

# INSTANT TICKET DAILY ACCOUNTING FOR INDIVIDUAL GAMES

This method allows you to track each individual games' sales. Many business owners prefer to use tablets or laptops with Excel to manage their inventories.

New packs activated and put out for sales need to be added throughout the day in the appropriate shift(s).

Bin #	Game Name / Game #	Shift 1				Shift 2				Daily Totals				
		Begin #	End #	Total Sold	\$ Amount Sold	Begin #	End #	Total Sold	\$ Amount Sold					
				x	\$	=	\$			x	\$	=	\$	
				x	\$	=	\$			x	\$	=	\$	
				x	\$	=	\$			x	\$	=	\$	
				x	\$	=	\$			x	\$	=	\$	
				x	\$	=	\$			x	\$	=	\$	
				x	\$	=	\$			x	\$	=	\$	
				x	\$	=	\$			x	\$	=	\$	
				x	\$	=	\$			x	\$	=	\$	
				x	\$	=	\$			x	\$	=	\$	
				x	\$	=	\$			x	\$	=	\$	
				x	\$	=	\$			x	\$	=	\$	
				x	\$	=	\$			x	\$	=	\$	
				x	\$	=	\$			x	\$	=	\$	
				x	\$	=	\$			x	\$	=	\$	
				x	\$	=	\$			x	\$	=	\$	
				x	\$	=	\$			x	\$	=	\$	
				x	\$	=	\$			x	\$	=	\$	
				x	\$	=	\$			x	\$	=	\$	
				x	\$	=	\$			x	\$	=	\$	
				x	\$	=	\$			x	\$	=	\$	
				x	\$	=	\$			x	\$	=	\$	
					<b>Instant Tickets</b>		\$						<b>Instant Tickets</b>	\$

Signature \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_



# INSTANT TICKET COSTS AND VALUES

Selling Price	Tickets per Pack	Pack Retail Value	Retailer Cost per pack	Retailer Commission per Ticket/Pack
\$1	300	\$300	\$282	\$18.00
\$2	150	\$300	\$282	\$18.00
\$3	100	\$300	\$282	\$18.00
\$5	60	\$300	\$282	\$18.00
\$10	30	\$300	\$282	\$18.00
\$20	30	\$600	\$564	\$36.00

**Friendly Reminder:** As outlined in the Retailer Rules, Lottery Retailers are responsible for the secure handling, safe-keeping and inventory of Instant Tickets. As such, Lottery Retailers are responsible for lost, stolen, destroyed or missing Instant Tickets.

Follow these important steps when you receive your Instant Ticket delivery:

1. REVIEW: Review the entire delivery. Be certain the packs received match the order on the Ticket Delivery Form by verifying game and pack numbers match. If the packs and Ticket Delivery Form do not match, STOP and contact Inside Sales immediately at 601-487-1359.

\*If you believe a ticket order has been stolen or tampered with, contact IGT Hotline immediately at 866-234-7533, Option 1.

2. CONFIRM: If all packs received match the Ticket Delivery Form, confirm the order. Confirmation means acceptance of the packs received exactly as shown on the Ticket Delivery Form. Once the order is confirmed, the retailer will be financially responsible for all packs listed on the packing list.

3. ACTIVATE: When you are ready to sell, activate your pack(s) and place for sale. Retailers should never sell tickets from a pack that has not been activated. Packs in Activated status with 75% of low-tier prizes validated or 21 days will settle automatically. NOTE: You should activate your packs of a particular game received first.

**Problems with your ticket ordering or accounting?  
Call 601- 487- 1359 immediately.**

**If you have stolen tickets,  
call IGT at 866 - 234 - 7533, option 1.**

## TIPS

To understand the total Instant Ticket liability, use the Billing Summary Report. The report shows the total amount owed for up to 4 weeks.

*On the terminal go to:*

1. Instant Game Functions
2. Inventory Reports
3. Summary Billing

To see Instant Ticket game and pack information, and the date it will settle, use the Billing Detail Report. The report shows settles for the next 4 weeks.

*On the terminal go to:*

1. Instant Game Functions
2. Inventory Reports
3. Detailed Billing

---

To keep track of all packs activated in your store, use the Activated Packs by Date Report. This is a helpful check and balance for owners who may not be in their store all the time. It shows the date, time and pack numbers activated.

*On the terminal go to:*

1. Instant Game Functions
2. Inventory Reports
3. Activated Packs by Date (select desired date/press SEND)

# INSTANT PACK INVENTORY LOG

Date Confirmed	Game #	Pack #	Game Name	Ticket Price Point	Retail Pack Value (use chart on back)	Date Activated	Settle #1 21 Days	Settle #2 75% of low-tier prizes validated	Settle #3 Manual or Tickets Returned	Sweep Date (Tuesday after settlement)
				\$	\$					
				\$	\$					
				\$	\$					
				\$	\$					
				\$	\$					
				\$	\$					
				\$	\$					
				\$	\$					
				\$	\$					
				\$	\$					
				\$	\$					
				\$	\$					
				\$	\$					
				\$	\$					
				\$	\$					
				\$	\$					
				\$	\$					
				\$	\$					
				\$	\$					
				\$	\$					
				\$	\$					
				\$	\$					
				\$	\$					
				\$	\$					
				\$	\$					
				\$	\$					
				\$	\$					
				\$	\$					
				\$	\$					
				\$	\$					
				\$	\$					
				\$	\$					
				\$	\$					
				\$	\$					
				\$	\$					
				\$	\$					
				\$	\$					

## Settlement Methods

1. Settle 21 Days from Activation
2. 75% of low-tier prizes validated (typically when pack is sold through)
3. Manually Settle Through Terminal  
Scan the barcode for the pack you would like to settle, or manually enter 4 digit game & 6 digit pack number.

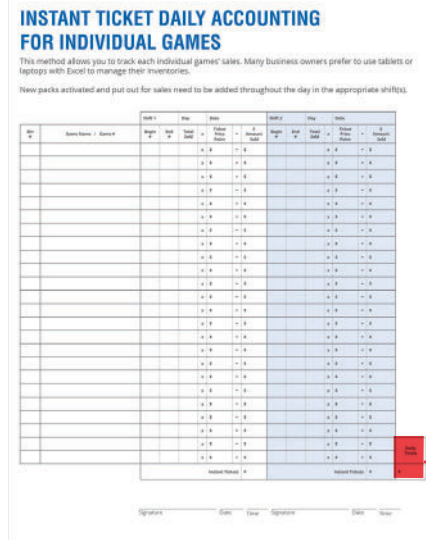
# CASH DRAWER BALANCING

Assumes retailers keeps a separate drawer for Lottery sales

1. When the store opens for the day check if there is a starting balance in the cash drawer and note it on the **Opening Balance** line
2. At the end of the day print Daily On-line Sales and Daily Instant Sales Reports.
  - Daily On-Line Sales Report**
    - Draw Game Functions
    - Online Sales
    - Today
  - Daily Instant Sales Report**
    - Instant Game Functions
    - Financial Reports
    - Instant Sales
    - Today
3. Copy from DAILY ON-LINE SALES
  - NET SALES – CASHES
  - Copy from DAILY INSTANT SALES
  - CASHES
4. Complete the **Scratch-Off Daily Accounting for Individual Games** (See back page)

Lottery Cash Draw Balance		Date:
Opening Balance		\$
NET SALES – CASHES	+	\$
CASHES	-	\$
TOTAL INSTANT SALES	+	\$
DEBIT AND CREDIT CARD PURCHASES	-	\$
<b>Grand Total</b>	=	\$

TOTAL INSTANT SALES



5. Debit and Credit Card Purchases  
If you accept debit or credit card for Lottery purchases deduct them out.