

## **How to record Lotto**

Set up a separate Till account for Lotto. Click on Accounts and Bank and Add. Enter Lotto as the Name and Till as the Type.

Record the purchase invoices from Lotto – Purchases, Invoices and Add.

Record daily sales to the Lotto Till – Sales, Retailer, change Till to Lotto and click on Add.

Record any prize payouts as a part-payment to the Lotto Purchase Invoice – Sales, Retailer, Supplier Payment.

Once per month the balance owing to Lotto will be direct debited from the Current Account. To enter this click on Purchases, Payments, select Lotto as the Supplier and click on Add New Payment. Add in the details of the Direct Debit and then select this payment and select the Invoice on the right and click on Apply Payment.

Check your Lotto Supplier Statement by clicking on Report, All Reports, Supplier Reports, Supplier Statement – select Lotto as the Supplier and click on Apply. Check the transactions here to make sure that Lotto balance is now at 0.