoice before entering games, otherwise you will lose all your entries and would need to re-enter them.

! The **Credit Invoice** option is permission-based. It is displayed only if the **Allow entering credit lottery invoice** permission is granted to the user. For more information, see [Roles and Permissions Management](#).

To create a lottery return:

1. Create a regular lottery purchase. For more details, see [Lottery Invoices](#).
2. At the bottom of the **Purchases** form, select the **Credit Invoice** check box.

Cochran : Lottery : Purchases New Invoice Save Top Bottom

06/19/18 Shift: Day

Vendor: OHIO LOTTERY Invoice #: 51418 Terms: Select Items By: Name UPC Submit

Game#	Cat#	Item Name	Tickets in Pack	Total Cost	Total Retail	GPM
		UPC	Serial	Unit Cost	Case Cost	Total Vending Tickets Sold
60	Lottery	\$300 MILLION ETRAVAGANZA	50	500.00	500.00	0.00%
	Lottery	67065605505		10.00	500	10.00 500

Credit Invoice Cost Retail GPM

Subtotal 0.00 0.00

Method of Payment Total 0.00 0.00

Result: The message box informing about a credit invoice creation appears.

It will be a credit invoice.
 All table rows entered by the moment will be emptied.
 Date parameter will be frozen.

For the credit invoice purchase, the system will use the number of tickets specified in the **Lottery Count** form. You will not be able to edit the tickets number. To fix the totals, you must research and fix mistakes on the day they were made using the [Lottery Count Changes History Report](#).

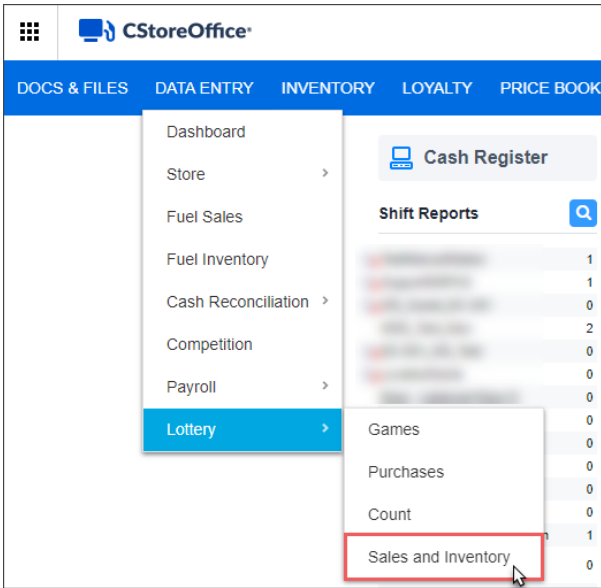
LOTTERY SALES AND INVENTORY

Using the **Sales and Inventory** tab, you can perform the following operations:

- [Viewing Lottery Inventory](#)
- [Entering or Deleting Physical Inventory for Lottery](#)

i This feature is permission-based.

To open the lottery **Sales and Inventory** tab, from the CStoreOffice® main page, go to **Data Entry > Lottery > Sales and Inventory**.



Viewing Lottery Inventory

You can view the lottery sales and inventory in the following ways:

- For a specific date and shift — at the top of the page, select the date and the shift you need.
 - To calculate shortages for all lottery items for saving them further in the current day/shift, select the **Full Inventory** check box.
 - To calculate shortages for the edited lottery items only for saving them only in the current day/shift, clear the **Full Inventory** check box.
- For the specific period of time — in the left menu, under **Related links**, click **Lottery Inventory Report** and then set the period you need in the report.

Understanding the Workspace

Cochran : Lottery : Sales and Inventory Save Delete

Week: 35 | 2017 | August | Sun Mon Tue Wen Thu Fri Sat | 27 28 29 30 31 1 2 | Shift: Day

Full Inventory

Game#	UPC	Beginning Inv.	Sales	Purchases	Book Inv.
Name		Physical Inv.	Short/Over		
1	64401811259	-20.00	0.00	0.00	-20.00
		0.00	20.00		
2	64401811181	-4.00	0.00	0.00	-4.00
		0.00	4.00		
3	64401811257	4.00	0.00	0.00	4.00
		0.00	-4.00		
4	64401811255	-60.00	0.00	0.00	-60.00
		0.00	60.00		
5	64401811630	398.00	0.00	0.00	398.00
	WINNING STREAK	0.00	-398.00		

The lottery sales and inventory information is displayed in the following fields:

- **Game #:** Game number automatically assigned by the system.
- **UPC/Name:** UPC and name of the lottery game. For more information, see [Setting up Games List](#).
- **Beginning Inventory:** Initial inventory for the shift, which is calculated according to the following formula: Physical Inventory since the Last Shift + Purchases - Sales.
- **Physical Inventory:** Physical inventory entered manually after calculation.
- **Short/Over:** Discrepancy between sales records and audited statements.
- **Purchases:** Purchases of the game tickets during the specified date and shift.
- **Book Inv:** Book inventory calculated according to the following formula: Book Inventory = Beginning - (Sales + Purchases).

Entering or Deleting Physical Inventory for Lottery

To enter the physical inventory value for a game, follow the steps:

1. Count the number of tickets for the UPC both at the register and in the back stock.
2. Click the game you need.
3. In the **Physical Inv.** column, enter the total retail value you have.
4. Click **Enter**.
5. Proceed the same way with the rest of the games, and then click **Save** when you are done.

To delete the physical inventory value in a game, select this game, click **Delete** and in the confirmation window, click **OK**.



If the lottery game was reconciled prior to a lottery purchase, come back to the Sales and Inventory Section and adjust the value in the **Physical Inventory** field.