

Heartland

Cash
Register
Express

Lottery Setup & Report Guide

Rev 09/2020

Overview

As of version 13.1021, CRE allows you to create items/buttons for the sale and payout of lottery transactions, and to set limits on lottery payouts, both per transaction and per day. As well, so that merchants can easily track lottery transaction activity, we have added a Lottery section to the Detailed Daily Report and the Financial Summary report.

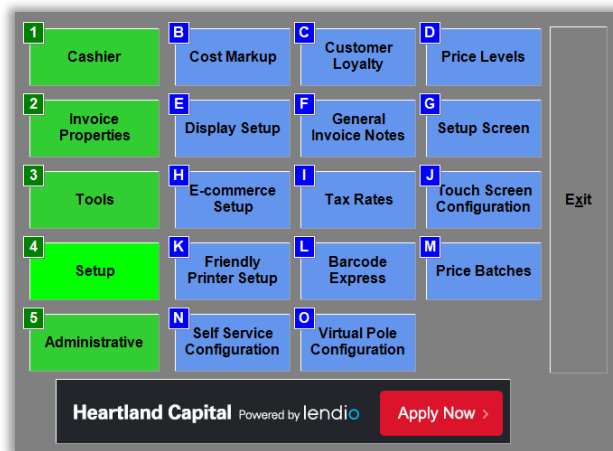
LOTTERY	Wednesday Lotto	Saturday Lotto	Power Ball
	\$1 Ladybug Blitz	\$2 Scratch-Off	\$5 Scratch-Off
	\$10 BigBux	Instant Payouts	Lotto Payouts

If you have questions regarding this feature, please contact Cash Register Express Support at 888.319.0521 or DAM@heartland.us.

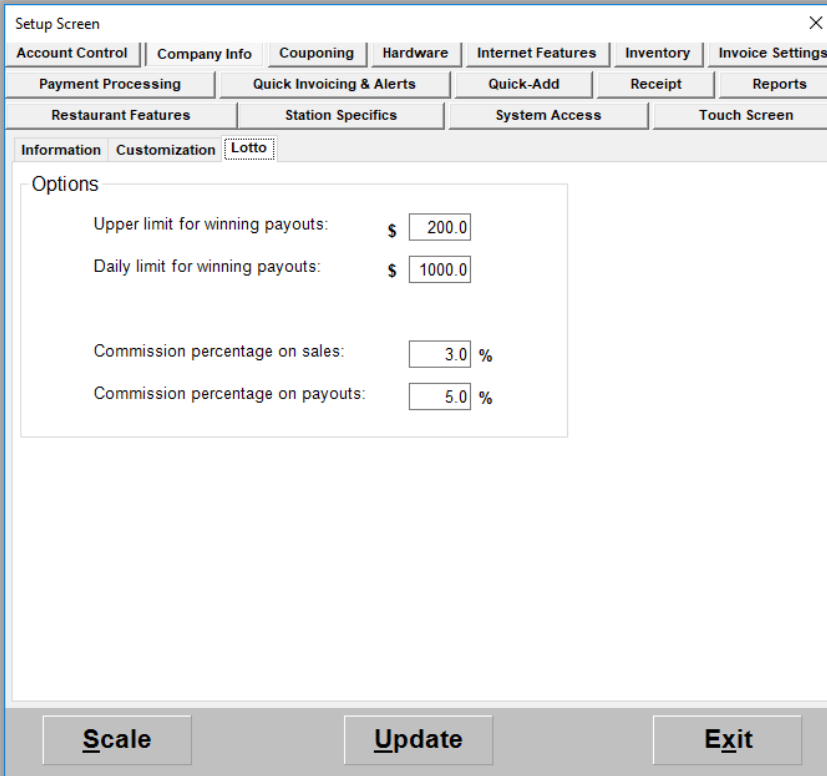
Instructions

Configuring Limits

- 1 Select **Manager** or **Options** and enter credentials if prompted.
- 2 Go to **Setup | Setup Screen**.



- 3 Select the **Company Info** tab and then the **Lotto** subtab.
- 4 Enter appropriate values as described:
 - ▶ **Upper limit for winning payouts:** Enter the per-transaction maximum payout here.
 - ▶ **Daily limit for winning payouts:** Enter the per-day maximum payout here.
 - ▶ **Commission percentage on sales:** Enter the percentage collected by the store, based on lottery sales.
 - ▶ **Commission percentage on payouts:** Enter the percentage collected by the store, based on lottery payouts.



The screenshot shows a software window titled "Setup Screen" with a close button (X) in the top right corner. The window has a tabbed interface with the following tabs: Account Control, Company Info, Couponing, Hardware, Internet Features, Inventory, Invoice Settings, Payment Processing, Quick Invoicing & Alerts, Quick-Add, Receipt, Reports, Restaurant Features, Station Specifics, System Access, and Touch Screen. The "Company Info" tab is selected, and within it, the "Lotto" subtab is active. The "Lotto" subtab contains an "Options" section with four input fields:

- Upper limit for winning payouts: \$ 200.0
- Daily limit for winning payouts: \$ 1000.0
- Commission percentage on sales: 3.0 %
- Commission percentage on payouts: 5.0 %

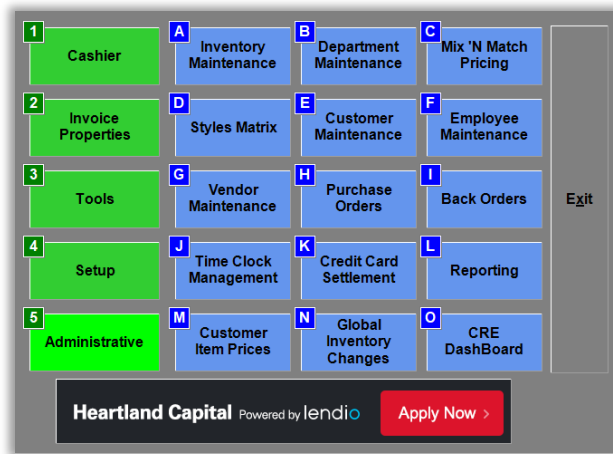
At the bottom of the window, there are three buttons: "Scale", "Update", and "Exit".

- 5 Select **Update** to save your changes.

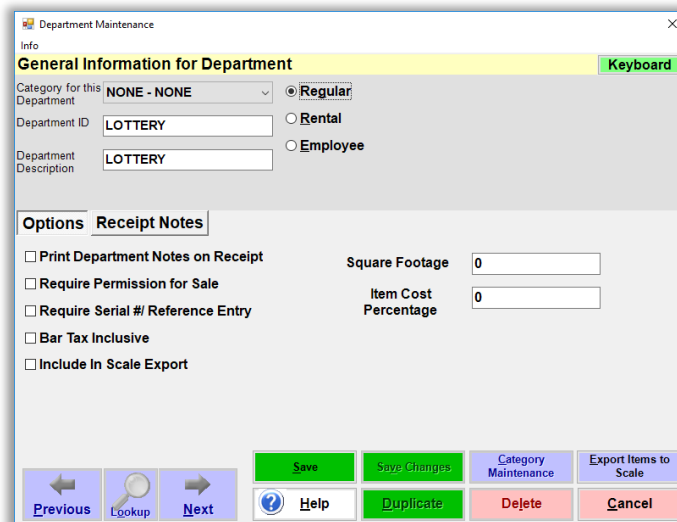
Configuring Items

Create 'Lottery' Department

- 1 Select **Manager** or **Options** and enter credentials if prompted.
- 2 Go to **Administrative | Department Maintenance**.



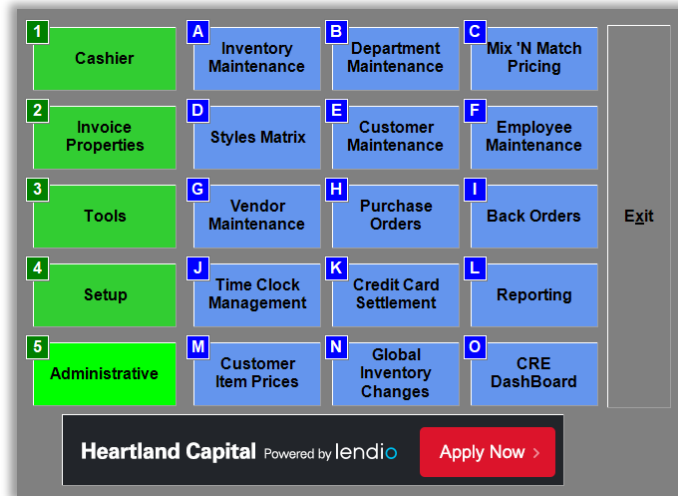
- 3 Select **Add Department** and enter **LOTTERY** in the following fields:
 - ▶ **Department ID**
 - ▶ **Department Description**



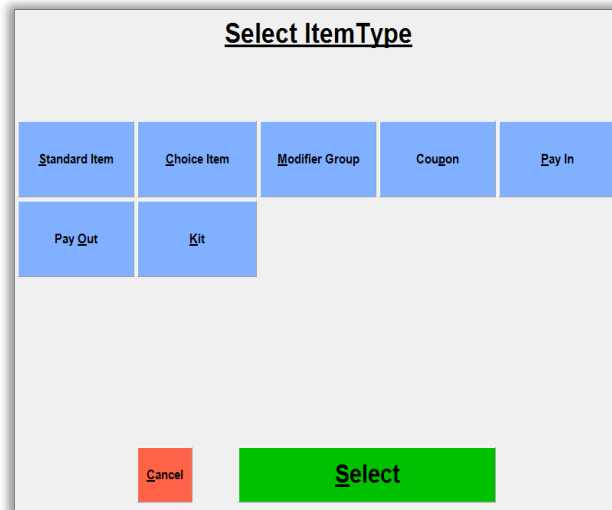
- 4 Designate the department as **Regular** and select **Save**.

Create 'Lottery' Inventory Items

- 1 Select **Manager** or **Options** and enter credentials if prompted.
- 2 Go to **Administrative | Inventory Maintenance**.



- 3 Select **Add Item** and, at the prompt, select as indicated:
 - ▶ For lottery **SALE** items, select **Pay In**.
 - ▶ For lottery **PAYOUT** items, select **Pay Out**.



4 Enter item details as indicated:

The screenshot shows the 'Inventory Maintenance' window with the following details:

- Department for this Item:** LOTTERY
- Item Number:** \$5 Scratch-Off
- Description:** \$5 Scratch-Off
- 2nd Description:** (empty)
- Avg Cost:** \$0.00
- Price You Charge:** \$5.00
- Options:**
 - Lotto Type:** Instant (selected), Lotto
 - Alternate SKUs:** (empty)
 - Check ID Before Selling:**
 - Check ID #2 Before Selling:**
 - Count This Item:**
 - Disable this Item:**
 - Prompt Quantity:**
 - Prompt Price:**
 - Print on Receipt:**
 - Special Permission:**
 - Hide from TS:**
- Search by Item Number:** (empty)
- Profit%:** 0 %
- Retail Discount:** 0 %
- Gross Margin:** 0 %
- Buttons:** Previous, Look up, Next, Save, Duplicate, Transfer, Delete, Instant PO, Help, Cancel

- ▶ Select **LOTTERY** for **Department for this Item**.
- ▶ Enter appropriate descriptors for **Item Number** and **Description**.
- ▶ Select **Lotto Type**.
 - **Instant** indicates a scratch-off ticket eligible for immediate payout.
 - **Lotto** indicates a ticket eligible for payout after an upcoming drawing.
- ▶ If required, check box(es) for **Check ID**.
- ▶ If the item has a set price, enter it in the **Price You Charge** box.
- ▶ If the item price depends on the customer's preference (for example, a customer wishes to buy \$10 in PowerBall tickets), leave the price at zero and check the **Prompt Price** box.

5 Select **Save**.

6 Repeat these steps as needed until you have created all desired lottery items.

Please note that the example described above was for the **SALE** of a lottery ticket. When creating lottery **PAYOUT** items, any set price must be negative. That said, in most cases, we recommend using the **Prompt Price** option for payouts.

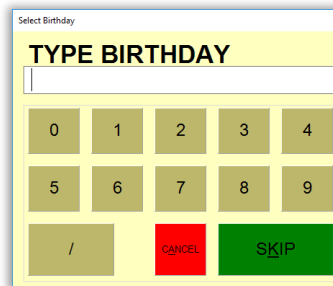
Conducting Lottery Transactions

Selling Lottery Tickets

- 1 From the Invoice screen, add desired lottery ticket items to invoice.



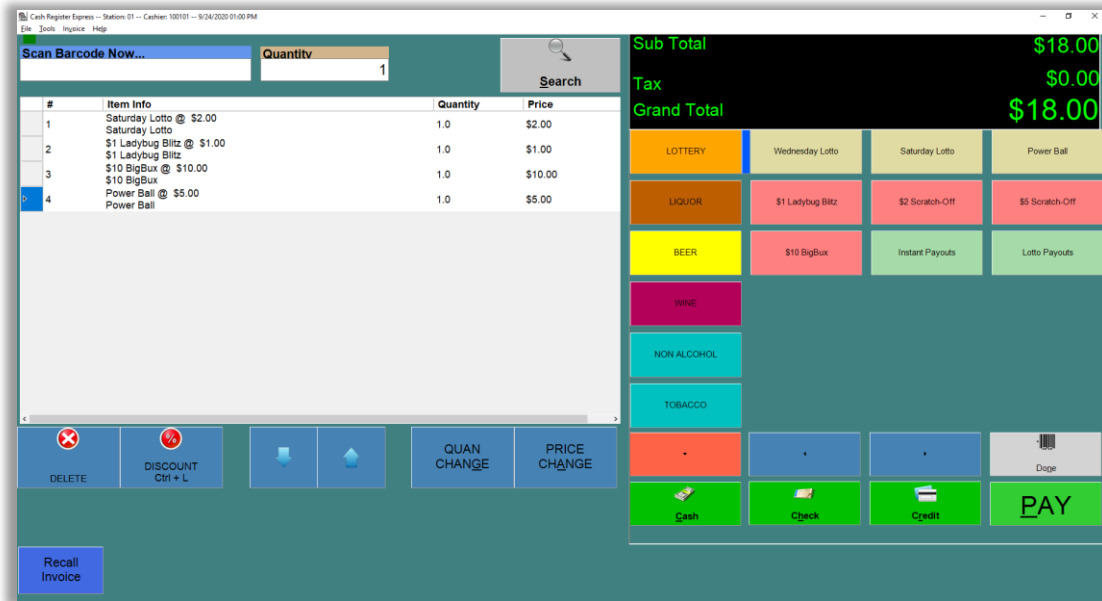
- 2 If an item requires you to check ID, CRE will prompt you to enter the customer's birthday and ID expiration date.



- 3 Likewise, if you have enabled **Prompt Price** for an item, CRE will prompt you for a price.

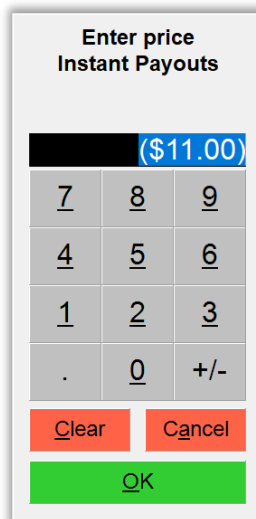


- Once you have added all items to the invoice, select **PAY** and then select the desired tender.



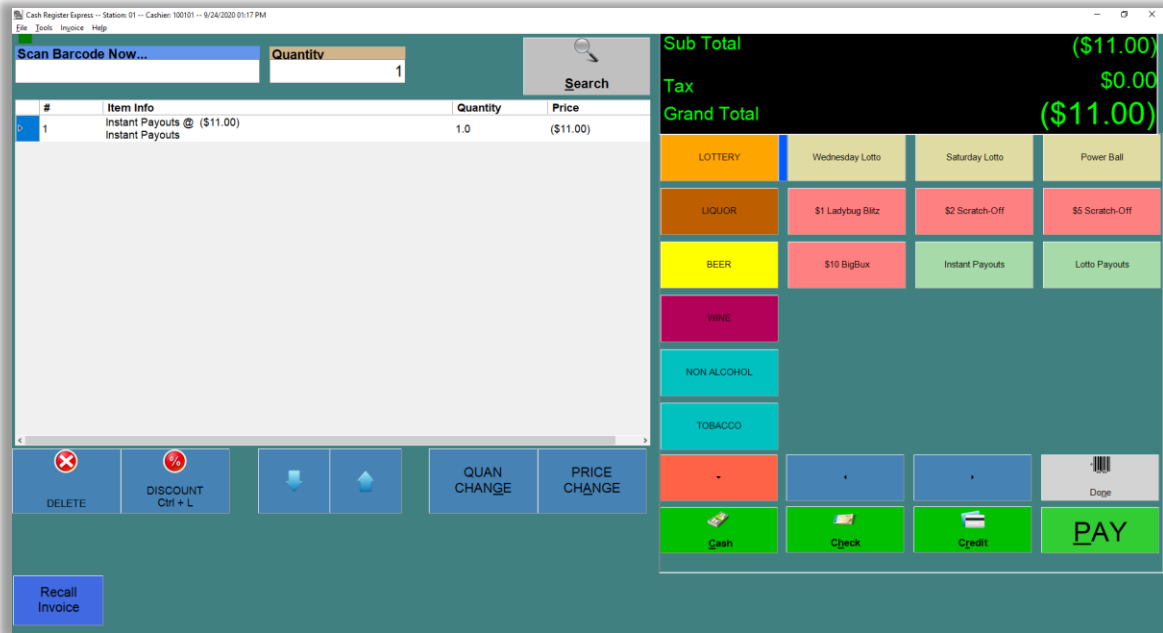
Paying Out Lottery Winnings

- From the Invoice screen, add desired lottery ticket items to invoice.
- If **Prompt Price** is enabled for an item, CRE will prompt you for a price.



- ▶ CRE will only accept negative values for payouts.
- ▶ Use the +/- button to toggle from positive to negative.
- ▶ If you attempt to enter a positive value, CRE will display a message to that effect.

- 7 Once you have added all items to the invoice, select **PAY** and then select the desired tender.



Reporting

CRE includes lottery transaction activity in both the Financial Summary Report and the Detailed Daily Report.

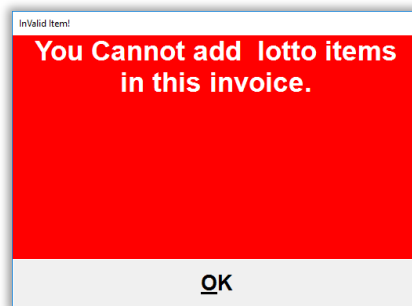
Here are examples of how the data is reflected in both reports:

FINANCIAL REPORT				Print Date: 9/24/2020 11:40:12 AM			
Store: 1001				Totals for period: 9/24/2020 - 9/25/2020			
DESCRIPTION	AVG \$	QTY	AMOUNT	DESCRIPTION	AVG \$	QTY	AMOUNT
Sales Totals				Lotto Sales Breakdown			
Net Sales			\$147.63	Lotto Sales.....			\$30.00
Net Tax1			\$10.33	Instant Sales.....			\$5.00
Net Tax2			\$0.00	Gross Lotto Sales.....			\$35.00
Net Tax3			\$0.00	Sales Commission.....			\$1.05
Net Tax4			\$0.00	Instant Payout.....			(\$11.00)
Net Tax5			\$0.00	Total Payout.....			(\$11.00)
Net Tax6			\$0.00	Payout Commission.....			(\$0.55)
Grand Total			\$157.96	Net Lotto			\$24.00
Gift Cards Sold			\$0.00	Coupons Redeemed			
Liability Sold			\$24.00	NONE			
Store Credits Issued			\$0.00	Sales Breakdown			
Grand Total + Gift Cards/Tips			\$181.96	Cat: NONE			
Discount For GC			\$0.00	Dept: LIQUOR			
GT - DISC for GC			\$181.96	ABSOLUT CITRO	\$24.99	1	\$24.99
Total Payouts			\$0.00	ABSOLUT MANDR	\$24.99	1	\$24.99
Total Discounts			\$0.00	ABSOLUT BEERR	\$24.99	1	\$24.99

DETAILED DAILY REPORT	
9/24/2020 - 9/25/2020	
Printed: 9/24/2020 11:21:43 AM	
Cashier: ALL	
Corner Liquor POS for your Liquor Store	
SALES TOTALS	
Net Sales.....	\$147.63
Net Tax1.....	\$10.33
Net Tax2.....	\$0.00
Net Tax3.....	\$0.00
Net Tax 4.....	\$0.00
Net Tax 5.....	\$0.00
Net Tax 6.....	\$0.00
Grand Total Sales.....	\$157.96
Net Taxed Sales.....	\$147.63
Net Non-Taxed Sales.....	\$0.00
Net Tax Exempt Sales.....	\$0.00
Liability Sold.....	\$24.00
Grand T + GC/SC/Tips.....	\$181.96
Grand T + GC/SC/Tips - DISC for GC.....	\$181.96
Lotto Sales	
Lotto Sales.....	\$30.00
Instant Sales.....	\$5.00
Gross Lotto Sales.....	\$35.00
Sales Commission.....	\$1.05
Instant Payout.....	(\$11.00)
Gross Instant Payout.....	(\$11.00)
Payout Commission.....	(\$0.55)
Net Lotto	\$24.00

Considerations

- ▶ Merchants must ensure that they follow local and state regulations when setting eligible payment types for lottery purchases.
- ▶ Lottery sales are final.
- ▶ You cannot apply discounts or coupons to lottery invoices, nor can you void such invoices.
- ▶ Lottery sales are not taxed.
- ▶ Invoices cannot contain both lotto and non-lotto items. This means:
 - If you attempt to add lotto items to an existing invoice with non-lotto items present, CRE will display this message:



- Conversely, if you attempt to add non-lotto items to an existing invoice with lotto items present, CRE will display this message:

