



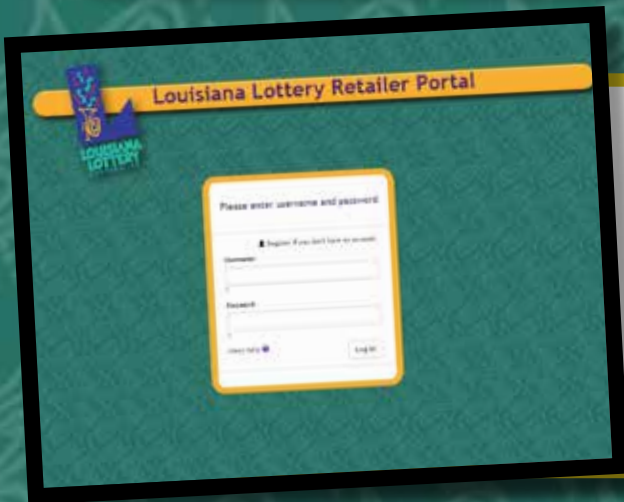
# Retailer Portal Increases Accounting Efficiency

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



## How to Access the Retailer Portal

1. Visit [la.reptweb.com](http://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!

[la.reptweb.com](http://la.reptweb.com)

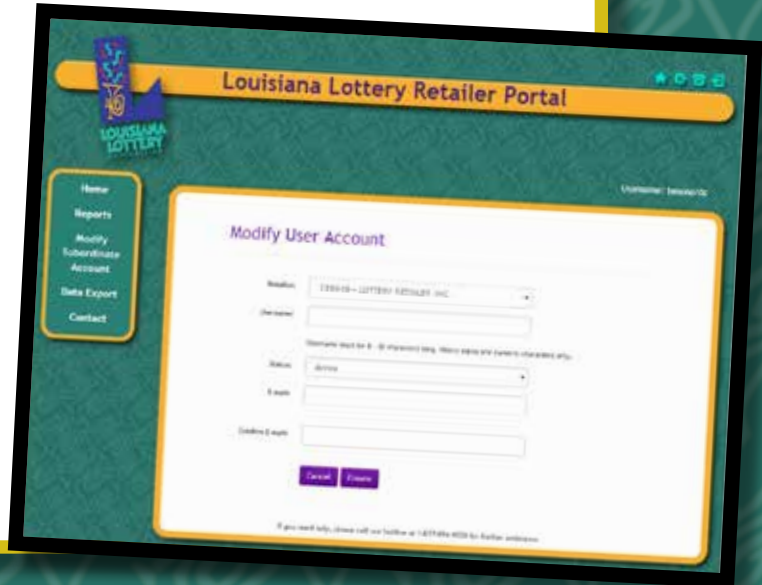
**It's FREE!**  
**It's EASY!**  
Get access **TODAY!**

## 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.

Item	08/09/2015	08/10/2015	08/11/2015	08/12/2015	08/13/2015	08/14/2015	08/15/2015	Weekly Total
<b>Retailer:</b> 785029 - LOTTERY RETAILERS INC								
PICK 4 SALES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
RAFFLE SALES	0.00	0.00	0.00	11.50	0.00	0.00	0.00	11.50
5ADY'S SALES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
LOTTERY SALES	0.00	0.00	0.00	74.00	0.00	0.00	0.00	74.00
ADDITIONAL SALES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EDMONTON SALES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MEDIA MILLIONS SALES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Online Sales Subtotal:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>74.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>74.00</b>
ONLINE CANCELS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ONLINE CASHES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ONLINE SALES COMMISSION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SELLERS BONUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
COM FEE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Online Other Subtotal:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Online Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>74.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>74.00</b>
INSTANT SETTLES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
INSTANT RETURNS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
INSTANT CASHES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
INSTANT SALES COMMISSION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Instant Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
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
<b>Total for Retailer 785029:</b>	<b>\$2.87</b>	<b>\$0.00</b>	<b>\$84.12</b>	<b>\$107.30</b>	<b>\$492.62</b>	<b>\$160.92</b>	<b>\$443.85</b>	<b>\$1,206.77</b>

**Retailer Order Detail** intralot

Start Date: 07/01/2015 End Date: 08/01/2015 Manifest ID:

Order	Order #	Order #	Order #	Packing Line	Ship Type	Tracking Number
Game	Price Point	Pack	Tickets	Cost		
847 SPICE UP	\$2	010807	100	200.00		123888180214818914
804 BONUS CROSSWORD	\$2	010802	75	150.00		
804047 95	\$2	010803	100	200.00		
911 DOUBLE SWITCH	\$10	020719	100	1000.00		
911 8200 800 BAWPCAL	\$10	020717	100	1000.00		
921 DOUBLE HOUR FUN	\$2	020300	100	200.00		
Sub Total for 11581307311				6	125.00	1,475.00
Game	Price Point	Pack	Tickets	Cost		
804 BAWPCAL	\$10	010810	100	1000.00		123888180214818914
804 BAWPCAL	\$10	010810	100	1000.00		
911 8200 800 BAWPCAL	\$10	010810	100	1000.00		
Sub Total for 11581309805				2	75.00	300.00
Game	Price Point	Pack	Tickets	Cost		
842 WILD CHERRY CROSSWORD TRIPLES	\$2	010815	100	200.00		123888180214818914
842 WILD CHERRY CROSSWORD TRIPLES	\$2	010815	100	200.00		
842 WILD CASH	\$2	020712	100	200.00		
842 WILD 30 DAY	\$2	020608	100	200.00		
910 8200 800 BAWPCAL	\$10	020719	100	1000.00		
910 8200 800 BAWPCAL	\$10	020719	100	1000.00		
Sub Total for 11581318475				6	750.00	1,475.00
Game	Price Point	Pack	Tickets	Cost		
804 JERRY'S PAID	\$2	010801	100	200.00		123888180214818914
804 JERRY'S PAID	\$2	020701	100	200.00		
Sub Total for 11581311113				2	100.00	300.00

## 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.

**Instant Pack History** intralot

Begin Date: 07/01/2015 End Date: 07/31/2015 Game: ALL

Game	Pack	Cost	Location	From Status	Region	Location	To Status	Region	Ticket	Start	End	User	Date/Time
841 - MONEY MONEY	00962	\$250	785420 - LOTTERY RETAILER 400	7 - Activated	2	785420 - LOTTERY RETAILER 400	3 - Issued	2	000	249	425004		
842 - DOUBLE DOUGH	000799	\$250	785420 - LOTTERY RETAILER 400	8 - Activated	2	785420 - LOTTERY RETAILER 400	8 - Issued	2	000	249	Autosave		
	007815	\$250	785420 - LOTTERY RETAILER 400	7 - Activated	2	785420 - LOTTERY RETAILER 400	3 - Issued	2	000	249	425004		

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.

**Activations and Returns** intralot

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 77	0	0	\$0.00	-7	-\$14.00	-7	-\$14.00
<b>Totals:</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>	<b>-7</b>	<b>-\$14.00</b>	<b>-7</b>	<b>-\$14.00</b>

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.

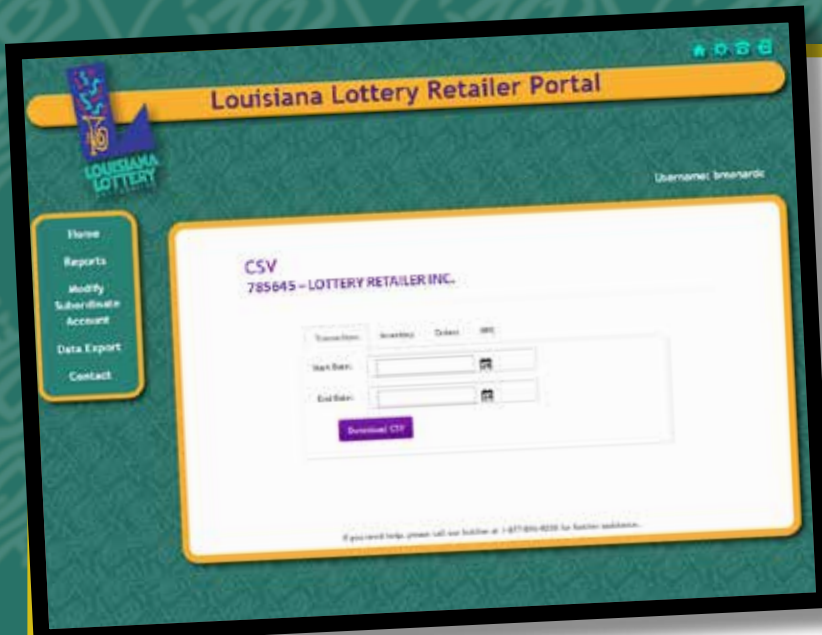
The **Activations and Return Report** offers a summary of activations and returns of instant tickets, including the number of tickets and packs, dollar value of activated games minus the number of tickets, packs and dollar value of those games returned. This report can be run for a particular game(s) 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.

Chain	Retailer	Gross Sales	Returns/CXLs	Discnt Free Play Coupon	Net Sales	Cash Amount	Commission Sales	Cash	Adjustments	Net Amount
<b>785645 - LOTTERY RETAILER INC.</b>										
<b>785620 - LOTTERY RETAILER #20</b>										
Balance Forward From Last Week:										0.00
INSTANT		4,226.00	0.00	0.00	4,226.00	-1,371.00	-211.26	0.00	24.74	2,628.74
PICK3		57.00	0.00	0.00	57.00	0.00	-2.90	0.00	0.00	54.10
PIG4		196.00	0.00	0.00	196.00	0.00	-7.86	0.00	0.00	188.14
RAFFLE		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
LOTTO LAORAWING		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EASY 5		215.00	0.00	0.00	215.00	-25.00	-19.80	0.00	0.00	170.20
POWERBALL		894.00	0.00	0.00	894.00	-112.00	-49.70	0.00	0.00	732.30
MEDIA MILLIONS		674.00	0.00	0.00	674.00	-81.00	-18.70	0.00	0.00	574.30
Electronic		55.00	0.00	0.00	55.00	-21.00	-2.65	0.00	0.00	31.35
Sub total for 785620		8,966.00	0.00	0.00	8,966.00	-2,427.00	-448.41	0.00	24.74	6,115.33
Balance Forward From Last Week:										0.00
Sub total:		8,966.00	0.00	0.00	8,966.00	-2,427.00	-448.41	0.00	24.74	6,115.33



## 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.