



SETTING UP AND SELLING LOTTERY TICKETS

“GETTING STARTED GUIDE”

1. Open CAP SellWise Pro

2. Setup a Lottery Department

- A. It is necessary to setup a lottery department for tracking purposes.
- B. Go To: **Help** → **Configuration** → **Departments**
- C. Add a Department named “*Lotto.*”
- D. You can setup Sub Departments named “*Tickets*” and another named “*Payouts*” if desired.
- E. **Accept** and **Cancel** from Configuration.

Code	Dept Name	Sub Dept	Class	Tax Code	Margin	Verify Age
073.004.000		Rums			10	21
074.000.000	Matrix Items			A	10	
075.000.000	Cigarettes			A	10	18
075.001.000		Marlboro		A	10	18
076.000.000	Electronics			A	10	
076.001.000		TV		A	10	
076.002.000		CD Players		A	10	
077.000.000	RENTAL			A	10	
078.000.000	Classes				10	
079.000.000	Memberships				10	
080.000.000	Health				10	
081.000.000	Hardware				10	
081.001.000		Services			10	
081.002.000		Items			10	
082.000.000	Lotto				10	18
082.001.000		Tickets			10	18
082.002.000		Payouts			10	18

3. Setup Inventory Items

- A. Open the **Inventory** Module to add Inventory Items.
- B. Add an Inventory item named “*Lotto.*” (See Images below for reference)
 - i. Set as a non-taxable item.
 - ii. Attach appropriate Lottery Department.
 - iii. Add appropriate List Price. This can be a \$0.00 item if necessary.
 - iv. From the **Additional Information** Tab, set Discounts Allowed to *No.*
 - v. From the **Additional Information** Tab, set Non Decrementing to *Yes.*
 - vi. From the **Additional Information** Tab, add Age Verification.
- C. Add an Inventory item named “*Scratch Off.*” (See Images below for reference)

(Scratch offs can be added by specific names of Lotto tickets or by dollar amount)

 - i. Set as a non-taxable item.
 - ii. Attach appropriate Lottery Department.
 - iii. Add appropriate List Price.
 - iv. From the **Additional Information** Tab, set Discounts Allowed to *No.*
 - v. From the **Additional Information** Tab, add Age Verification.

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- D. Add an Inventory item named "Lotto Payout." (See Images below for reference)
 - i. Set as a non-taxable item.
 - ii. Attach appropriate Lottery Department.
 - iii. Set List Price to \$0.00.
 - iv. From the **Additional Information** Tab, set Discounts Allowed to No.
 - v. From the **Additional Information** Tab, set Non Decrementing to Yes.
 - vi. From the **Additional Information** Tab, add Age Verification.

(Highlighted areas below show key fields to enter for Lotto, Scratch Off and Lotto Payout)

Stock Locator 705. Description **Lotto Payout** 514
 Vendor Item # 705 Sub-Description Lotto Payout
 Non-Decrementing Item UPC(s)
 Unit of Measure **Ea - Each**

Main Additional Information Messages

Cost/Price
 Current Cost 0.00 Margin % Tax Code **Non Taxable** Volumetric Tax \$ 0.00
 Actual Cost 0.00 Markup % Vendor
List Price 0.00 Alt. Vendor
 Sell Price Dept Code Dept --Sub Dept-- Class
Department 082.002.000 Lotto - Payouts

Ordering Information
 On Hand 2 Maximum 1
 On Order 0 Minimum 0
 Qty / Pack 1 Has Sold Yes
 Re-Order No Last Sold 11/18/2011

Notes Edit Find Next

Help Add Change Delete History Print Tag Accept Cancel Esc

Stock Locator 705. Description **Lotto Payout** 514
 Vendor Item # 705 Sub-Description Lotto Payout
 Non-Decrementing Item UPC(s)
 Unit of Measure **Ea - Each**

Main **Additional Information** Messages

Pricing Options
 Price Levels
 Promo Prices
 Quantity Prices

Kit Item
 Kit Kit Plus
 Add Kit

Matrix
 Matrix Root Matrix Item
 View Matrix

Serialized Item
 Serialized No View Serialized View Warranty

Food Stamp No
 Sell by Weight No
Discounts Allowed No
 Web Enabled No
Non Decrementing Yes
 Commissionable Yes
Verify Age 18 years

Mix 'n Match Code View
 Break Pack Link to SL
 Item Link to SL
 Stock Link to SL
 Add Picture
 Remove Picture

Notes Edit Find Next

Help Add Change Delete History Print Tag Accept Cancel Esc

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4. Setup Configuration

- A. It is important Configuration is setup correctly for Lottery Tickets to work.
- B. Go To: **Help** → **Configuration** → **Phone/Shipping/Lottery Miscellaneous**
- C. Under the Lottery section, add the *'Department Code used for Lottery Sales.'*
- D. Under the Lottery section, add the *'Stock Locater used for Lottery Sales (used on Quick Keys).'*
- E. Under the Lottery section, add the *'Stock Locater used for Lottery Payouts.'*
- F. Under the Lottery section, add the *'Store Percentage of Lottery Sales'* based on the State requirements.
- G. **Accept** and **Cancel** from Phone/Shipping/Lottery Miscellaneous.
- H. From the main Configuration screen, open **Store Settings**.
- I. Under the POS section, select **Yes** in *'Prompt for Price when Price is \$0.00.'*
- J. **Accept, Cancel** then **Exit** Store Settings.

Lottery	
Department Code used for Lottery Sales	082.000.000
Stock Locater used for Lottery Sales (used on Quick Keys)	704.
Stock Locater used for Lottery Pay Outs	705.
Store Percentage of Lottery Sales	10

POS	
Mandatory Name Selection When Selling	No
Credit Limit Active	Yes
Sell by Order(for 'Point of Sale' or Purchasing)	Item ID ,Stock Locater,UPC
Price Method	Best Price
Allow Discounts on Mix 'n Match, Quantity and PromoPrices	No
Warn if Sale drops below cost	No
Allow Price Level to Exceed Current Retail Price	Yes
Discount Button 1 - Button Caption(max length 10) Discount%	
Discount Button 2 - Button Caption(max length 10) Discount%	
Discount Button 3 - Button Caption(max length 10) Discount%	
Discount Button 5 - Button Caption(max length 10) Discount%	
Swipe Name ID Card on Main POS Screen	Yes
First Char of Name Swipe	%
Suspend sale after printing PickList (Inventory Reserved)	Yes
Display security message at POS start up	No
Security Message	
Show Cash sales totals on Cash Drawer Blind Count Report	No
Show Sub Description on Grid when Selling	Yes
Prompt for Price when Price \$0.00 in Hot Keys	Yes
Allow Discount on Item with Original Price of \$0.00	Yes
Allow Voiding of a Previous Day's Receipt	Yes
Allow Serial Numbers to be Added in POS	Yes
Enter Serial # when product added to sale	Yes
Allow Auto Fill of Serial Numbers when Selling	No
Add tracking for returned Items	Yes
Months of History to Show for Inventory	
Months of History to Show for Names	
Show Customer Balance on Main Screen	Yes
Do not print from POS when Price is '0.00' in Department.	
Ask if to Change Sales Code for all Items on Sale	Yes

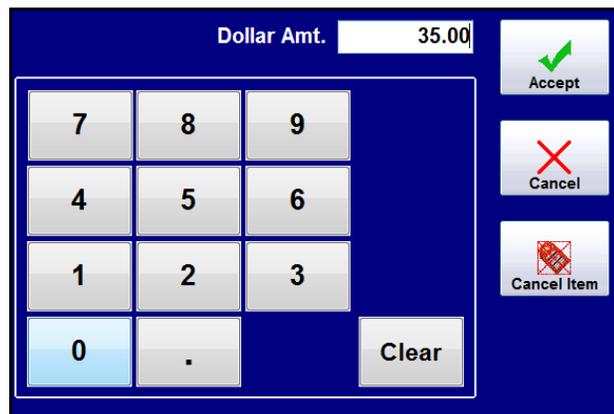
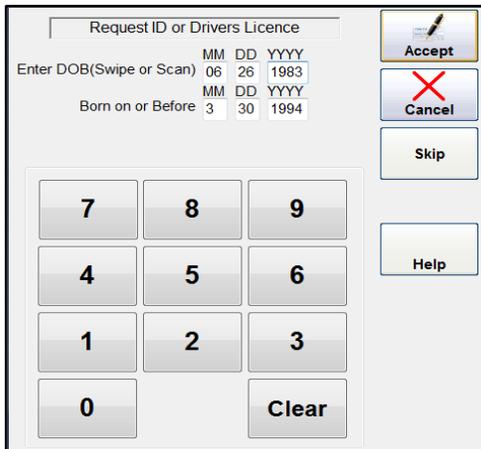
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- K. From the main Configuration screen, create a shortcut key for Lotto Payout.
(The created Shortcut Key will flag the system and prompt you to add a dollar amount to pay the customer back for their winnings.)
- L. If desired, create Shortcut Keys for Lottery Tickets and Scratch Offs.
- M. **Cancel** then **Exit** from Configuration.
- N. **Exit** from POS and re-open for Configuration settings to take effect.

5. POS

- A. Open the **POS** module and tender sales as normal.
- B. When you choose a Lotto Ticket or Scratch off Shortcut Key, an age verification screen will appear. Enter the customer's birthdate and **Accept**.
- C. When you choose the Lotto Payout Shortcut key, a Dollar Amount screen will appear. Enter in the dollar of the winnings and **Accept**.



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6. Reports

- A. There are two main reports that show Lottery Sales
- B. Open the **Reports** Module and select **Sales Summary**. This report will show the analysis of sales, cost of goods and taxes on profit from sales activities.

Lottery Sales	\$51.00	
Less Pay Outs	-\$35.00	
Less 10% of Lottery Sales	\$5.10	
Net Lottery	\$10.90	\$10.90
Total Income		\$16.00

- C. From the Reports Module, open **Sales by Department**. This report will show the breakdown of sales, in detail or summarized by department.

Department	Sub Dept.	Class	Dept Code	Description	Quantit	Price	Cost	Profit\$	Profit	S/L	ItemID
LOTTO			082.000.00	Lotto	4.0	37.00	33.30	3.70	10.0	720.	=082.000.000
	Tickets		082.001.00	Lotto Ticket	14.0	14.00	0.00	14.00	100.0	704.	704
		Sub Total			14	14.00	.00	14.00	100.00		
	Payouts		082.002.00	Lotto Payout	3.0	-35.00	0.00	-35.00	100.0	705.	705
		Sub Total			3	-35.00	.00	-35.00	100.00		
		Dept Total			21	16.00	33.30	-17.30	-108.1		
All Departments						16.00	33.30	-17.30	-108.1		