Reporting
Stock Summary Report

The Stock Summary Report, printable from the Lottery Terminal, provides information on Activation Tickets allowing you to track your inventory at any given time.

When are Tickets <u>added</u> to the Stock Summary Report?

- Once you scan the Packing Slip, Activation Tickets will move onto the Stock Summary Report.

  - Scanning the Packing Slip does not activate the tickets, it simply moves the new product into your account's inventory.

- Traditional Tickets are not included on the Stock Summary Report from scanning the Packing Slip.

When are Tickets <u>removed</u> from the Stock Summary Report?

- Tickets come off the Stock Summary Report when they are activated (scanned to Cart and Checkout).
  - When a full pack is activated, the book disappears from the report
  - When a single ticket is activated, the book quantity decreases accordingly.
  - When the last ticket in a book is activated, the book disappears from the report
- After activating a ticket or ticket pack, if the transaction is successfully canceled, the item is returned to your inventory, updating the Stock Summary Report.
- When scanning a ticket or pack for return, upon tapping Place Order, the item is removed from the Stock Summary Report.

Notes:

- Reminder that the Stock Summary Report only includes non-activated product.
- Each time the Stock Summary report is generated, the order in which tickets display is random due to constantly moving inventory.

Stock Summary	
29 July 2024	
Retailer 41534	
$1 Gold Rush	
31-992164-00	
Book #	**Quantity**
366807	44
367905	100
367906	100
TOTAL	244
$1 Sweet Winnings	
31-993221-00	
Book #	**Quantity**
4551	44
TOTAL	44
$2 Blackjack II	
31-992131-00	
Book #	**Quantity**
179	21
400	50
TOTAL	71
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Text or call Lottery Retail Support:
1-800-667-1649

lotto! Retailer Hub

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Printing the Stock Summary Report

How to Print the Stock Summary Report:

1. Tap **Reporting** menu
2. Tap **Instants** tab
3. Tap **Stock Summary**
4. Scroll down to View, or
5. Tap **Print**