



Louisiana Lottery Retailer Portal

Welcome to the
Retailer Portal



Louisiana Lottery Retailer Portal

Designed to
Increase Your Efficiency
& Save You Time





Louisiana Lottery Retailer Portal

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



Louisiana Lottery Retailer Portal

Step 1:
Sign Up






Louisiana Lottery Retailer Portal

Please enter username and password

Username:

 Register if you don't have an account.

Password:

Need Help 

Log In





Louisiana Lottery Retailer Portal

Create a New Account

Use the form below to create a new account.

[Back to login](#)

6-Digit Retailer Number: #####

Where is my Retailer Number?

Last 4 digits of your Fed Id: ####

Last 4 digits of your State Id: ####

Username:

Username must be 8 - 40 characters long. Allows alpha and numeric characters only.

Password:

Password must be at least 8 characters long. Must contain at least one uppercase, at least one lowercase and one number.

Verify Password:

E-mail:

Confirm E-mail:

Security Question 1: What is the name of your first pet?

Answer:

Security Question 2: Who was your childhood hero?

Answer:

Security Question 3: What is the name of a city where you got lost?

Answer:



Enter the security code shown:

Create User

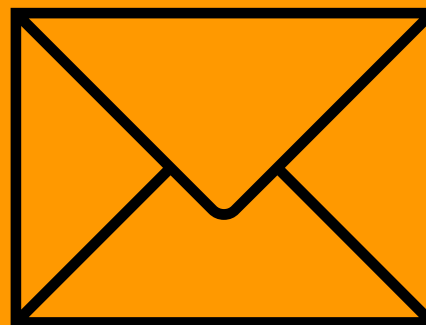
If you need help, please call our hotline at 1-877-896-9030 for further assistance.

You will need your
retailer number,
federal and state tax
ID to gain access.



Louisiana Lottery Retailer Portal

Be sure to click the link in the confirmation email to activate your account access!





Louisiana Lottery Retailer Portal

Step 2:
Log-In





Louisiana Lottery Retailer Portal

Username: bmenardc

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Welcome!

The Louisiana Lottery is pleased to provide our retail partners with this gateway to secure, personalized account information and the tools to better manage your Lottery sales.

Here you can access customizable sales and profitability reports for your store location for all the Lottery products you sell, including invoices and scratch-off inventory reports.

If you need help, please call our hotline at 1-877-896-9030 for further assistance.



Louisiana Lottery Retailer Portal

Step 2: Add Other Users





Louisiana Lottery Retailer Portal

Username: bmenardc

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Modify User Account

Retailer: 785645 – LOTTERY RETAILER INC. ▼

Username:

Username must be 8 - 40 characters long. Allows alpha and numeric characters only.

Status: Active ▼

E-mail:

Confirm E-mail:

Cancel

Create

Grant access to store specific information to store managers or others by selecting a store name from the retailer account menu and giving them a user name.

If you need help, please call our hotline at 1-877-896-9030 for further assistance.



Louisiana Lottery Retailer Portal

Tip: Input the user's
work email address for
security purposes.

@



Louisiana Lottery Retailer Portal

Update a user's status to
disable access or reset
passwords at anytime.





Louisiana Lottery Retailer Portal

The subordinate user must
click the link
in the confirmation email
to activate their account.



Louisiana Lottery Retailer Portal

Step 4: Download Reports





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When accessing reports, you will see the name of the store or corporate account for which the report will generate depending on your level of access.

: bmenardc

Reports

785645 – LOTTERY RETAILER INC.

Invoices

Instant Inventory

Sales

If you need help, please call our hotline at 1

There are three different types of reports you can access:

Invoices: Reports concerning your invoices and financial transactions.

Instant Inventory: Reports concerning orders, shipments and pack status for scratch-off games.

Sales: Reports concerning your sales by game.



Louisiana Lottery Retailer Portal

Let's Look at
Invoice Report
Options





Louisiana Lottery Retailer Portal

Username: bmenardc

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Reports

785645 – LOTTERY RETAILER INC.

Invoices

Invoice Summary

Invoice Detail

Instant Inventory

Sales

The **Invoice Summary** provides a “rolled up total” for the invoice week.

The **Invoice Detail** breaks down transactional data for each day of the invoice period.

If you need help, please call our hotline at 1-877-896-9030 for further assistance.



Louisiana Lottery Retailer Portal

Username: bmenardc

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Invoice Summary

Retailer:

Invoice Date:

Portable Document (.pdf)

Submit

If you need help, please call our hotline at

You can select a **particular retailer number(s)** or none to view the amount for all stores.

Select the **date of the invoice**.

Decide whether to view as an Adobe pdf or as an Excel document.



Invoice Summary

Week Ending: 08/15/2015

Retailer ID: 785645, 785620, 785621

Chain	Retailer ID	Name	Invoice Total
785645 – LOTTERY RETAILER INC.			<u>Week Ending: 08/15/2015</u>
	785620 – LOTTERY RETAILER #20		1,736.09
	785621 – LOTTERY RETAILER #21		1,312.45
Total Debits:			\$3,048.54
Total Credits:			
Total Sweep Amount:			\$3,048.54
Total Retailers:			2

The Invoice Summary provides a “rolled up total” for the invoice week for each store with including the final sweep amount for the chain.



Louisiana Lottery Retailer Portal

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Invoice Detail

Retailer:

Invoice Date:

Portable Document (.pdf)

Submit

If you need help, please call our hotline

You can select a particular retailer number or none to receive the invoice detail for all stores. In this case, **we selected one retailer.**

Select the **date of the invoice.**

Decide whether to view as an Adobe pdf or as an Excel document.



Weekly Invoice Detail

intralot

Week Ending Date: 08/15/2015

Retailer ID: 785645

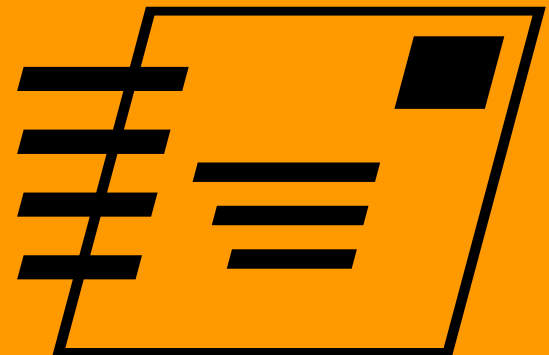
Retailer	08/09/2015	08/10/2015	08/11/2015	08/12/2015	08/13/2015	08/14/2015	08/15/2015	Weekly Total
785620 - LOTTERY RETAILER #20								
PICK 3 SALES	0.00	0.00	0.50	9.50	7.00	4.50	0.00	21.50
PICK 4 SALES	2.50	3.00	0.00	11.50	5.50	2.00	0.00	24.50
RAFFLE SALES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EASY 5 SALES	0.00	0.00	9.00	14.00	3.00	8.00	14.00	48.00
LOTTO SALES	3.00	4.00	25.00	95.00	18.00	58.00	103.00	306.00
POWERBALL SALES	6.00	6.00	60.00	227.00	35.00	60.00	171.00	565.00
EZMATCH SALES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MEGA MILLIONS SALES	1.00	7.00	33.00	15.00	9.00	79.00	10.00	154.00
Online Sales Subtotal:	12.50	20.00	127.50	372.00	77.50	211.50	298.00	1,119.00
ONLINE CANCELS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ONLINE CASHES	-4.00	-1.00	-1.00	-1.00	-1.00	-1.00	-27.00	-86.00
ONLINE SALES COMMISSION	-0.63	-1.00	-1.00	-1.00	-1.00	-1.00	-14.90	-55.98
SELLERS BONUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
COMM FEE	0.00	0.00	0.00	0.00	0.00	0.00	20.00	20.00
Online Other Subtotal:	-4.63	-1.00	-1.00	-1.00	-1.00	-1.00	-21.90	-121.98
Online Total:	7.87	-1.00	-1.00	-1.00	-1.00	-1.00	276.10	997.02
INSTANT SETTLES	0.00	0.00	0.00	0.00	0.00	0.00	225.00	725.00
INSTANT RETURNS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
INSTANT CASHES	-5.00	-5.00	-5.00	-5.00	-5.00	-5.00	-46.00	-419.00
INSTANT SALES COMMISSION	0.00	0.00	0.00	0.00	0.00	0.00	-11.25	-36.25
Instant Total:	-5.00	-8.00	-8.00	-8.00	-8.00	-8.00	167.75	269.75
ADJUSTMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CLAIM INCENTIVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total for Retailer: 785620	\$2.87	\$-80.00	\$84.12	\$157.39	\$492.62	\$165.92	\$443.85	\$1,266.77

The **Invoice Detail** shows daily invoice items for the invoice period including online game sales and instant settlements, cashes, commission, cancels and returns, any selling bonus and cashing incentives, and adjustments that make up the final invoice amount.



Louisiana Lottery Retailer Portal

Now, Let's Check Out
Instant Inventory
Report Options





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785645 – LOTTERY RETAILER INC.

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If you need help, please call our hotline at 1-877-896-9030 for further assistance.



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Retailer Order Detail

Retailer:
Date From:
Date To:
Manifest :

Portable Document (.pdf)

Submit

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The **Retailer Order Detail Report** provides information on all scratch-off orders in a date range or by manifest number.

Select a particular retailer or none to orders for all stores.

Select a **date range** OR enter a **manifest number** to view a specific order.



Retailer Order Detail

Start Date: 07/01/2015

End Date: 08/01/2015

Manifest ID:

You can also view when the order was placed, filled, shipped and confirmed by the store.

Retailer	Manifest ID	Date					Packing Line
		Ordered	Filled	Shipped	Received		
785620 – LOTTERY RETAILER #20	11501507311						2
	Game			Price Point	Pack	Tickets	Cost
	897 SPICE IT UP!			\$2	012887	125	250.00
	904 BONUS CROSSWORD			\$3	003952	75	225.00
	906 HOT 5'S			\$1	010263	250	250.00
	911 DOUBLE MATCH			\$2	005078	125	250.00
	913 \$200,000 BANKROLL			\$10	012517	25	250.00
	921 DOUBLE YOUR FUN			\$2	001089	125	250.00
	Sub Total for 11501507311:				6	725.00	1,475.00
	11501510665						3
	Game			Price Point	Pack	Tickets	Cost
	888 FRANKLIN'S FORTUNES			\$5	019230	50	250.00
	913 \$200,000 BANKROLL			\$10	012888	25	250.00
	Sub Total for 11501510665:				2	75.00	500.00
	11501514671						3
	Game			Price Point	Pack	Tickets	Cost
	892 WILD CHERRY CROSSWORD TRIPLER			\$3	012079	75	225.00
	893 MONEY MONEY MONEY			\$10	034584	25	250.00
	910 WILD CASH			\$1	007041	250	250.00
	912 MAKE MY DAY			\$2	005720	125	250.00
	913 \$200,000 BANKROLL			\$10	014985	25	250.00
	918 TIC TAC TOE			\$1	001379	250	250.00
	Sub Total for 11501514671:				6	750.00	1,475.00
	11501517113						1
	Game			Price Point	Pack	Tickets	Cost
	905 JOKER'S WILD			\$5	015561	50	250.00
	917 HIT \$100,000			\$5	007591	50	250.00
	Sub Total for 11501517113:				2	100.00	500.00

The Retailer Order Detail Report includes the manifest and UPS tracking number for the order as well as the games, price point, pack number and cost for each pack in the order.

1Z58881X0314852554

1Z58881X0314892494

1Z58881X0314916477



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Instant Returns Detail

Retailer:
Date From:
Date To:
Game:

Portable Document (.pdf)

Submit

If you need help, please call our hotline at 1-877-896-

The **Instant Returns Detail Report** provides information regarding scratch-off returns.

Select a particular retailer or none to view returns for all stores.

Select a date range.

Choose a particular game or "ALL" to have all returns in the date range included.

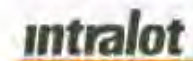


Instant Return Detail

Start Date: 08/01/2015

End Date: 08/31/2015

Game: ALL



Retailer	Game ID	Pack Name	Manifest ID	Ticket Range	Return			
					Date	Tickets	Amount	Commission
785620 – LOTTERY RETAILER #20	907	009575 RED HOT 5'S	11501506861	27 - 124		98	-196.00	9.80
				Sub Total for Retailer 785620 98 \$-196.00 \$9.80				
785621 – LOTTERY RETAILER #21	889	019800 FRANKLIN'S FORTUNES	11501521903	38 - 49		12	-80.00	3.00
	897	012514 SPICE IT UP!	11501516779	0 - 124		125	-250.00	12.50
785622 – LOTTERY RETAILER #22					Sub Total for Retailer 785621 137 \$-310.00 \$15.50			
	888	000897 21	21501396083	98 - 249		154	-154.00	7.70
	903	002257 LIBERTY BILLS		39 - 124		88	-172.00	8.80
785623 – LOTTERY RETAILER #23					Sub Total for Retailer 785622 240 \$-326.00 \$16.30			
	900	008110 TRIPLE 777	11501462321	48 - 124		77	-154.00	7.70
	907	008780 RED HOT 5'S	11501494943	10 - 124		115	-230.00	11.50
785624 – LOTTERY RETAILER #24					Sub Total for Retailer 785623 192 \$-384.00 \$19.20			
	888	008621 \$20,000 GEM SERIES	11501489157	106 - 124		19	-38.00	1.90
	907	007181 RED HOT 5'S	11501480249	117 - 124		8	-16.00	0.80
					Sub Total for Retailer 785624 27 \$-54.00 \$2.70			
					Grand Total: 694 \$-1,270.00 \$63.50			

The **Instant Return Detail Report** includes the retailer name, game, pack and ticket number range, as well as their cost and the associated unearned commission for the date range selected.



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Instant Pack History

Retailer:
Date From:
Date To:
Game:

Portable Document (.pdf)

Submit

If you need help, please call our hotline at 1-877-896-

The Instant Pack History Report provides status changes of scratch-off game packs assigned to a store.

Select a particular retailer or none to view information for all stores.

Select a date range.

Choose a game to search or "ALL" to have all packs assigned in the date range included.



Instant Pack History



Begin Date: 07/01/2015

End Date: 07/31/2015

Game: ALL

Game	Pack	Cost	From			To			Ticket		User	Date/Time
			Location	Status	Region	Location	Status	Region	Start	End		
841 - MONEY MONEY	000962	\$250	785620 - LOTTERY RETAILER #20	7 - InTran	2	785620 - LOTTERY RETAILER #20	3 -Issued	2	000	249		
842 - DOUBLE DOUGH	000789	\$250	785620 - LOTTERY RETAILER #20	5 - Activated	2	785620 - LOTTERY RETAILER #20	6 -Settled	2	000	249		
	007815	\$250	785620 - LOTTERY RETAILER #20	7 - InTran	2	785620 - LOTTERY RETAILER #20	3 -Issued	2	000	249		
				3 - Issued	2		5 -Activated	2	000	249		
871 - CAFE CROSSWORD	014042	\$225	785620 - LOTTERY RETAILER #20	5 - Activated	2	785620 - LOTTERY RETAILER #20	6 -Settled					
880 - LUCKY PAYDAY	010065	\$250	785620 - LOTTERY RETAILER #20	5 - Activated	2	785620 - LOTTERY RETAILER #20	6 -Settled					
882 - WILD BINGO	009801	\$225	785620 - LOTTERY RETAILER #20	5 - Activated	2	785620 - LOTTERY RETAILER #20	6 -Settled					
886 - 21	009593	\$250	785620 - LOTTERY RETAILER #20	7 - InTran	2	785620 - LOTTERY RETAILER #20	3 -Issued					
			785620 - LOTTERY RETAILER #20	3 - Issued	2	785620 - LOTTERY RETAILER #20	5 -Activated	2	000	249		
889 - FRANKLIN'S FORTUNES	018351	\$250	785620 - LOTTERY RETAILER #20	5 - Activated	2	785620 - LOTTERY RETAILER #20	6 -Settled	2	000	049		
	019230	\$250										

The Instant Pack History Report includes the game name and pack number, cost, pack and billing status for all packs assigned to the retailer in the date range which had a status change.



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Retailer Inventory Status

Retailer:
425000
425001
425002
425003
425004
425005

Week Ending Date:

Portable Document (.pdf)

Submit

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The **Retailer Inventory Status Report** provides a list of scratch-off games by store that have been settled and/or returned.

Select a particular retailer or none to view information for all stores.

Select an invoice period.

Retailer Inventory Status

For Week Ending: 09/02/2015

Chain: 785645

785620 – LOTTERY RETAILER #20 - Settled

Number	Game	Price Point	Pack	Manifest	Received	Activated
931	SAINTS FEVER!	\$5.00	4810	11501556969	08/19/2015	8/19/2015 1:30:16PM
917	HIT \$100,000	\$5.00	11501	11501556969	08/19/2015	8/22/2015 8:25:35AM
927	CASINO CASH	\$10.00	10934	11501556969	08/19/2015	8/24/2015 9:07:03AM
920	HIGH ROLLER	\$5.00	11346	11501546039	08/12/2015	8/17/2015 8:29:13AM
916	FLEUR DE LIS BINGO	\$3.00	4996	11501543525	08/07/2015	8/17/2015 8:28:53AM
912	MAKE MY DAY	\$2.00	6657	11501535859	08/01/2015	8/14/2015 9:48:02AM
841	MONEY MONEY	\$1.00	901	11501523147	07/23/2015	7/25/2015 10:57:58AM

Total Packs: 7

The **Retailer Inventory Status Report** includes the game number, price point, pack number, manifest number, date the order was confirmed and the date the pack was activated for all games that settled or were at a the retailer during the selected invoice week.



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Activations and Returns

Retailer:
Date From: 7/1/2015
Date To: 7/31/2015
Game: 900 TRIPLE 777

Portable Document (.pdf)

Submit

If you need help, please call our hotline at 1-877-896-90

The **Activations and Returns Report** provides a summary activated games and returns of instant tickets.

Select a particular retailer or none to view the information “rolled up” for the entire chain.

Select a date range.

Choose a game to search or “ALL” to have all activated or returned games in the date range included.

Activations and Returns

Start Date: 07/01/2015

End Date: 07/31/2015

Game: 900 TRIPLE 77

Game	Activated			Returned		Net Total	
	Tickets	Packs	Value	Tickets	Value	Tickets	Value
900 TRIPLE 777	0	0	0.00	-7	-14.00	-7	-14.00
Totals:	0	0	\$0.00	-7	\$-14.00	-7	\$-14.00

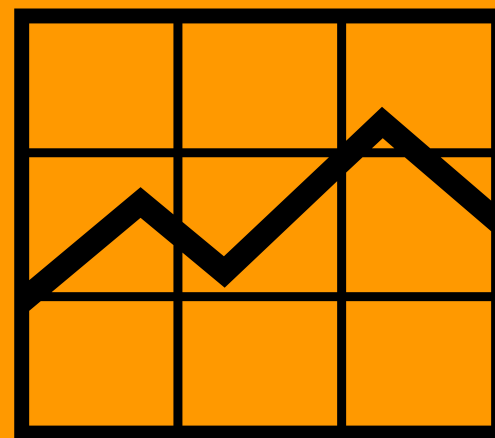
The **Activations and Returns Report** includes the number of tickets, packs and dollar value of activated games minus the number of tickets, packs and dollar value of those games returned.

In this case, we searched for a particular retailer and game during the month of July.



Louisiana Lottery Retailer Portal

Let's Dig into the
Sales Report
Options





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Username: bmenardc

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785645 – LOTTERY RETAILER INC.

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Retailer Sales Activity Detail

Retailer Adjustments

The **Retailer Sales Activity Detail Report** provides a breakdown by store of gross game sales within a date range.

The **Retailer Adjustments Report** list any account adjustments made during a date range.

If you need help, please call our hotline at 1-877-896-9030 for further assistance.



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Retailer Sales Activity Detail

Retailer:

Date From:

Date To:

Portable Document (.pdf)

Submit

If you need help, please call our hot

Select a particular retailer or none to view sales information for all stores.

Select a date range.

Indicate the type of file you would like to view.



Retailer Activity Sales - Detail



Start Date: 07/01/2015

End Date: 07/31/2015

Chain	Retailer	Gross Sales	Returns/ CXLs	Discnt Free Play Coupon	Net Sales	Cash Amount	Commission Sales	Cash	Adjustments	Net Amount
785645 – LOTTERY RETAILER INC.										
785620 – LOTTERY RETAILER #20										
Balance Forward From Last Week:										0.00
										24.74
										24.74
INSTANT		4,225.00	0.00	0.00	4,225.00	-1,771.00	-211.25	0.00	0.00	2,242.75
PICK3		57.50	-0.50	0.00	57.00	0.00	-2.92	0.00	0.00	54.08
PICK4		156.00	0.00	0.00	156.00	0.00	-7.84	0.00	0.00	148.16
RAFFLE		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
LOTTO LAGNIAPPE		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EASY 5		212.00	0.00	0.00	212.00	-23.00	-10.60	0.00	0.00	178.40
LOTTO		994.00	0.00	0.00	994.00	-112.00	-49.70	0.00	0.00	832.30
POWERBALL		2,395.00	0.00	0.00	2,395.00	-181.00	-119.75	0.00	0.00	2,094.25
MEGA MILLIONS		874.00	0.00	0.00	874.00	-319.00	-43.70	0.00	0.00	511.30
EzMatch		53.00	0.00	0.00	53.00	-21.00	-2.65	0.00	0.00	29.35
Sub total for 785620		8,966.50	-0.50	0.00	8,966.00	-2,427.00	-448.41	0.00	24.74	6,115.33
Balance Forward From Last Week:										
Sub total:		8,966.50	-0.50	0.00	8,966.00	-2,427.00	-448.41	0.00	24.74	6,115.33

The **Retailer Sales Activity Detail Report** includes sales by game and related returns, cashes, sales commission and incentives as well as the net amount paid to the Lottery by the retailer during the specified date range.



Louisiana Lottery Retailer Portal

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Retailer Adjustments

Retailer:

425000
425001
425002
425003
425004
425005

Date From: 7/1/2015



Date To: 8/31/2015



Portable Document (.pdf)

Submit

The **Retailer Adjustments Report** provides a list by store of all adjustments made within a date range.

Select a particular retailer(s) or none to view information for all stores.

Select a date range.

If you need help, please call our hotline at 1-877-896-9030 for further assistance.



Retailer Adjustments



Start Date: 07/01/2015

End Date: 08/31/2015

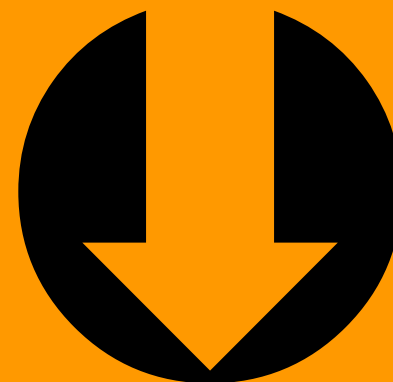
Retailer	Adjustment Code	Date	Ref Nr	Game	User ID	Memo	Amount
785645 – LOTTERY RETAILER INC.							
785620 -- LOTTERY RETAILER #20							
	(121) Claim Incentive Credit		1997136			Claim Incentive Qtr Ending 6/30/2015	-29.88
	(137) Communication Fee Debit		1994837			Debit Memo - VSAT/CAT	20.00
	(137) Communication Fee Debit		2000853			Debit Memo - VSAT/CAT	20.00
	(137) Communication Fee Debit		2003573			Debit Memo - VSAT/CAT	20.00
	(137) Communication Fee Debit		2006501			Debit Memo - VSAT/CAT	20.00
	(137) Communication Fee Debit		2009441			Debit Memo - VSAT/CAT	20.00
	(137) Communication Fee Debit		2012367			Debit Memo - VSAT/CAT	20.00
	(137) Communication Fee Debit		2015309			Debit Memo - VSAT/CAT	20.00
Sub Total fo 785620 Count: 8							\$110.12

The **Retailer Adjustments Report** lists all adjustments made within a date range, including the quarterly claim incentives earned and the weekly communications fee.



Louisiana Lottery Retailer Portal

Find Out How to
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785645 – LOTTERY RETAILER INC.

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End Date:



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The **Data Export** feature allows you to download all store raw data for a date range into a comma delimited file for ease of importing into accounting systems.

If you need help, please call our hotline at 1-877-896-9030 for further assistance.



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End Date: 24

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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.)*



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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.



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