

## Inventory Tracking

Accounting for instant ticket inventory is critical to your lottery sales success. Below are steps to take to develop an internal ticket tracking system for your location:

- When you first receive a shipment of instant scratch-off tickets, check each pack against the invoice received with your shipment. If you've received everything in your shipment, be sure to Confirm your order through the Altura terminal. If you are missing packs, please contact your Retailer Sales Specialist at 1-877-382-4530, Option 2 to report them missing. You should never confirm an invoice that contains missing packs without first reporting them to a NCEL representative.
- Now that your shipment has been confirmed, keep an inventory log of each pack of tickets received by game and pack number. As a pack is removed from inventory to be sold, log the date and the initials of the person who removed it. Be sure to store unopened packs (back up inventory) in a secured area. Example: locked file cabinet or locked office area.
- As you are ready to start selling a pack, be sure to Activate the pack through the terminal. Create an activation log where your clerks can enter the game, pack number, date of activation and their initials. This will allow you to anticipate when the pack will settle and payment will be due. (See sample below) The clerk should also staple the terminal activation receipt to the log as documentation.

Date Rec'd	Game Name	Game #	Pack # Activated	Date Activated	Activated By (initials)
3-29-06	Blackjack	003	123456	3-30-06	
3-29-06	Tic-Tac-Toe	002	135795	3-30-06	
4-2-06	\$100,000 Carolina Cash	04	245786	4-2-06	
4-2-06	Blackjack	003	257894	4-6-06	

- Now that the packs are ready to sell, you should keep track of your daily ticket sales. Do this by taking an inventory of the beginning and ending ticket number of every pack in your dispensers at the start and end of each shift change. This will assist you in balancing after each shift and will help with inventory management. (See the sample Inventory Tracking Worksheet below)
- When you are ready to balance for the shift, the beginning ticket number is subtracted from the ending ticket number, and then multiplied times the price point or dollar value of a ticket in each pack. For example: If you've sold 10 tickets from a \$2 pack, you would have \$20 in ticket sales for the game.
- At the end of the day, totals for each shift can be reconciled and all instant cashes and free tickets are subtracted from this amount. (The value of a free ticket is equal to the price point of that ticket.) All paid tickets and free tickets should be retained until the daily lottery reconciliation balances with the money in the drawer. Then tickets should be defaced and destroyed. Do not return paid tickets to players or throw them away without defacing them first.
- The balance amount is the dollar amount that should be deposited into the lottery account daily.
- Back up ticket inventories should be 2 times your weekly sales per game.
- For emergency orders contact 1-877-382-4530, Option 2.

Keeping an accurate track of lottery inventory is one of the best ways to see the benefit of lottery sales to your bottom line. If you need additional assistance in accounting for your lottery sales, ask your Sales Representative for help or contact Retailer Services at 1-877-382-4530, Option2.

## Daily Inventory Tracking Worksheet

			Shift 1			Shift 2			Combined Shift Totals		
Game Name	Game #	Pack #	Beg #	End #	Sold	Beg #	End #	Sold	Total Sold	Ticket \$ Cost	Total \$
North Carolina Education Lottery	001	123456	000	051	51	051	299	249*	300	\$1.00	\$300.00
Tic-Tac-Toe	002	129994	000	012	12	012	014	2	14	\$1.00	\$14.00
Blackjack	003	134686	000	023	23	023	053	30	53	\$2.00	\$106.00
\$100,000 Carolina Cash	004	167234	000	016	16	016	022	6	22	\$5.00	\$110.00
<b>Total</b>					102			287	389		\$530.00