Retailer Portal Increases Accounting Efficiency

LOUISIANA LOTTERY CORPORATION

Imagine having detailed reports to answer your Lottery accounting questions available online 24-hours a day, 7 days a week. The Louisiana Lottery is pleased to bring you the Retailer Portal, a secure web-based application designed to increase efficiency and save you time in retail accounting for Lottery products. In addition to store and chain-specific reports, the portal also allows users to export transactional data that can easily integrate into retailers' own accounting systems.

"Part of helping retailers grow their Lottery profits is to increase sales; the other side involves increasing efficiency. We know the Lottery requires more 'touch' than many items sold at retail," noted Senior Vice President Karen Fournet. "That's why we created the Retailer Portal— to increase retailers' efficiency in managing this product line."

Retailer Portal Benefits

- Solve Accounting Anomalies
- Pin-Point Potential Inventory Loss
- Compare Sales Trends by Store
- Streamline Transactional Balancing
- Simplify Inventory Auditing

Louisiana Lottery Retailer Portal

Please enter username and password

Register if you don't have an account

Username

Password

Log in
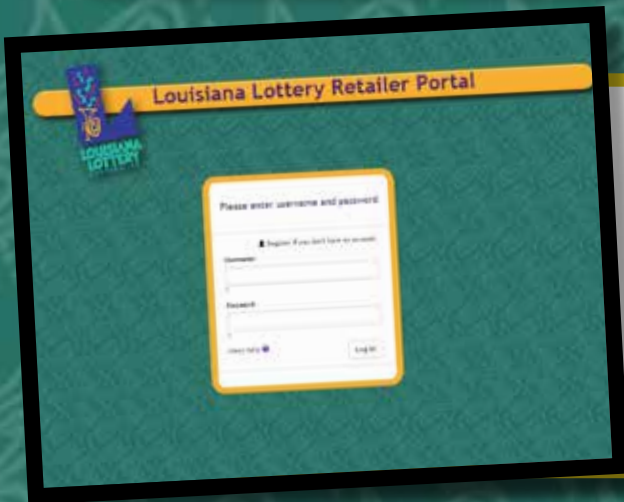
How to Access the Retailer Portal

1. Visit **la.reptweb.com**.
2. Click the link to register for account access.
3. You will need to complete a brief registration form and will need your retailer number, federal tax ID and state tax ID to verify your identity.
4. Once you've registered, you will receive a confirmation email. You must click the link in the confirmation email in order to activate your account access.
5. Once you've done that, you're ready to log on!

It's FREE! It's EASY! Get access TODAY!

la.reptweb.com

Adding Other Users

One of the best features of the site allows corporate chain accounts to grant access to subordinate users on a store-by-store basis. This will allow store managers to see data for their specific retailer number, while the corporate head is able to see data for the whole chain of stores. Subordinate users will also receive a confirmation email, in which they must click the link to activate their account once the corporate administrator has registered them.

Tip: When adding subordinate users, use the employee's work email address. This will add a layer of security should the employee leave.

Note: The chain account holder can update a user's status, disable access or reset passwords directly and assumes responsibility for maintaining subordinate access.
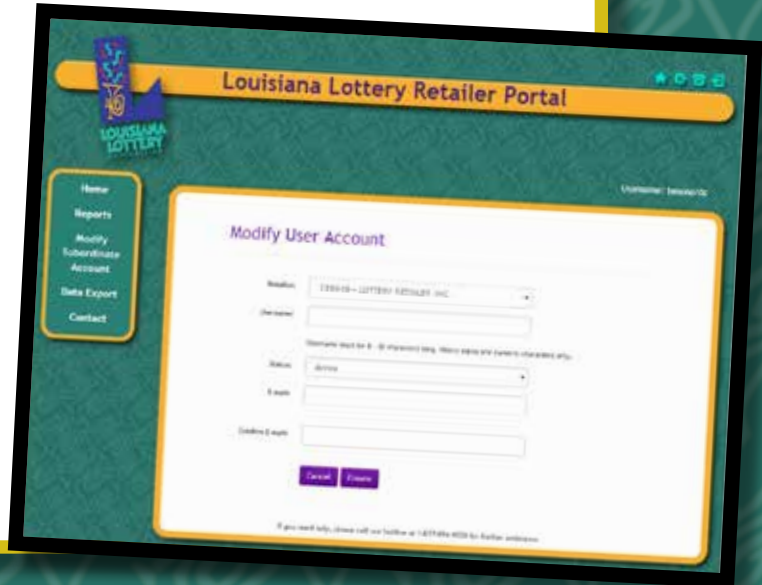
Reports Menu

There are three different types of reports available to view. You will see the retailer name and number clearly displayed on the 'Reports' landing page highlighting the data for which you are viewing. Reports can be downloaded in Adobe PDF or Microsoft Excel files. Most reports can be run by date or date range going back 18 months, as well as by store or stores. For chain accounts, not selecting a particular store means the report will include all stores under the chain account.

Invoice Reports contain information concerning past invoices and the details of financial transactions.

Inventory Reports contain information concerning orders, shipments and pack status for scratch-off games.

Sales Reports provide information concerning sales by game.

Invoice Reports

The **Invoice Summary Report** displays a "rolled up total" for the invoice week selected for each store in the query and includes a final account sweep amount for the chain.

If you want to fine tune to see that invoice broken down, use the **Invoice Detail Report** for a daily accounting of invoice items, including online game sales and instant settlements, cashes, commission, cancels and returns, any selling bonus and cashing incentives earned, and any adjustments that make up the final invoiced amount for each store.

Inventory Reports

The **Retailer Order Detail Report** provides information on all scratch-off orders for a particular store or stores or manifest number within a specified date range. Information includes the manifest number and UPS tracking number for the order, as well as the games included, their price point, pack number and cost for each pack in the order. You can also see when the order was placed, filled, shipped and confirmed by the store.

The **Instant Returns Detail Report** provides information regarding any returns of scratch-offs for the store(s) and date range selected, including the retailer name, game, pack and ticket number range, costs and associated unearned commission. This report can be run for a particular game(s) or all games.

The **Instant Pack History Report** provides status changes of scratch-off game packs assigned to a store during the specified time period, including the game name, pack number, cost and billing status for all packs experiencing a status change. This report can be run for a particular game(s) or all games.

The **Retailer Inventory Status Report** provides a list of scratch-off games by store that have been settled or returned during a particular invoice period, including the game number, price point, pack number, manifest number, date the order was confirmed and the date the pack was activated.
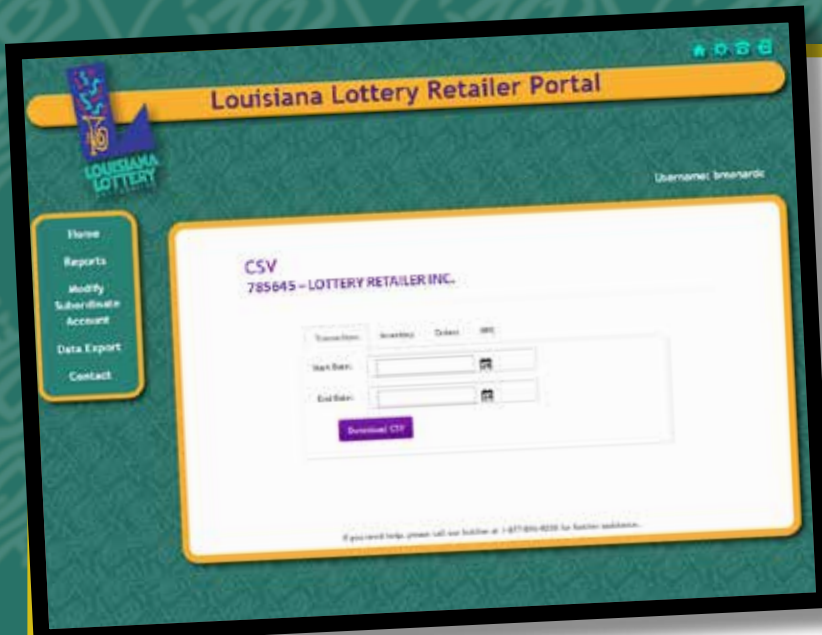
The **Activations and Return Report** offers a summary of activations and returns of instant tickets, including the number of tickets and packs, dollar value of activated games minus the number of tickets, packs and dollar value of those games returned. This report can be run for a particular game(s) or all games.

Sales Reports

The **Retailer Sales Activity Detail Reports** provides a breakdown by store of gross game sales in a date range, including related returns, cashes, sales commission, and incentives as well as the net amount paid to the retailer.

The **Retailer Adjustments Report** contains a list by store of all adjustments that occurred during the date range, including quarterly claims incentives and weekly communications fee.

Data Downloads

This feature allows you to download data into a comma-delimited (CSV) file for easy uploading to multiple software programs including Excel.

Transactions Download will provide store transactional data for the date range including sales, cashes and cancels by game and instant settlements for each day and retailer.

Inventory Download will provide instant order manifest number, game name, number and pack number and status for inventory by retailer, as well as the date it was confirmed, activated, settled and/or returned in the date range. (Similar to the Inventory Status Report.)

Order Download includes the manifest number, UPS tracking number, game/pack information and cost for every pack of tickets included in an order, as well as the date it was ordered, filled, shipped and confirmed for each retailer in the date range. (Similar to the Retailer Order Detail Report.)

UPC Download will provide a list of all active and pending games, including the game number, start and end date, ticket cost and related UPC code.