



# **GMS Retailer and Owner Management User Guide**

Version 1.0

February 7, 2023

**USER GUIDE**

This page left intentionally blank.

---

# SG Documentation Policy

---

**Document Name:** GMS – Retailer and Owner Management User Guide V1.0

**Date:** February 7, 2023

This document contains information confidential and proprietary to Scientific Games International, Inc. (SGI), a wholly owned subsidiary of Scientific Games Corporation (SGC) and may be protected by other forms of intellectual property. The information contained herein may not be reproduced, paraphrased, translated into another language, or otherwise disclosed or duplicated by any means without the prior written consent of SGI. Violators may be prosecuted.

Due to the confidentiality of the subject matter, revisions or alterations are undertaken only by written agreement with SGI. The information contained in this document is subject to change by SGI without notice. Distribution of this document or any portion thereof may only be conducted by SGI or through its designated officials.

The software / systems described in this document are protected by copyright law. ***Unauthorized duplication or use of any software described herein is prohibited.*** Software features may be described herein which are not implemented in every system. Similarly, ongoing enhancements to this system may result in the presence of features on a particular system, which are not included in this edition of the document. Authorized users will be notified of software / systems modifications through the release of new editions of this documentation.

SGI MAKES NO WARRANTY, EXPRESSED OR IMPLIED, WITH REGARD TO THIS MATERIAL, INCLUDING BUT NOT LIMITED TO WARRANTIES OF MERCHANTABILITY OF FITNESS FOR ANY PARTICULAR PURPOSE. SGI ACCEPTS NO LIABILITY FOR ERRORS CONTAINED IN THIS DOCUMENT OR FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES ASSOCIATED WITH ITS PROVISION, CONTENTS, OR USE.

© 2023 by Scientific Games International, Inc.

All rights reserved.

---



---

## REVISION CHANGE HISTORY

---

Version	Date	Modified By	Revisions
1.0	02/07/2023	C. Riley	Ready for lottery.

---

# CONTENTS

---

**SECTION 1 Introduction..... 1-1**

**1.1 Purpose..... 1-1**

**1.2 Definition, Acronyms, and Abbreviations ..... 1-1**

**1.3 References ..... 1-1**

**SECTION 2 Overview ..... 2-1**

**2.1 GMS Overview ..... 2-1**

2.1.1 Modules and Options .....2-1

2.1.2 GMS Screens .....2-1

2.1.3 Location.....2-1

**2.2 GMS Users..... 2-2**

**2.3 Logging into the GMS Application ..... 2-2**

**2.4 Navigation Panel and Display Area..... 2-2**

2.4.1 Navigation Panel.....2-2

2.4.2 Display Area .....2-2

**2.5 Common Buttons ..... 2-3**

**2.6 Sorting Information Displayed in a Table..... 2-3**

**SECTION 3 Retailer Management..... 3-1**

<b>3.1</b>	<b>Overview .....</b>	<b>3-1</b>
3.1.1	Retailer Management Functions .....	3-1
<b>3.2</b>	<b>Retailer Management Module .....</b>	<b>3-4</b>
3.2.1	Select Retailer Screen .....	3-4
3.2.1.1	Select a Retailer Screen Field Descriptions .....	3-6
3.2.1.2	Retailer Information: Location Screen Field Descriptions .....	3-6
3.2.2	Application.....	3-8
3.2.2.1	Application Screen Field Descriptions .....	3-9
3.2.3	Adjustments .....	3-11
3.2.3.1	Adjustments Screen Field Descriptions.....	3-12
3.2.4	EFT on Demand.....	3-13
3.2.4.1	EFT on Demand Screen Field Descriptions .....	3-13
3.2.5	Mailing Support .....	3-14
3.2.5.1	Mailing Support Screen Field Descriptions .....	3-14
3.2.6	Adjustments Default.....	3-16
3.2.6.1	Adjustments Default Screen Field Descriptions .....	3-16
3.2.7	Financial Extract .....	3-17
3.2.7.1	Financial Extract Screen Field Descriptions.....	3-17
<b>3.3</b>	<b>View Definition .....</b>	<b>3-18</b>
3.3.1	Location.....	3-18
3.3.1.1	Location Screen Field Descriptions .....	3-18
3.3.2	Terminal Profile .....	3-20
3.3.2.1	Terminal Profile Screen Field Descriptions .....	3-20
3.3.3	Game .....	3-22
3.3.3.1	Game Screen Field Descriptions.....	3-22
3.3.4	Rep Hours .....	3-23
3.3.4.1	Rep Hours Screen Field Descriptions .....	3-23
3.3.5	EFT .....	3-25
3.3.5.1	EFT Screen Field Descriptions .....	3-25
3.3.6	Application.....	3-26
3.3.6.1	Application Screen Field Descriptions .....	3-26

---

3.3.7	Password .....	3-29
3.3.7.1	Password Screen Field Descriptions .....	3-29
3.3.8	Properties .....	3-30
3.3.8.1	Properties Screen Field Descriptions .....	3-30
<b>3.4</b>	<b>Modify Definition .....</b>	<b>3-31</b>
3.4.1	Location .....	3-31
3.4.1.1	Location Screen Field Descriptions .....	3-31
3.4.2	Terminal Profile .....	3-34
3.4.2.1	Terminal Profile Screen Field Descriptions .....	3-34
3.4.3	Game .....	3-36
3.4.3.1	Game Screen Field Descriptions .....	3-36
3.4.4	Rep Hours .....	3-37
3.4.4.1	Rep Hours Screen Field Descriptions .....	3-37
3.4.5	EFT .....	3-38
3.4.5.1	EFT Screen Field Descriptions .....	3-38
3.4.6	Application .....	3-39
3.4.6.1	Application Screen Field Descriptions .....	3-39
3.4.7	Password .....	3-42
3.4.7.1	Password Screen Field Descriptions .....	3-42
3.4.8	Properties .....	3-43
3.4.8.1	Properties Screen Field Descriptions .....	3-43
<b>SECTION 4</b>	<b>Owner Management .....</b>	<b>4-1</b>
<b>4.1</b>	<b>Overview .....</b>	<b>4-1</b>
4.1.1	Owner Management Functions .....	4-1
<b>4.2</b>	<b>Owner Management Module .....</b>	<b>4-2</b>
4.2.1	Select Owner Screen .....	4-2
4.2.2	Select an Owner Field Descriptions .....	4-3
<b>4.3</b>	<b>View Owner .....</b>	<b>4-5</b>

---



4.3.1.1 View Owner Screen Field Descriptions .....4-5

**4.4 Modify Owner ..... 4-7**

4.4.1.1 Modify Owner Screen Field Descriptions .....4-7

**4.5 New Owner ..... 4-10**

4.5.1.1 New Owner Screen Field Descriptions.....4-10

**4.6 EFT Accounts ..... 4-12**

4.6.1.1 EFT Accounts Screen Field Descriptions .....4-12

**4.7 Owner Mailing Support ..... 4-14**

4.7.1.1 Mailing Support Screen Field Descriptions .....4-14



---

# SECTION 1

## INTRODUCTION

---

### 1.1 Purpose

The purpose of this document is to define the Game Management System (GMS) Retailer Management and Owner Management modules. It provides detailed information about the screens in the modules, what they represent, and how to navigate them.

### 1.2 Definition, Acronyms, and Abbreviations

The following table contains the items relevant to this document.

Term or Acronym	Meaning
Data	Information interpreted, processed, and stored by the system.
Database	Collection of logically related files or records.
EFT	Electronic Funds Transfer.
GMS	Game Management System.
Module	Management module available within GMS application (for example: Retailer Management).
Rep or DSR	District Sales Representative.

### 1.3 References

GMS Functional Specification



---

## SECTION 2

# OVERVIEW

---

### 2.1 **GMS Overview**

The Games Management System (GMS) is the master control center for the lottery. It provides the lottery with its retailer management and owner management functions. These functions allow you to control lottery retailers and store owners.

The following graphic displays the functions in GMS.



#### 2.1.1 **Modules and Options**

The GMS Module groups the functions into modules. Modules are comprised of options and sub-options. The list of links to the GMS modules appear in the top section of the navigation panel on each GMS screen.

When you select a module, a list of links to its options appear on the lower section of the navigation panel.

When you select an option, either a screen for that option displays or a list of links to its sub-options displays in the lower section of the navigation panel.

#### 2.1.2 **GMS Screens**

Screens either display information or allow the user to input or modify information or specify a search query. Typically, a search query asks the user to specify the type of information that he or she is looking for, then submit or search to perform the query. The information that was queried then displays on the screen.

#### 2.1.3 **Location**

GMS is located on the lottery Intranet, using the technology of the World Wide Web. To access GMS, enter the URL (Universal Resource Locator) for the server into the address field on your web browser (for example, Microsoft Internet Explorer).

## 2.2 GMS Users

GMS access and permission levels are established by the lottery, then programmed into GMS by developers. Additions or modifications to user information must be given to lottery operations, which makes the appropriate changes.

## 2.3 Logging into the GMS Application

To log into the GMS application,

1. Open your web browser.
2. Enter the GMS application link in the browser address bar.
3. The Authentication Required pop-up displays.
4. Enter your user ID and password.
5. Click OK. The GMS home screen displays on a successful logon.

**NOTE:** An error message displays on an unsuccessful logon.

## 2.4 Navigation Panel and Display Area

### 2.4.1 Navigation Panel

The navigation panel is located on the left side of the GMS screen. The upper section of the navigation panel lists all of the GMS modules. When you click a module, the lower section lists its corresponding functions. When you click a function name, the GMS screen for the function displays in the display area. When you click a function that contains sub-functions, a list of the sub-functions replaces the list of functions.

### 2.4.2 Display Area

The display area is located on the right side of the GMS screen. It contains the data fields and command buttons required to perform the functions available for a selected option/sub-option.

Fields and buttons can be selected by clicking on them with a mouse. The TAB key on your keyboard can also be used to move from field to field.

Display area field data can be either editable or non-editable:

- Editable data displays in black.
- Non-editable data displays in blue.

**NOTE:** Some options are different only because their display area field data is editable or non-editable.

Use the scroll bar (if displayed) to display information that does not fit on the current window. A scroll bar can display to the right and/or bottom of the screen.

## 2.5 Common Buttons

The following table describes the buttons that display most frequently in the GMS screens:

Button	Description
Cancel	Cancels the current operation and returns to the previous screen.
Get Map	This button displays next to address information. Click this button to display Google maps to allow you to find locations and directions.
Submit Changes	Saves all entered data and updates the appropriate GMS database.
>>	Copies data from one section of the screen (for example: address information) to another section of the screen containing the same type of fields (for example: mailing address).
OK	Continues the current action, generally by saving your work and proceeding to the next step or returning to a previous screen.

## 2.6 Sorting Information Displayed in a Table

You can sort information displayed in a table by clicking on the column header you want to sort by. GMS uses the following sort orders.

Sort Order	Description
Ascending	<ul style="list-style-type: none"><li>Numbers are sorted from smallest to largest.</li><li>Alphanumeric text is sorted left to right, character by character. For example, if a cell contains the text <i>Retailer B</i>, GMS places the cell after a cell that contains the entry <i>Retailer A</i> and before a cell that contains the entry <i>Retailer C</i>.</li></ul>
Descending	<ul style="list-style-type: none"><li>Numbers are sorted from largest to smallest.</li><li>Alphanumeric text is sorted right to left, character by character. For example, if a cell contains the text <i>Retailer B</i>, GMS places the cell before a cell that contains the entry <i>Retailer A</i> and after a cell that contains the entry <i>Retailer C</i>.</li></ul>





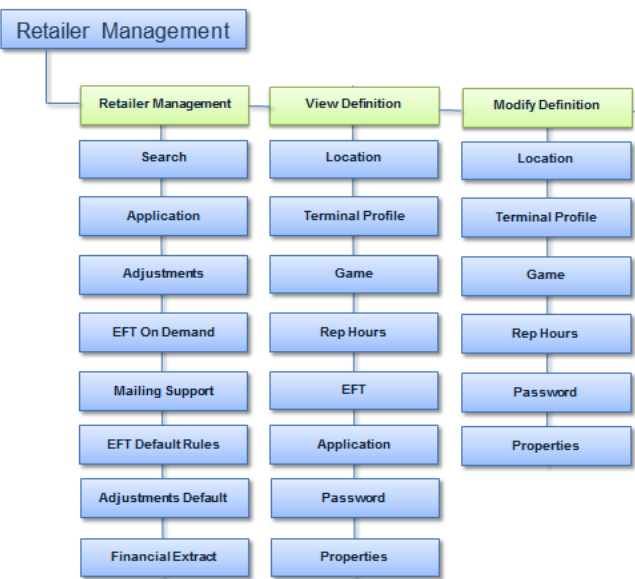
# SECTION 3

## RETAILER MANAGEMENT

### 3.1 Overview

The Retailer Management module is the main tool for administration of retailers and lottery terminals within GMS. It lets you create applications for new retailers, view and modify existing retailers, create adjustments, and send messages to retailer terminals.

The following graphic displays the functions of the Retailer Management module.



#### 3.1.1 Retailer Management Functions

Use the Retailer Management function to perform the following tasks.

Function	Task
<b><u>Retailer Management</u></b> – Allows you create applications for new retailers, view and modify existing retailers, create adjustments, and send messages to retailer terminals.	
<u>Search</u>	Allows you to search and select a retailer.
<u>Application</u>	Allows you to create and submit a business application for a retailer on the retailer application.
<u>Adjustments</u>	Allows you to enter an adjustment for a specified retailer.

Function	Task
<a href="#">EFT on Demand</a>	Allows you to create and monitor Electronic Funds Transfer (EFT) activity for retailers.
<a href="#">Mailing Support</a>	Allows printing of address labels on the Mailing Support screen and setting printing options on the Printing Options popup.
EFT Default Rules	Allows you to define the default attributes of the EFT rules. <b>THIS FUNCTION IS NOT USED BY YOUR LOTTERY.</b>
<a href="#">Adjustments Default</a>	Allows you to define the default for debit and credit charges for retailers.
<a href="#">Financial Extract</a>	Allows you to create EFT files for a retailer.
<b><a href="#">View Definition</a></b> – Allows you to view information about the selected retailer and lottery terminal.	
<a href="#">Location</a>	Allows you to view personal and address information about the selected retailer.
<a href="#">Terminal Profile</a>	Allows you to display information about the terminal, the status, and the status history of the selected retailer.
<a href="#">Game</a>	Allows you to display auto ordering for instant game.
<a href="#">Rep Hours</a>	Allows you to view information about the district sales representative (DSR) assigned to the selected retailer, as well as the store opening hours.
<a href="#">EFT</a>	Allows you to view information about the Electronic File Transfer accounts of the selected retailer.
<a href="#">Application</a>	Allows you to view information about the selected retailer application.
<a href="#">Password</a>	Allows you to view information about the selected retailer's terminal, including the retailer's passwords used to log on.
<a href="#">Properties</a>	Allows you to view the selected retailer's properties.
<b><a href="#">Modify Definition</a></b> – Allows you to modify information about the selected retailer and lottery terminal.	
<a href="#">Location</a>	Allows you to view personal and address information about the selected retailer.
<a href="#">Terminal Profile</a>	Allows you to modify part of the terminal profile and the status of the selected retailer.
<a href="#">Game</a>	Allows you to display auto ordering for instant game.

Function	Task
<a href="#">Rep Hours</a>	Allows you to modify information about the district sales representatives assigned to the selected retailer, as well as the store opening hours.
<a href="#">Password</a>	Allows you to modify information about the selected retailer's terminal, including the retailer's passwords used to log on.
<a href="#">Properties</a>	Allows you to modify the selected retailer's properties.

## 3.2 Retailer Management Module

The Retailer Management module is the main tool for administration of retailers and lottery terminals within GMS.

### 3.2.1 Select Retailer Screen

To search and select a retailer,

1. Click Retailer Management in the navigation panel. The Retailer Management functions display in the bottom portion of the navigation panel and the following Select Retailer screen displays.

Menu GMS Home

Select Retailer

Enter criteria to search on

Retailer Number:

Phone Number:

Name Search:

City Search:

County:

Territory:

SIC:

Owner Search:

Field Rep:

Search

2. Do one of the following:
  - If you know the retailer's identification number, enter it in the Retailer Number field and click **Search**. The Retailer Information: Location screen for that retailer displays.
  - Enter or select search criteria in one or more fields and click **Search** to search for the retailer(s) that match the selected criteria.

**NOTE:** If your search found a single retailer, the Retailer Information: Location screen for that retailer displays. However, if you enter criteria that matches more than one retailer, first a summary list of those retailers displays. For example, if the only criteria that you enter is a County, a list of all owners in that county displays.

**NOTE:** A quick way to look up a list of retailers is to enter the first two letters of the owner you are searching for in the Name Search field, then click **Search** or the Enter (or Return) key on your keyboard. You are then prompted with a list of retailers. See image below. For a brief description of each field, see [Select a Retailer Screen Field Descriptions](#).

Retailer #	Retailer Name	City	Phone	Status
10024	Donut Patch Restaurant	Wilmington	(302) 656-8338	Terminated
10027	Levan Liquors	Wilmington	(302) 656-2489	Terminated
10033	Franklin News Agency	Wilmington	(302) 652-7801	Terminated
10339	Franklin News Center	Wilmington	(302) 652-7801	Terminated
10344	Lancaster Liquor, Inc.	Wilmington	(302) 658-2668	Suspended
10345	Lancaster Court Delicatessen	Wilmington	(302) 994-0392	Terminated
10348	Levan's Liquors	Wilmington	(302) 656-2489	Active
10623	Ann's Deli	Camden	(302) 697-3338	Terminated
10641	Dover Super Soda and Deli	Dover	(302) 735-9803	Active
10719	B & D Deli Seafood Restaurant	Smyma	(302) 653-6531	Terminated
10823	Newark News Stand	Newark	(302) 368-8770	Suspended
11303	Books & Tobacco, Lantana	Hockessin	(302) 239-4224	Terminated
11420	Movieland, Inc.	Newark	(302) 368-1847	Terminated
11421	Newsland	Newark	(302) 738-9616	Terminated
11510	Bantam Market	New Castle	(302) 328-1396	Terminated
11530	Joannon's Deli & Market	New Castle	(302) 328-7387	Terminated
11611	Van's Liquors	Wilmington	(302) 478-1022	Terminated
11916	Eaton's Wines and Spirits, Inc.	Millsboro	(302) 934-6313	Active
12019	Beau's Bar-B-Que Restaurant	Newark	(302) 292-2000	Terminated
12020	Newsland	Newark	(302) 738-9616	Terminated
12029	Super Spirits - Stanton	Stanton	(302) 998-7630	Active
12418	The Liquor Exchange, Inc.	Middletown	(302) 378-7773	Terminated
12502	Atlantic Liquors, Inc.	Rahoboth Beach	(302) 645-5229	Terminated
13004	BJ's Restaurant	Wilmington	(302) 652-9961	Terminated
13009	Stanton Exxon	Wilmington	(302) 995-7167	Terminated
13145	Milford News and Books	Milford	(302) 422-9399	Terminated
15015	The News Stand	Wilmington	(302) 656-5313	Terminated
15027	Mainstreet Exchange, Inc.	Wilmington	(302) 655-5940	Terminated
20024	Spenny's	Wilmington	(302) 654-3663	Terminated

- Click the link that represents the retailer you want to select in the Retailer # column. The Retailer Information: Location screen for that retailer displays. For a brief description of each field, see [Retailer Information: Location Screen Field Descriptions](#).

**Retailer**  
 Name: Franklin News Agency Number: 10033 Phone: (302) 652-7801  
 AKA:

**Address** **Street** **Get Map** **Mailing** **Get Map**  
 Street1: 1233 West 4th Street 1233 West 4th Street  
 Street2:  
 City: Wilmington Wilmington  
 County: New Castle New Castle  
 State: DE Zipcode: 19805 DE 19805

**Contact**  
 Name: Alt Name: Sohail A. Majid  
 Phone: (302) 652-7801 Fax:  
 Mobile:  
 Email:

**Owner**  
 Name: Sohail A. Majid TIN: 22-2528111 View Owner Details  
 View Notes

- To locate and get directions to a retailer's address (Street or Mailing), click **Get Map**. Google maps.
- To view detailed information about the owner, click **View Owner Details**.
- To view existing comments about the retailer, click **View Notes**. The Notes popup displays.

### 3.2.1.1 Select a Retailer Screen Field Descriptions

Field	Description
Retailer Number	Search criterion: Retailer's unique identification number.
Phone Number	Search criterion: Retailer's phone number.
Name Search	Search criterion: Retailer's name.
City Search	Search criterion: City in which the retailer store is located.
County	Search criterion: County in which the retailer store is located.
Territory	Search criterion: Territory in which the retailer store is located.
SIC	Search criterion: Retailer's Standard Industry Code.
Owner Search	Search criterion: Store owner's name.
Field Rep	Search criterion: Field representative's name.
<b>Results Table</b>	
Retailer #	Search result: Retailer unique identification number. (Displayed as link to the Retailer Information: Location screen.)
Retailer Name	Search result: Retailer's name.
City	Search result: City in which the retailer store is located.
Phone	Search result: Retailer's phone number.

### 3.2.1.2 Retailer Information: Location Screen Field Descriptions

Field	Description
<b>Retailer</b>	
Name	Search criterion: Retailer's name.
Number	Search criterion: Retailer's unique identification number.
Phone Number	Search criterion: Retailer's phone number.
<b>Address Street</b>	
Street1	Street address on which the retailer store is located. (ex. 123 Main St.)
Street2	Continuation of the street address on which the retailer store is located. (ex. Suite 123)
City	City in which the retailer store is located.

Field	Description
County	County in which the retailer store is located.
State	State in which the retailer store is located.
Zip	Retailer's address postal code.
<b>Address Mailing</b>	
Street1	Mailing street address in which the retailer receives mail. (ex. PO Box 123)
Street2	Continuation of the mailing street address in which the retailer receives mail.
City	City in which the retailer receives mail.
County	County in which the retailer receives mail.
State	State in which the retailer receives mail.
Zip	Retailer's mailing address postal code.
<b>Contact</b>	
Name	Contact's name.
Phone Number	Contact's phone number.
Email	Contact's email.
<b>Owner</b>	
Name	Store owner's name.

### 3.2.2 Application

Use the Application screen to create and submit a business application for a retailer.

To create a retailer application,

1. Click Retailer Management > Application in the navigation panel. The Retailer Application screen displays.

The screenshot shows the 'Retailer Application' screen. At the top left, there are links for 'Menu' and 'GMS Home'. The form is organized into several sections:

- Name:** Fields for Name, Number (containing 'TBD'), TelSel, Type, Terminal, Sales, and Territory.
- Address:** Fields for Street1, Street2, City, County, State (dropdown with 'DE' selected), and Zipcode. A 'Get Map' button is next to the Street1 field.
- Mailing:** Fields for Mailing address, City, County, State (dropdown with 'DE' selected), and Zipcode. A 'Get Map' button is next to the Mailing field.
- Application Status:** A list of checkboxes for various status items: ADA, Financial, DE, FBI, Out-of-State, Application, Agreement, EFT, and Business License. Each item has 'Pass' and 'Fail' options.
- License Info:** Fields for Lic Num (containing 'TBD'), Issued (12/19/2013), and Expires (12/19/2013).
- Contact:** Fields for Name and Phone.
- Owner:** A 'Select Owner' button, a Name field (containing 'Select / Create Owner'), a Phone field, a TIN field, and an SSN field.

Buttons include 'Get Map' (twice), 'Submit Changes', 'Add Note', and 'Select Owner' (twice).

2. Enter relevant data in the editable fields. For a brief description of each field, see [Application Screen Field Descriptions](#).
  3. To locate and get directions to a retailer's address (Street or Mailing), click **Get Map**. Google maps launch in your browser.
  4. Once you have entered the retailer's street address, you can copy the address to the retailer's mailing address by clicking **>>**.
  5. To select a store owner, click **Select Owner**. The Current Owner popup displays.
  6. Select a store owner from the dropdown list and click **Select Owner**.
- NOTE:** GMS updates all data in the Owner section of the screen.
7. If you want to add a comment about the application, click **Add Note**.
  8. To save and submit the application, click **Submit Changes**.



### 3.2.2.1 Application Screen Field Descriptions

Field	Description
Name	Retailer's name.
Number	Retailer's unique identification number.
TelSel	Name and code of the tsel.
Type	Application type.
Terminal	Terminal notification.
Sales	Sales person.
Territory	Retailer's territory code.
<b>Address Streets</b>	
Street1	Street address on which the retailer store is located. (ex. 123 Main St.)
Street2	Continuation of the street address on which the retailer store is located. (ex. Suite 123)
City	City in which the retailer store is located.
County	County in which the retailer store is located.
State	State in which the retailer store is located.
Zipcode	Retailer's street address postal code.
<b>Address Mailing</b>	
Street1	Mailing street address in which the retailer receives mail. (ex. PO Box 123)
Street2	Continuation of the mailing street address in which the retailer receives mail.
City	City in which the retailer receives mail.
County	County in which the retailer receives mail.
State	State in which the retailer receives mail.
Zipcode	Retailer's mailing address postal code.
<b>Application Status</b>	
Application Date	Date on which the application was submitted.
ADA	America Disability Act background check status.
Financial	Financial background check status.
State (DE)	Indicates whether the State background check was submitted.

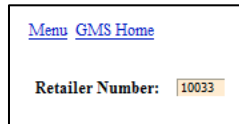
Field	Description
FBI	Indicates whether the FBI background check was submitted.
Out-of-State	Indicates whether the store owner's residence is out of state.
Application	Indicates whether the application was accepted by the lottery.
Agreement	Indicates whether the store owner completed and signed an agreement clause.
EFT	Indicates whether the store owner provided an EFT account.
Business License	Indicates whether the store owner's business license was verified.
<b>Contact</b>	
Name	Contact's name.
Phone	Contact's phone number.
<b>Owner</b>	
Name	Store owner's name.
Phone	Store owner's phone number.
TIN	Store owner's tax identification number. This number can be either the owner's FEIN or SSN. <ul style="list-style-type: none"><li>• FEIN – Federal Employer Identification Number</li><li>• SSN – Social Security Number</li></ul>
SSN	Indicates whether the tax identification number is the same as the store owner's social security number.
Type	Business type of the retailer store.
<b>License Info</b>	
Lic Num	Store owner's license number.
Issued	Date on which the license was issued.
Expires	License expiration date.

### 3.2.3 Adjustments

Use the Adjustments screen to enter an adjustment for a specified retailer.

To create an adjustment,

1. Click Retailer Management > Adjustments in the navigation panel. The Retailer Adjustments screen displays.

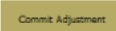


A screenshot of a web form. At the top left, there are two links: "Menu" and "GMS Home". Below them, the text "Retailer Number:" is followed by a text input field containing the value "10033".

2. Enter the retailer's unique identification number in the Retailer Number field and press the Enter (or Return) key on your keyboard. The retailer information and New Adjustment area display. For a brief description of each field, see [Adjustments Screen Field Descriptions](#).



A screenshot of the "Retailer Adjustments" screen. At the top left, there are links "Menu" and "GMS Home". Below them, the "Retailer Number:" field contains "10033". To the right, under "Retailer Information", the following details are listed: "10033-Franklin News Agency", "1233 West 4th Street", "Wilmington, DE 19805", and "(302) 652-7801". Below this is an "Adjustment History" section with a large, empty, light-orange rectangular area. At the bottom, the "New Adjustment" section contains a "Type:" dropdown menu set to "Adj Commission Adjustment", an "Amount:" field with "7000.00", radio buttons for "(+) Debit" and "(-) Credit" (with "(-) Credit" selected), a "Note:" text field, and a green "Commit Adjustment" button.

3. Select an adjustment Type from the Type dropdown list.
4. Enter the amount of the adjustment in the Amount field.
5. Select (+) Debit or (-) Credit to define whether the new adjustment is a debit or credit.
6. If necessary, add a comment about the adjustment in the Note field.
7. To submit the adjustment, click . The adjustment displays in the Adjustment History field.

### 3.2.3.1 Adjustments Screen Field Descriptions


Field	Description
Retailer Number	Retailer's unique identification number.
Retailer Information	Retailer's street address and phone number.
<b>Adjustment History</b>	
Adjustment History	History information.
<b>New Adjustment</b>	
Type	Type of adjustment to be made.
Amount	Amount of the adjustment.
(+) Debit	If this radio button is selected, a debit adjustment is made. (A debit is a transaction amount added to the amount due the Lottery.)
(-) Credit	If this radio button is selected, a credit adjustment is made.  (A credit is a transaction amount subtracted from the amount due the Lottery.)
Note	Additional information or comment about the adjustment.

### 3.2.4 EFT on Demand

Use the EFT on Demand screen to create and monitor (EFT) activity for retailers.

To create an EFT activity,

1. Click Retailer Management > EFT on Demand in the navigation panel. The EFT on Demand screen displays.

2. Enter the retailer's unique identification number in the Retailer Number field and press the Enter (or Return) key on your keyboard. The Retailer Information displays the address and phone number of that retailer.
3. Enter the Amount.
4. Select (+) Credit or (-) Debit.
5. If necessary, add a comment about the retailer or transaction in the Note field.
6. To save and submit the information, click .

#### 3.2.4.1 EFT on Demand Screen Field Descriptions

Field	Description
Retailer Number	Retailer's unique identification number.
Retailer Information	Retailer's address and phone number.
Amount	Amount to be credited or debited.
Credit	Select this radio button to apply the value entered in the Amount field as a credit.
Debit	Select this radio button to apply the value entered in the Amount field as a debit.
Note	Allows you to enter additional information or comment about the retailer or transaction.

### 3.2.5 Mailing Support

Use the Mailing Support screen to print address labels and set printing options.

To print address labels and set printing options,

1. Click Retailer Management > Mailing Support in the navigation panel. The Mailing Support screen displays.

The screenshot shows the 'Enter Criteria to Select Mailing Destination(s)' screen. It includes a navigation bar with 'Menu' and 'GMS Home'. The main area contains several input fields and dropdown menus for criteria: Retailer Number, City, Business Type, Owner, County, Territory, Chain, Sort By, SIC, ZipCode, and Field Rep. There are also radio buttons for 'Address on Label' (Street Address or Mailing Address) and a checkbox for 'Override Retailer Property'. Below these fields, it shows 'Criteria evaluates to a Retailer Count of: 554' with an 'Evaluate' button. At the bottom, there are three buttons: 'Print Labels', 'Print Envelopes', and 'Print Configure'.

2. Enter and select criteria for identifying the retailers for which you want to print addresses on address labels.
3. Click **Evaluate**.
4. To print labels, click **Print Labels**.
5. To print envelopes, click **Print Envelopes**.

#### 3.2.5.1 Mailing Support Screen Field Descriptions

Field	Description
Retailer Number	Retailer's unique identification number.
City	City in which the retailer receives mail.
Business Type	Business type of the retailer store.
Owner	Store owner's information.
County	County in which the retailer receives mail.
Territory	Territory in which the retailer receives mail.
Chain	Chain code assigned to the retailer.
Sort By	Sort by retailer information.
SIC	Retailer's Standard Industry Code.
ZipCode	Retailer address postal code.
Field Rep	Field representative.

Field	Description
<b>Address on Label</b>	
Street Address	Retailer's street address.
Mailing Address	Retailer's mailing address.
<b>Override Retailer Property</b>	
Check to also include retailers with property set to "False"	False retailer Properties.
Criteria evaluates to a Retailer Count of	Counter which shows how many retailers match the selected criteria.
Print Labels	Print address labels.
Print Envelopes	Envelopes to be printed.
Print Configure	Configure printing.

### 3.2.6 Adjustments Default

Use the Adjustments Default screen to select the default adjustments charge for retailers.

To select the default transaction charge for retailers,

1. Click Retailer Management > Adjustments Default in the navigation panel. The Adjustments Default screen displays.

Default Debit/Credit	Type
<input type="radio"/> (+) <input checked="" type="radio"/> (-)	Adj Attorney General Accounts/Payable
<input type="radio"/> (+) <input checked="" type="radio"/> (-)	Adj Attorney General Accounts/Receivable
<input checked="" type="radio"/> (+) <input type="radio"/> (-)	Adj Cash Drawer Charge
<input checked="" type="radio"/> (+) <input type="radio"/> (-)	Adj Commission Adjustment
<input type="radio"/> (+) <input checked="" type="radio"/> (-)	Adj Credit
<input type="radio"/> (+) <input checked="" type="radio"/> (-)	Adj Credit Balance
<input type="radio"/> (+) <input checked="" type="radio"/> (-)	Adj Defective Tickets
<input checked="" type="radio"/> (+) <input type="radio"/> (-)	Adj Float Advance
<input checked="" type="radio"/> (+) <input type="radio"/> (-)	Adj Insufficient Funds
<input checked="" type="radio"/> (+) <input type="radio"/> (-)	Adj Line Charge
<input type="radio"/> (+) <input checked="" type="radio"/> (-)	Adj Misc
<input checked="" type="radio"/> (+) <input type="radio"/> (-)	Adj On-Demand EFT Transaction
<input type="radio"/> (+) <input checked="" type="radio"/> (-)	Adj Partial Payment on Account
<input type="radio"/> (+) <input checked="" type="radio"/> (-)	Adj Promotional Bonus
<input checked="" type="radio"/> (+) <input type="radio"/> (-)	Adj Reject/Return Transaction
<input type="radio"/> (+) <input checked="" type="radio"/> (-)	Adj Retailer Coupon Credit
<input type="radio"/> (+) <input checked="" type="radio"/> (-)	Adj Sales Adjustment
<input type="radio"/> (+) <input checked="" type="radio"/> (-)	Adj Special Reversing Transaction
<input type="radio"/> (+) <input checked="" type="radio"/> (-)	Adj Stolen Tickets
<input type="radio"/> (+) <input checked="" type="radio"/> (-)	Adj Tax Payment for Form 945

2. Select the Default (-) Debit or (+) Credit of your choice for each line item.
3. To save and submit changes, click **Submit Changes**.

#### 3.2.6.1 Adjustments Default Screen Field Descriptions

Field	Description
Default Debit/Credit	<p>If the (-) Debit radio button is selected, a debit charge is selected as the default adjustment.</p> <p>If the (+) Credit radio button is selected, a credit charge is selected as the default adjustment.</p>
Type	Displays the type of adjustment.

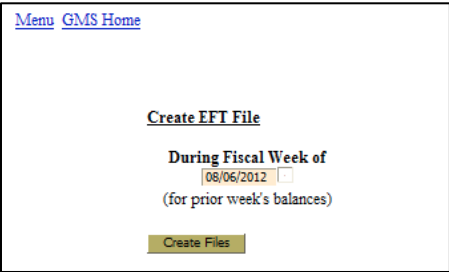


3.2.7 Financial Extract

Use the Financial Extract screen to create EFT files for retailers.

To create EFT files for retailers,

- 1. Click Retailer Management > Financial Extract in the navigation panel. The Financial Extract screen displays.



- 2. Enter or select the date from the calendar provided.
- 3. Click **Create Files**.

3.2.7.1 Financial Extract Screen Field Descriptions

Field	Description
During Fiscal Week of	Provides the fiscal weekly date.

### 3.3 View Definition

The View Definition option allows you to view information about the selected retailer.

#### 3.3.1 Location

Use the Location screen to view information about the selected retailer.

To view information about the retailer,

1. Click Retailer Management > View Definition > Location in the navigation panel. The Location screen displays.

**NOTE:** All fields on this screen are read-only and cannot be edited.

The screenshot shows the 'Location' screen for a retailer. The form is organized into several sections:
 

- Retailer:** Name (Beau's Bar-B-Que Restaurant), Number (12019), Phone ((302) 292-2000), and AKA (empty).
- Address:** Street (14 Salem Village Square), City (Newark), County (New Castle), State (DE), and Zipcode (19713). A 'Get Map' button is next to the Street field.
- Mailing:** Street (14 Salem Village Square), City (Newark), County (New Castle), State (DE), and Zipcode (19713). A 'Get Map' button is next to the Street field.
- Contact:** Name (empty), Phone ((302) 292-2000), Email (empty), Alt Name (Jack Thompson), Fax (empty), and Mobile (empty).
- Owner:** Name (John F. Thompson), TIN (16-9320675), and a 'View Owner Details' button.
- A 'View Notes' button is located at the bottom left.

2. To locate and get directions to a retailer's address (Street or Mailing), click **Get Map**. Google maps launch in your browser.
3. To view information about the store owner, click **View Owner Details**. The Owner popup displays.
4. To view existing comments about the retailer, click **View Notes**. The Notes popup displays.

##### 3.3.1.1 Location Screen Field Descriptions

Field	Description
<b>Retailer</b>	
Name	Retailer's name.
Number	Retailer's unique identification number.
Phone	Retailer's phone number.

Field	Description
AKA	Retailer's also known as name. If the retailer has another name, it appears in this field.
<b>Address Street</b>	
Street1	Street address on which the retailer store is located. (ex. 123 Main St.)
Street2	Continuation of the street address on which the retailer store is located. (ex. Suite 123)
City	City in which the retailer store is located.
County	County in which the retailer store is located.
State	State in which the retailer store is located.
Zipcode	Retailer address postal code.
<b>Address Mailing</b>	
Street1	Mailing street address in which the retailer receives mail. (ex. PO Box 123)
Street2	Continuation of the mailing street address in which the retailer receives mail.
City	City in which the retailer receives mail.
County	County in which the retailer receives mail.
State	State in which the retailer receives mail.
Zipcode	Retailer's mailing address postal code.
<b>Contact</b>	
Name	Contact's name.
Phone	Contact's phone number.
Email	Contact's email address.
Alt Name	Contact's alternate name.
Fax	Contact's fax number.
Mobile	Contact's mobile number.
<b>Owner</b>	
Name	Store owner's name.
TIN	Store owner's tax identification number. This number can be either the owner's FEIN or SSN. <ul style="list-style-type: none"> <li>• FEIN – Federal Employer Identification Number</li> <li>• SSN – Social Security Number</li> </ul>

3.3.2 Terminal Profile

Use the Terminal Profile screen to view information about the terminal, the status, and the status history of the selected retailer.

To view information about the terminal profile definition,

- 1. Click Retailer Management > View Definition > Terminal Profile in the navigation panel. The Terminal Profile screen displays.

**NOTE:** All fields on this screen are read-only and cannot be edited.

[Menu](#) [GMS Home](#)

**Retailer**  
Name:  Number:  Phone:   
AKA:

**Terminal(s)**

ID	Type	Line	Poll	Enabled	Installed	Circuit
012019-01	UNKNOWN	0	0	<input checked="" type="checkbox"/>	10/31/2002	

**Profile**  
Type:  Secondary Terminal: ☐ Primary Retailer Number:

**Status**  
History:  Terminated UserId: machench Memo: Revoked to terminated Reason Code:

[View Notes](#)

Property Name	Value	History (if available)
Tech Zone	No Assignment	
Communications Type	No Assignment	
Radio IP	No Assignment	
Primary CFE IP	No Assignment	
Secondary CFE IP	No Assignment	
Terminal IP	No Assignment	
CFE	No Assignment	
Leg	No Assignment	
Master	No Assignment	
Cell	No Assignment	
Sector	No Assignment	
T1	No Assignment	
T1 Channel	No Assignment	

- 2. To view existing comments about the terminal profile, click [View Notes](#). The Notes popup displays.

3.3.2.1 Terminal Profile Screen Field Descriptions

Field	Description
<b>Retailer</b>	
Name	Retailer's name.
Number	Retailer's unique identification number.
Phone	Retailer's phone number.
AKA	Retailer's also known as name. If the retailer has another name, it appears in this field.

Field	Description
<b>Terminal</b>	
Id	The terminal's unique Identification number.
Type	Lottery terminal type.
Line	Line code.
Poll	Poll code.
Enabled	Indicates whether the terminal is enabled.
Installed	Date of the terminal installation.
Circuit	Terminal circuit.
<b>Profile</b>	
Type	Identifies the type of terminal.
Secondary Terminal	Identifies whether the terminal is the secondary terminal.
Primary Retailer Number	Retailer primary code.
<b>Status</b>	
History	History of terminal.
Property Name	Retailer's name property.
Value	Property value.
History (if available)	Information on property.

### 3.3.3 Game

Use the Game screen to view auto ordering information for instant games.

To view information about the game definition,

1. Click Retailer Management > View Definition > Game in the navigation panel. The Game screen displays.

**NOTE:** All fields on this screen are read-only and cannot be edited.

Menu GMS Home

**Retailer**

Name: Beau's Bar-B-Que Restaurant Number: 12019 Phone: (302) 292-2000

AKA:

**Instant Game(s)**

Instant

Commissions Sales: 5.00

Cashing Limits: Mid: 99 High: 599.00

**Auto-Ordering**

	\$1.00	\$2.00	\$3.00	\$5.00	\$10.00	\$20.00
Initial Auto	0	0	0	0	0	0

Unsettled Limit:

View Notes

2. To view existing comments about the game, click **View Notes**. The Notes popup displays.

#### 3.3.3.1 Game Screen Field Descriptions

Field	Description
<b>Retailer</b>	
Name	Retailer's name.
Number	Retailer's unique identification number.
Phone	Retailer's phone number.
AKA	Retailer's also known as name. If the retailer has another name, it appears in this field.
<b>Instant Game(s)</b>	
Instant Games	The type of game.
Commissions Sales	The amount of commissions the retailer earned for the game sales.
Cashing Limits	Displays the default cash limits.
Auto-Ordering	Displays the number of tickets ordered manually initiated by a user and automatically generated by the terminal.
Unsettled Limit	Displays the limits that are unsettled.

### 3.3.4 Rep Hours

Use the Rep Hours screen to view information about the DSRs assigned to the selected retailer, as well as the store opening hours.

To view information about the DSR and store hours,

1. Click Retailer Management > View Definition > Rep Hours in the navigation panel. The Rep Hours screen displays.

**NOTE:** All fields on this screen are read-only and cannot be edited.

Menu GMS Home

**Retailer**  
 Name: Beau's Bar-B-Que Restaurant Number: 12019 Phone: (302) 292-2000  
 AKA:

**Representatives**  
 District Sales Rep: (13) Barb/Tracy Milford Area  
 TelSel Rep: (1) McGillick  
 Next Call Date: 12/31/2099  
 Call Cycle: 1

**Retailer Hours**

Sun	06:00	23:00
Mon	06:00	23:00
Tue	06:00	23:00
Wed	06:00	23:00
Thu	06:00	23:00
Fri	06:00	23:00
Sat	06:00	23:00

View Notes

2. To view existing comments about the DSR, click [View Notes](#). The Notes popup displays.

#### 3.3.4.1 Rep Hours Screen Field Descriptions

Field	Description
<b>Retailer</b>	
Name	Retailer's name.
Number	Retailer's unique identification number.
Phone	Retailer's phone number.
AKA	Retailer's also known as name. If the retailer has another name, it appears in this field.
<b>Representatives</b>	
District Sales Rep	DSR's unique identification number, name, and location.
TelSel Rep	Representative name.
Next Call Date	Date on which the telsel representative makes the next call.
Call Cycle	TelSel representative call log.

Field	Description
Retailer Hours	
Retailer Hours	Store hours.



### 3.3.5 EFT

Use the EFT screen to view information about the Electronic File Transfer accounts of the selected retailer.

To view information about the EFT,

1. Click Retailer Management > View Definition > EFT in the navigation panel. The EFT screen displays.

**NOTE:** All fields on this screen are read-only and cannot be edited.

The screenshot shows the EFT screen with the following information:

- Menu:** [GMS Home](#)
- Retailer:**
  - Name: Beau's Bar-B-Que Restaurant
  - Number: 12019
  - Phone: (302) 292-2000
  - AKA:
- EFT Account:**
  - Pay Type: Pay Credit&Debit Bt
  - Id: 031100131
  - Number: 05671574
  - Type: C
  - Modified: 7/1/2000
- [View Notes](#)

2. To view existing comments about the EFT account, click [View Notes](#). The Notes popup displays.

#### 3.3.5.1 EFT Screen Field Descriptions

Field	Description
<b>Retailer</b>	
Name	Retailer's name.
Number	Retailer's unique identification number.
Phone	Retailer's phone number.
AKA	Retailer's also known as name. If the retailer has another name, it appears in this field.
<b>EFT Accounts</b>	
Pay Type	Name and/or description of the bank account.
Id	Retailer's EFT identification number.
Number	EFT account number.
Type	Type of EFT account.
Modified	Date on which an adjustment was created.

### 3.3.6 Application

Use the Application screen to view information about the selected retailer application.

To view information about the terminal profile,

1. Click Retailer Management > View Definition > Application in the navigation panel. The Application screen displays.

**NOTE:** All fields on this screen are read-only and cannot be edited.

Menu GMS Home

Name: Beau's Bar-B-Que Restaurant Number: 12019 TelSel: (1) McGillick  
 Type: Generic Terminal: UNKNOWN Sales: (13) Barb/Tracy Milford Area  
 Territory: 1

Address Street Get Map Mailing Get Map  
 Street1: 14 Salem Village Square 14 Salem Village Square  
 Street2:   
 City: Newark Newark  
 County: New Castle New Castle  
 State: DE Zipcode: 19713 DE 19713

Application Status Application Date: 10/31/2002  
 ADA # Pass ☐ Fail  
 Financial # Pass ☐ Fail  
 DE # Yes ☐ No  
 FBI # Yes ☐ No  
 Out-of-State # Yes ☐ No  
 Application # Yes ☐ No  
 Agreement # Yes ☐ No  
 EFT # Yes ☐ No  
 Business License # Yes ☐ No

Contact  
 Name:   
 Phone: (302) 292-2000

Owner  
 Name: John F. Thompson  
 Phone: (302) 292-2000  
 TIN: 169-32-067 SSN: ☒  
 Type: SOLE

License Info Lic Num: 12019  
 Issued: 3/28/1991  
 Expires: 5/22/1992

View Notes

2. To view existing comments about the application, click [View Notes](#). The Notes popup displays.

#### 3.3.6.1 Application Screen Field Descriptions

Field	Description
<b>Retailer</b>	
Name	Retailer's name.
Number	Retailer's unique identification number.
TelSel	Name and code of telsel.
Type	Application type.
Terminal	Terminal notification.
Sales	Name and code of area.
Territory	Territory code.

Field	Description
<b>Address Street</b>	
Street1	Street address on which the retailer store is located. (ex. 123 Main St.)
Street2	Continuation of the street address on which the retailer store is located. (ex. Suite 123)
City	City in which the retailer store is located.
County	County in which the retailer store is located.
State	State in which the retailer store is located.
Zipcode	Retailer address postal code.
<b>Address Mailing</b>	
Street1	Mailing street address in which the retailer receives mail. (ex. PO Box 123)
Street2	Continuation of the mailing street address in which the retailer receives mail.
City	City in which the retailer receives mail.
County	County in which the retailer receives mail.
State	State in which the retailer receives mail.
Zipcode	Retailer's mailing address postal code.
<b>Application Status</b>	
Application Date	Date on which the application was submitted.
ADA	America Disability Act background check status.
Financial	Financial background check status.
State (DE)	Indicates whether the State background check was submitted.
FBI	Indicates whether the FBI background check was submitted.
Out-of-State	Indicates whether the store owner's residence is out of state.
Application	Indicates whether the application was accepted by the lottery.
Agreement	Indicates whether the store owner completed and signed an agreement clause.
EFT	Indicates whether the store owner provided an EFT account.
Business License	Indicates whether the store owner's business license was verified.
<b>Contact</b>	
Name	Contact's name.

Field	Description
Phone	Contact's phone number.
<b>Owner</b>	
Name	Store owner's name.
Phone	Store owner's phone number.
TIN	Store owner's tax identification number. This number can be either the owner's FEIN or SSN. <ul style="list-style-type: none"><li>• FEIN – Federal Employer Identification Number</li><li>• SSN – Social Security Number</li></ul>
SSN	Indicates whether the tax identification number is the same as the store owner's social security number.
Type	Business type of the retailer store.
<b>License Info</b>	
Lic Num	Store owner's license number.
Issued	Date on which the license was issued.
Expires	License expiration date.

### 3.3.7 Password

Use the Password screen to view information about the selected retailer's terminal, including the retailer's passwords used to log on.

To view information about the password,

1. Click Retailer Management > View Definition > Password in the navigation panel. The Password screen displays.

**NOTE:** All fields on this screen are read-only and cannot be edited.

The screenshot shows the 'Password' screen for a retailer. At the top, there are links for 'Menu' and 'GMS Home'. The 'Retailer' section includes fields for 'Name' (Beau's Bar-B-Que Restaurant), 'Number' (12019), and 'Phone' ((302) 292-2000). Below this is an 'AKA' field. The 'Password(s)' section has a 'Password' field (453678) and a 'Password Type' dropdown menu (Manager). There are buttons for 'Add Password', 'Remove Password', 'View Notes', 'Add Note', and 'Submit Changes'.

2. To remove an existing password, click **Remove Password**.
3. To add a password, click **Add Password**.
4. To view existing comments about the password, click **View Notes**. The Notes popup displays.
5. To add a comment about the password, click **Add Note**.
6. To save and submit your changes, click **Submit Changes**.

#### 3.3.7.1 Password Screen Field Descriptions

Field/Button	Description
<b>Retailer</b>	
Name	Retailer's name.
Number	Retailer's unique identification number.
Phone	Retailer's phone number.
AKA	Retailer's also known as name. If the retailer has another name, it appears in this field.
<b>Password(s)</b>	
Password	Password the retailer uses to log on to the terminal.
Password Type	Indicates which staff type uses the password to log on to the terminal.

3.3.8 Properties

Use the Properties screen to view the properties of the selected retailer.

To view information about the properties,

- 1. Click Retailer Management > View Definition > Properties in the navigation panel. The Properties screen displays.

**NOTE:** All fields on this screen are read-only and cannot be edited.

[Menu](#) [GMS Home](#)

**Retailer**

Name: Beau's Bar-B-Que Restaurant

Number: 12019

Phone: (302) 292-2000

Print

AKA:

View Notes Add Note

**Retailer Properties**

Property Name

SIC

Territory

7221 - Rest./Bar

1

Property (as measured)

- 2. To print the screen, click Print.
- 3. To view existing comments about the retailer properties, click View Notes. The Notes popup displays.
- 4. To add a comment about the properties, click Add Note.

3.3.8.1 Properties Screen Field Descriptions

Field	Description
Retailer	
Name	Retailer's name.
Number	Retailer's unique identification number.
Phone	Retailer's phone number.
AKA	Retailer's also known as name. If the retailer has another name, it appears in this field.
Retailer Properties	
SIC	Retailer's Standard Industry Code.
Territory	Retailer's territory code.

### 3.4 Modify Definition

The Modify Definition option allows you to modify information about the selected retailer.

#### 3.4.1 Location

Use the Location screen to modify information about the selected retailer.

To modify information about the retailer,

1. Click Retailer Management > Modify Definition > Location in the navigation panel. The Location screen displays. For a brief description of each field, see [Location Screen Field Descriptions](#).

The screenshot shows the 'Location' screen for a retailer named 'Beau's Bar-B-Que Restaurant'. The form is organized into four main sections: 'Retailer', 'Address', 'Mailing', and 'Contact'. The 'Retailer' section contains fields for Name, Number, and Phone. The 'Address' section contains fields for Street, City, County, State, and Zipcode, along with a 'Get Map' button. The 'Mailing' section contains fields for Street, City, County, State, and Zipcode, also with a 'Get Map' button. The 'Contact' section contains fields for Name, Phone, Pager, Email, Alt Name, Fax, and Mobile. At the bottom of the form, there are buttons for 'View Notes', 'Add Note', and 'Submit Changes'.

2. Click in any editable field to enter or change information as needed.  
**NOTE:** Fields with blue data are read-only and cannot be edited.
3. To locate and get directions to a retailer's address (Street or Mailing), click **Get Map**. Google maps launch in your browser.
4. If you made any changes to the retailer's street address, you can copy the updated address to the retailer's mailing address by clicking **>>**.
5. To view information about the store owner, click **View Owner Details**. The Owner popup displays.
6. To view existing comments about the retailer, click **View Notes**. The Notes popup displays.

##### 3.4.1.1 Location Screen Field Descriptions

Field	Description
<b>Retailer</b>	
Name	Retailer's name.
Number	Retailer's unique identification number.

Field	Description
Phone	Retailer's phone number.
AKA	Retailer's also known as name. If the retailer has another name, it appears in this field.
<b>Address Street</b>	
Street1	Street address on which the retailer store is located. (ex. 123 Main St.)
Street2	Continuation of the street address on which the retailer store is located. (ex. Suite 123)
City	City in which the retailer store is located.
County	County in which the retailer store is located.
State	State in which the retailer store is located.
Zipcode	Retailer address postal code.
<b>Address Mailing</b>	
Street1	Mailing street address in which the retailer receives mail. (ex. PO Box 123)
Street2	Continuation of the mailing street address in which the retailer receives mail.
City	City in which the retailer receives mail.
County	County in which the retailer receives mail.
State	State in which the retailer receives mail.
Zipcode	Retailer's mailing address postal code.
<b>Contact</b>	
Name	Contact's name.
Phone	Contact's phone.
Email	Contact's email.
Alt Name	Contact's alternate name.
Fax	Contact's fax number.
Mobile	Contact's mobile number.
<b>Owner</b>	
Name	Store owner's name.



Field	Description
TIN	<p>Store owner's tax identification number. This number can be either the owner's FEIN or SSN.</p> <ul style="list-style-type: none"><li>• FEIN – Federal Employer Identification Number</li><li>• SSN – Social Security Number</li></ul>

### 3.4.2 Terminal Profile

Use the Terminal Profile screen to modify information about the terminal, the status, and the status history of the selected retailer.

To modify information about the terminal profile definition,

1. Click Retailer Management > Modify Definition > Terminal Profile in the navigation panel. The Terminal Profile screen displays.

The screenshot shows the 'Terminal Profile' screen. At the top, there's a 'Menu' and 'GMS Home' link. The 'Retailer' section includes fields for Name (Beau's Bar-B-Que Restaurant), Number (12019), Phone ((302) 292-2000), and AKA. The 'Terminal(s)' section is a table with columns: ID, Type, Line, Poll, Enabled, Installed, and Circuit. The 'Profile' section has fields for Type (Generic), Secondary Terminal (checked), and Primary Retailer Number. The 'Status' section shows a history entry: 04/23/2003 Terminated User:di mschenck Memo: Revoked to terminated Reason Code: [dropdown]. Below this is a 'View Notes' button. At the bottom, there's a table with columns: Property Name, Value, and History (if available). The table lists various properties like Tech Zone, Communications Type, Radio IP, etc., all with 'No Assignment' as the value.

Property Name	Value	History (if available)
Tech Zone	No Assignment	
Communications Type	No Assignment	
Radio IP	No Assignment	
Primary CFE IP	No Assignment	
Secondary CFE IP	No Assignment	
Terminal IP	No Assignment	
CFE	No Assignment	
Leg	No Assignment	
Master	No Assignment	
Cell	No Assignment	
Sector	No Assignment	
T1	No Assignment	
T1 Channel	No Assignment	

2. Click in any editable field to enter or change information as needed.  
**NOTE:** Fields with blue data are read-only and cannot be edited.
3. To view existing comments about the terminal profile, click [View Notes](#). The Notes popup displays.

#### 3.4.2.1 Terminal Profile Screen Field Descriptions

Field	Description
<b>Retailer</b>	
Name	Retailer's name.
Number	Retailer's unique identification number.
Phone	Retailer's phone number.
AKA	Retailer's also known as name. If the retailer has another name, it appears in this field.

Field	Description
<b>Terminal</b>	
Id	The terminal's unique Identification number.
Type	Lottery terminal type.
Line	Line code.
Poll	Poll code.
Enabled	Indicates whether the terminal is enabled.
Installed	Date of the terminal installation.
Circuit	Terminal circuit.
<b>Profile</b>	
Type	Identifies the type of terminal.
Secondary Terminal	Identifies whether the terminal is the secondary terminal.
Primary Retailer Number	Retailer primary unique identification number.
<b>Status</b>	
History	History of terminal.
Property Name	Retailer's name property.
Value	Property value.
History (if available)	Information on property.

### 3.4.3 Game

Use the Game screen to modify auto ordering information for instant games.

To modify information about the game definition,

1. Click Retailer Management > Modify Definition > Game in the navigation panel. The Game screen displays.

2. Click in any editable field to enter or change information as needed.

**NOTE:** Fields with blue data are read-only and cannot be edited.

3. To view existing comments about the game, click [View Notes](#). The Notes popup displays.

#### 3.4.3.1 Game Screen Field Descriptions

Field	Description
<b>Retailer</b>	
Name	Retailer's name.
Number	Retailer's unique identification number.
Phone	Retailer's phone number.
AKA	Retailer's also known as name. If the retailer has another name, it appears in this field.
<b>Instant Game(s)</b>	
Instant Games	The type of game.
Commissions Sales	The amount of commissions the retailer earned for the game sales.
Cashing Limits	Displays the default cash limits.
Auto-Ordering	Displays the number of tickets ordered manually initiated by a user and automatically generated by the terminal.
Unsettled Limit	Displays the limits that are unsettled.

### 3.4.4 Rep Hours

Use the Rep Hours screen to modify information about the DSRs assigned to the selected retailer, as well as the store hours of operation.

To modify information about the DSR and store hours,

1. Click Retailer Management > Modify Definition > Rep Hours in the navigation panel. The Rep Hours screen displays.

2. Click in any editable field to enter or change information as needed.

**NOTE:** Fields with blue data are read-only and cannot be edited.

3. To view existing comments about the DSR, click [View Notes](#). The Notes popup displays.

#### 3.4.4.1 Rep Hours Screen Field Descriptions

Field	Description
<b>Retailer</b>	
Name	Retailer's name.
Number	Retailer's unique identification number.
Phone	Retailer's phone number.
AKA	Retailer's also known as name. If the retailer has another name, it appears in this field.
<b>Representatives</b>	
District Sales Rep	DSR's unique identification number, name, and location.
TelSel Rep	Representative name.
Next Call Date	Date on which the telsel representative makes the next call.
Call Cycle	TelSel representative call log.
<b>Retailer Hours</b>	
Retailer Hours	Store hours of operation.

### 3.4.5 EFT

Use the EFT screen to modify information about the Electronic File Transfer accounts of the selected retailer.

To modify information about the EFT,

1. Click Retailer Management > Modify Definition > EFT in the navigation panel. The EFT screen displays.

The screenshot shows the EFT screen with the following fields and values:

- Retailer:**
  - Name: Beau's Bar-B-Que Restaurant
  - Number: 12019
  - Phone: (302) 292-2000
  - AKA:
- EFT Account:**
  - Pay Type: Pay Credit&Debit Bal
  - Id: 031100131
  - Number: 05671574
  - Type: C
  - Modified: 7/1/2000

Buttons visible: View Notes, Add Note, Submit Changes.

2. Click in any editable field to enter or change information as needed.

**NOTE:** Fields with blue data are read-only and cannot be edited.

3. To view existing comments about the EFT account, click **View Notes**. The Notes popup displays.

#### 3.4.5.1 EFT Screen Field Descriptions

Field	Description
<b>Retailer</b>	
Name	Retailer's name.
Number	Retailer's unique identification number.
Phone	Retailer's phone number.
AKA	Retailer's also known as name. If the retailer has another name, it appears in this field.
<b>EFT Accounts</b>	
Pay Type	Name and/or description of the bank account.
Id	Transit number of the bank account.
Number	Bank account number the EFT accounts will be accessing.
Type	Type of bank account the EFT accounts will be accessing.
Modified	Date on which the EFT account was last modified.

### 3.4.6 Application

Use the Application screen to modify information about the selected retailer application.

To modify information about the terminal profile,

1. Click Retailer Management > Modify Definition > Application in the navigation panel. The Application screen displays.

2. Click in any editable field to enter or change information as needed.

**NOTE:** Fields with blue data are read-only and cannot be edited.

3. To view existing comments about the application, click [View Notes](#). The Notes popup displays.

#### 3.4.6.1 Application Screen Field Descriptions

Field	Description
<b>Retailer</b>	
Name	Retailer's name.
Number	Retailer's unique identification number.
TelSel	Name and code of telsel.
Type	Application type.
Terminal	Terminal notification.
Sales	Name and code of area.
Territory	Territory code.

Field	Description
<b>Address Street</b>	
Street1	Street address on which the retailer store is located. (ex. 123 Main St.)
Street2	Continuation of the street address on which the retailer store is located. (ex. Suite 123)
City	City in which the retailer store is located.
County	County in which the retailer store is located.
State	State in which the retailer store is located.
Zipcode	Retailer address postal code.
<b>Address Mailing</b>	
Street1	Mailing street address in which the retailer receives mail. (ex. PO Box 123)
Street2	Continuation of the mailing street address in which the retailer receives mail.
City	City in which the retailer receives mail.
County	County in which the retailer receives mail.
State	State in which the retailer receives mail.
Zipcode	Retailer's mailing address postal code.
<b>Application Status</b>	
Application Date	Date on which the application was submitted.
ADA	America Disability Act background check status.
Financial	Financial background check status.
State (DE)	Indicates whether the State background check was submitted.
FBI	Indicates whether the FBI background check was submitted.
Out-of-State	Indicates whether the store owner's residence is out of state.
Application	Indicates whether the application was accepted by the lottery.
Agreement	Indicates whether the store owner completed and signed an agreement clause.
EFT	Indicates whether the store owner provided an EFT account.
Business License	Indicates whether the store owner's business license was verified.
<b>Contact</b>	
Name	Contact's name.



Field	Description
Phone	Contact's phone number.
<b>Owner</b>	
Name	Store owner's name.
Phone	Store owner's phone number.
TIN	Store owner's tax identification number. This number can be either the owner's FEIN or SSN. <ul style="list-style-type: none"><li>• FEIN – Federal Employer Identification Number</li><li>• SSN – Social Security Number</li></ul>
SSN	Indicates whether the tax identification number is the same as the store owner's social security number.
Type	Business type of the retailer store.
<b>License Info</b>	
Lic Num	Store owner's license number.
Issued	Date on which the license was issued.
Expires	License expiration date.

### 3.4.7 Password

Use the Password screen to modify information about the selected retailer's terminal, including the retailer's passwords used to log on.

To modify information about the password,

1. Click Retailer Management > Modify Definition > Password in the navigation panel. The Password screen displays.

The screenshot shows the 'Password' screen for a retailer. At the top left is a link 'Menu GMS Home'. The 'Retailer' section contains fields for 'Name' (Beau's Bar-B-Que Restaurant), 'Number' (12019), 'Phone' ((302) 292-2000), and 'AKA'. Below this is the 'Password(s)' section with a 'Password' field (453678) and a 'Password Type' dropdown menu (Manager). There are buttons for 'Add Password', 'Remove Password', 'View Notes', 'Add Note', and 'Submit Changes'.

2. Click in any editable field to enter or change information as needed.

**NOTE:** Fields with blue data are read-only and cannot be edited.

3. To remove an existing password, click **Remove Password**.
4. To add a password, click **Add Password**.
5. To view existing comments about the password, click **View Notes**. The Notes popup displays.
6. To add a comment about the password, click **Add Note**.
7. To save and submit your changes, click **Submit Changes**.

#### 3.4.7.1 Password Screen Field Descriptions

Field/Button	Description
<b>Retailer</b>	
Name	Retailer's name.
Number	Retailer's unique identification number.
Phone	Retailer's phone number.
AKA	Retailer's also known as name. If the retailer has another name, it appears in this field.
<b>Password(s)</b>	
Password	Password the retailer uses to log on to the terminal.
Password Type	Indicates which type of user uses the defined password to log on to the terminal.

### 3.4.8 Properties

Use the Properties screen to modify the selected retailer's properties.

To modify information about the properties,

1. Click Retailer Management > Modify Definition > Properties in the navigation panel. The Properties screen displays.

The screenshot shows the 'Properties' screen for a retailer. At the top, there is a link 'Menu GMS Home'. Below it, the 'Retailer' section contains fields for 'Name' (Beau's Bar-B-Que Restaurant), 'Number' (12019), and 'Phone' ((302) 292-2000). There is a 'Print' button next to the phone number. Below these fields is an 'AKA' field. Underneath the AKA field are two buttons: 'View Notes' and 'Add Note'. The 'Retailer Properties' section contains three fields: 'SIC' (7221 - Rest./Bar) and 'Territory' (1). The SIC and Territory fields are highlighted in blue, indicating they are read-only.

2. Click in any editable field to enter or change information as needed.  
**NOTE:** Fields with blue data are read-only and cannot be edited.
3. To print the screen, click **Print**.
4. To view existing comments about the retailer properties, click **View Notes**. The Notes popup displays.
5. To add a comment about the retailer properties, click **Add Note**.

#### 3.4.8.1 Properties Screen Field Descriptions

Field	Description
<b>Retailer</b>	
Name	Retailer's name.
Number	Retailer's unique identification number.
Phone	Retailer's phone number.
AKA	Retailer's also known as name. If the retailer has another name, it appears in this field.
<b>Retailer Properties</b>	
SIC	Retailer's Standard Industry Code.
Territory	Retailer's territory code.



---

## SECTION 4

# OWNER MANAGEMENT

---

### 4.1 Overview

The Owner Management module is the main tool for administration of retailer store owners. It allows the user to add a new owner, view and modify existing owners and their EFT accounts.

The following graphic displays the functions of the Owner Management module.



#### 4.1.1 Owner Management Functions

Use the Owner Management function to perform the following tasks.

Function	Task
<a href="#">Search</a>	Allows you to search and select a store owner.
<a href="#">View Owner</a>	Allows you to display information about the store owners on the View Owner screen.
<a href="#">Modify Owner</a>	Allows you to modify information about the selected owner.
<a href="#">New Owner</a>	Allows you to add a new store owner to GMS.
<a href="#">EFT Accounts</a>	Allows you to display Electronic File Transfer (EFT) accounts for the selected owner.
<a href="#">Owner Mailing Support</a>	Allows printing of address labels on the Owner Mailing Support screen. This function also allows you to set printing options on the Printing Options popup.

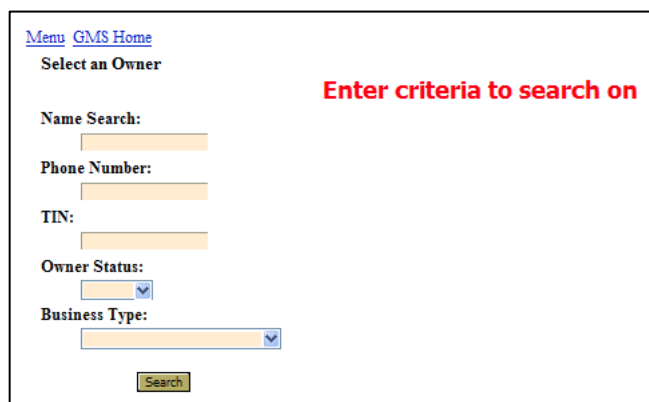
## 4.2 Owner Management Module



The Owner Management module is the main tool for administration of retailer store owners. It allows the user to add a new owner, view and modify existing owners and their EFT accounts.

### 4.2.1 Select Owner Screen

To search and select a store owner,

1. Click Owner Management in the navigation panel. The Owner Management functions display in the bottom portion of the navigation panel and the following Select an Owner screen displays.



2. Do one of the following:
  - If you know the owner's name, enter it in the Name Search field and click . The Owner Information: Location screen for that owner displays.
  - Enter or select search criteria in one or more fields and click  to search for the owner(s) that match the selected criteria.

**NOTE:** If your search found a single owner, the Owner Information: Location screen for that owner displays. However, if you enter criteria that matches more than one owner, first a summary list of those owners displays. For example, if the only criteria that you enter is a County, a list of all owners in that county displays.

**NOTE:** A quick way to look up a list of owners is to enter the first two letters of the owner you are searching for in the Name Search field, then click **Search** or the Enter (or Return) key on your keyboard. You are then prompted with a list of retailers. See image below.

[Menu](#) [GMS Home](#)

Select an Owner

**Name Search:**  **Search**

**Phone Number:**  **Search**

**TIN:**  **Search**

**Owner Status:**  **Search**

**Business Type:**  **Search**

Owner Name	City	Phone	Status
<a href="#">7-11 NAAMANS RD 2ND TERMINAL</a>	CLAYMONT	(302) 555-1212	Inactive
<a href="#">A and A Company LLC</a>	Dover	(302) 674-5799	Inactive
<a href="#">Aatmann Inc.</a>	Elsmere	(302) 994-7650	Active
<a href="#">Abdo Alsharmani</a>	Wilmington	(302) 777-5022	Inactive
<a href="#">Abdo Norman Inc.</a>	Wilmington	(302) 656-2650	Active
<a href="#">Acme Market #1228-Lantana</a>	Hockessin	(302) 234-9000	Inactive
<a href="#">Adkins Management Co.</a>	Harrington	(302) 398-3482	Inactive
<a href="#">Alan-Shai Enterprises, Inc.</a>	Wilmington	(302) 737-2800	Inactive
<a href="#">Alikhan Urusa H</a>	Wilmington	(302) 633-0405	Inactive
<a href="#">Alsharmani Abdo L</a>	Wilmington	(302) 426-1336	Inactive
<a href="#">Amanv, Inc.</a>	Wilmington	(302) 777-0763	Inactive
<a href="#">American Discount Liquors LLC</a>	Dover	(302) 531-2337	Active
<a href="#">ANA Inc.</a>	Newark	(302) 737-5680	Active
<a href="#">Anami Inc.</a>	Wilmington	(302) 656-0648	Active
<a href="#">Anand Ishar, Inc.</a>	New Castle	(302) 328-6028	Inactive
<a href="#">Anand Ishar, Inc.</a>	New Castle	(302) 328-6028	Inactive
<a href="#">Anant, Inc.</a>	Dover	(302) 674-0673	Inactive
<a href="#">Anbill, Inc.</a>	Wilmington	(302) 658-9900	Inactive
<a href="#">Andrew's Market</a>	Dover	(302) 674-3231	Inactive
<a href="#">Andy's Diner</a>	Bridgeville	(302) 337-3122	Inactive
<a href="#">Angela's Pizza Shop</a>	Wilmington	(302) 429-1856	Inactive
<a href="#">Anik, Inc.</a>	Dover	(302) 736-3333	Active
<a href="#">Ankit, Inc.</a>	New Castle	(302) 731-1266	Active
<a href="#">Ann's Deli</a>	Camden	(302) 697-3338	Inactive
<a href="#">Annoying Oil Co. Inc.</a>	New Castle	(302) 328-2400	Active
<a href="#">Anoud Corporation</a>	Newark	(302) 834-9833	Active
<a href="#">Anup Gandhi</a>	Wilmington	(302) 994-0392	Inactive
<a href="#">Arqo Financial Services, Inc.</a>	New Castle	(302) 322-7788	Active
<a href="#">Atlantic Books - Delaware, Inc.</a>	Dover	(302) 734-1699	Inactive

- Click the link that represents the owner you want to select in the Owner Name column. The Owner Information: Location screen for that owner displays.

#### 4.2.2 Select an Owner Field Descriptions

Field	Description
Name Search	Search criterion: Store owner's name.
Phone Number	Search criterion: Store owner's phone number.
TIN	Search criterion: Store owner's tax identification number. This number can be either the owner's FEIN or SSN. <ul style="list-style-type: none"> <li>FEIN – Federal Employer Identification Number</li> <li>SSN – Social Security Number</li> </ul>
Business Type	Search criterion: Business type of the retailer store.
<b>Result Table</b>	
Owner Name	Search result: Store owner's name. (Displays as link to the Owner Information: View screen.)
City	Search result: City in which the owner resides.
Phone	Search result: Owner's phone number.

Field	Description
Status	Search result: Owner's status (Active or Inactive).



## 4.3 View Owner

Use the View Owner screen to view information about the selected owner.

To view information about the owner,

1. Click Owner Management > View Owner in the navigation panel. The View Owner screen displays.

**NOTE:** All fields on this screen are read-only and cannot be edited.

Menu GMS Home

**Owner** Name: Name Cont'd: ID:

Tax: Andy

TIN: 510-25-9431 is SSN: 17 Business Type: SOLE PROPRIETORSHIP

**Address** Street: Get Map Mailing: Get Map

Street1: Route 13 South R.D. 1, Box 20

Street2:

City: Bridgeville Bridgeville

County: Sussex Sussex

State: DE Zipcode: 19933 DE 19933

**Contact**

Name: Alt Name: Andrew Cannon

Phone: (302) 337-3122 Fax:

Email: Mobile:

**Status**

History:

View Notes

Get Retailer(s)

2. To locate and get directions to a store owner's address (Street or Mailing), click **Get Map**. Google maps launch in your browser.
3. To view existing comments about the owner, click **View Notes**. The Notes popup displays.
4. To view retailers associated with the selected store owner, click **Get Retailer(s)**. The Retailer popup displays.

### 4.3.1.1 View Owner Screen Field Descriptions

Field	Description
<b>Owner</b>	
Name	Store owner's name.
Name Cont'd	Store owner's name continued.
ID	Store owner's unique identification number.
TIN	Store owner's tax identification number. This number can be either the owner's FEIN or SSN. <ul style="list-style-type: none"> <li>• FEIN – Federal Employer Identification Number</li> <li>• SSN – Social Security Number</li> </ul>

Field	Description
Is SSN	Indicates whether the tax identification number is the same as the store owner's social security number.
Business Type	Business type of the retailer store.
<b>Address Street</b>	
Street1	Street address on which the owner resides. (ex. 123 Main St.)
Street2	Continuation of the street address on which the owner resides. (ex. Suite 123)
City	City in which the owner resides.
County	County in which the owner resides.
State	State in which the owner resides.
Zipcode	Owner street address postal code.
<b>Address Mailing</b>	
Street1	Mailing street address in which the owner receives mail. (ex. PO Box 123)
Street2	Continuation of the mailing street address in which the owner receives mail.
City	City in which the owner receives mail.
County	County in which the owner receives mail.
State	State in which the owner receives mail.
Zipcode	Owner mailing address postal code.
<b>Contact</b>	
Name	Contact's name.
Phone	Contact's phone.
Email	Contact's email.
Alt Name	Contact's alternate name.
Fax	Contact's fax number.
Mobile	Contact's mobile number.
<b>Status</b>	
History	Displays the store owner's activation status history.

4.4 Modify Owner

Use the Modify Owner screen to modify information about the selected owner.

To modify information about an existing store owner,

- 1. Click Owner Management > Modify Owner in the navigation panel. The Modify Owner screen displays.

[Menu](#) [GMS Home](#)

Owner

Name:

Name Cont'd:

ID:

Tax

Andy's Diner

TIN:

510-25-943

is SSN: ☐

Business Type:

SOLE PROPRIETORSHIP

Address

Street

Get Map

Mailing

Get Map

Street1:

Route 13 South

R.D. 1, Box 20

Street2:

City:

Bridgeville

>>

Bridgeville

County:

Sussex

Sussex

State:

DE

Zipcode:

19933

DE

19933

Contact

Name:

Alt Name:

Andrew Cannon

Phone:

(302) 337-312

Fax:

Pager:

Mobile:

Email:

Status

☐ Active

☒ Inactive

History:

View Notes

Add Note

Submit Changes

- 2. Click in any editable field to enter or change information as needed.  
**NOTE:** Fields with blue data are read-only and cannot be edited.
- 3. To locate and get directions to a store owner's address (Street or Mailing), click [Get Map](#). Google maps launch in your browser.
- 4. If you made any changes to the owner's street address, you can copy the updated address to the owner's mailing address by clicking [>>](#).
- 5. To view existing comments about the retailer, click [View Notes](#). The Notes popup displays.
- 6. If you want to add a comment about the owner, click [Add Note](#).
- 7. To save and submit your changes, click [Submit Changes](#).

4.4.1.1 Modify Owner Screen Field Descriptions

Field	Description
Owner	
Name	Store owner's name.
Name Cont'd	Store owner's name continued.

Field	Description
ID	Store owner's unique identification number.
TIN	Store owner's tax identification number. This number can be either the owner's FEIN or SSN. <ul style="list-style-type: none"> <li>FEIN – Federal Employer Identification Number</li> <li>SSN – Social Security Number</li> </ul>
Is SSN	Indicates whether the tax identification number is the same as the store owner's social security number.
Business Type	Business type of the retailer store.
<b>Address Street</b>	
Street1	Street address on which the owner resides. (ex. 123 Main St.)
Street2	Continuation of the street address on which the owner resides. (ex. Suite 123)
City	City in which the owner resides.
County	County in which the owner resides.
State	State in which the owner resides.
Zipcode	Store owner's street address postal code.
<b>Address Mailing</b>	
Street1	Mailing street address in which the owner receives mail. (ex. PO Box 123)
Street2	Continuation of the mailing street address in which the owner receives mail.
City	City in which the owner receives mail.
County	County in which the owner receives mail.
State	State in which the owner receives mail.
Zipcode	Store owner's mailing address postal code.
<b>Contact</b>	
Name	Contact's name.
Phone	Contact's phone.
Email	Contact's email.
Alt Name	Contact's alternate name.
Fax	Contact's fax number.
Mobile	Contact's mobile number.

Field	Description
<b>Status</b>	
History	Displays the owner's activation status history.

## 4.5 New Owner

Use the New Owner screen to add a new store owner to GMS.

To add a new store owner,

1. Click Owner Management > New Owner in the navigation panel. The New Owner screen displays.

The screenshot shows the 'New Owner' form in GMS. At the top left, there are links for 'Menu' and 'GMS Home'. The form is organized into three main sections: 'Owner', 'Address', and 'Contact'. The 'Owner' section includes fields for Name, Name Cont'd, ID, Tax, TIN, is SSN (checkbox), and Business Type (dropdown). The 'Address' section is split into 'Street' and 'Mailing' columns, each with fields for Street1, Street2, City, County, State (dropdown), and Zipcode. There are 'Get Map' buttons for both Street and Mailing, and a '>>' button to copy the address from Street to Mailing. The 'Contact' section includes fields for Name, Alt Name, Phone, Fax, Mobile, and Email. A 'Submit' button is located at the bottom center of the form.

2. Click in any editable field to enter information as needed.
3. To locate and get directions to a store owner's address (Street or Mailing), click **Get Map**. Google maps launch in your browser.
4. Once you have entered the owner's street address, you can copy the address to the owner's mailing address by clicking **>>**.
5. To save and submit your changes, click **Submit**.

**NOTE:** GMS will assign the Store Owner's ID number once you click submit.

### 4.5.1.1 New Owner Screen Field Descriptions

Field	Description
<b>Owner</b>	
Name	Store owner's name.
Name Cont'd	Store owner's name continued.
ID	Store owner's unique identification number.

Field	Description
TIN	Store owner's tax identification number. This number can be either the owner's FEIN or SSN. <ul style="list-style-type: none"> <li>FEIN – Federal Employer Identification Number</li> <li>SSN – Social Security Number</li> </ul>
Is SSN	Indicates whether the tax identification number is the same as the store owner's social security number.
Business Type	Business type of the retailer store.
<b>Address Street</b>	
Street1	Street address on which the owner resides. (ex. 123 Main St.)
Street2	Continuation of the street address on which the owner resides. (ex. Suite 123)
City	City in which the owner resides.
County	County in which the owner resides.
State	State in which the owner resides.
Zipcode	Store owner's street address postal code.
<b>Address Mailing</b>	
Street1	Mailing street address in which the owner receives mail. (ex. PO Box 123)
Street2	Continuation of the mailing street address in which the owner receives mail.
City	City in which the owner receives mail.
County	County in which the owner receives mail.
State	State in which the owner receives mail.
Zipcode	Store owner's mailing address postal code.
<b>Contact</b>	
Name	Contact's name.
Phone	Contact's phone.
Email	Contact's email.
Alt Name	Contact's alternate name.
Fax	Contact's fax number.
Mobile	Contact's mobile number.

## 4.6 EFT Accounts

Use the EFT Accounts screen to modify information about Electronic File Transfer (EFT) accounts for the selected owner.

To modify information about EFT accounts,

1. Click Owner Management > EFT Accounts in the navigation panel. The EFT Accounts screen displays.

The screenshot shows the EFT Accounts screen. At the top, there is a navigation bar with 'Menu' and 'GMS Home' links. Below this, the 'Owner' section contains fields for Name, Name Cont'd, ID, Tax, TIN, and Business Type. The 'EFT Account' section contains fields for Id, Number, Type, and Modified, along with an 'Add Account' button. At the bottom, there is a 'Submit EFT Changes' button.

Owner	
Name:	American Discount Liquors LLC
Name Cont'd:	
ID:	6748
Tax:	
TIN:	75-3209349 is SSN: <input type="checkbox"/>
Business Type:	LIMITED LIABILITY CORPORA

EFT Account	
Id:	03110063
Number:	0039475002
Type:	C
Modified:	2006-05-31 08:29:15

Buttons: Add Account, Submit EFT Changes

2. Click in any editable field to enter or change information as needed.

**NOTE:** Fields with blue data are read-only and cannot be edited.

3. To add an additional account, click **Add Account**.
4. To save and submit your changes, click **Submit EFT Changes**.

### 4.6.1.1 EFT Accounts Screen Field Descriptions

Field	Description
<b>Owner</b>	
Name	Store owner's name.
Name Cont'd	Store owner's name continued.
ID	Store owner's unique identification number.
TIN	Store owner's tax identification number. This number can be either the owner's FEIN or SSN. <ul style="list-style-type: none"> <li>• FEIN – Federal Employer Identification Number</li> <li>• SSN – Social Security Number</li> </ul>
<b>EFT Account</b>	
Id	Transit number of the bank account.
Number	Bank account number the EFT accounts will be accessing.



Field	Description
Type	Type of bank account the EFT accounts will be accessing.
Modified	Date on which the EFT account was last modified.

## 4.7 Owner Mailing Support

Use the Mailing Support screen to print address labels and set printing options.

To print address labels and set printing options,

1. Click Owner Management > Mailing Support in the navigation panel. The Mailing Support screen displays.

[Menu](#) [GMS Home](#)

### Enter Criteria to Select Mailing Destination(s)

Owner Number:  City:

County:  Territory:

Sort By:  ZipCode:

Address on Label:  
☒ Street Address ☐ Mailing Address

Criteria evaluates to a Owner Count of **396** [Evaluate](#)

[Print Labels](#) [Print Envelopes](#) [Print Configure](#)

2. Enter and select criteria for identifying the owners for which you want to print addresses on address labels.
3. Click [Evaluate](#).
4. To print labels, click [Print Labels](#).
5. To print envelopes, click [Print Envelopes](#).

### 4.7.1.1 Mailing Support Screen Field Descriptions

Field	Description
Owner Number	Store owner's unique identification number.
City	City in which the store owner receives mail.
County	County in which the store owner receives mail.
Territory	Territory in which the store owner receives mail.
Sort By	Sort by store owner information.
ZipCode	Store owner's address postal code.
<b>Address on Label</b>	
Street Address	Store owner's street address.
Mailing Address	Store owner's mailing address.

Field	Description
<b>Override Retailer Property</b>	
Criteria evaluates to a Owner Count of	Counter which shows how many retailers match the selected criteria.





**1500 Bluegrass Lakes Parkway**  
**Alpharetta, Georgia 30004**  
**USA**