





# LG900 Inventory Control Bingo Paper: Instructions

The LG900 is an ongoing inventory of bingo paper that is updated whenever bingo paper is:

- received from a distributor,
- taken out of inventory for play in a bingo occasion, or
- for constructing bingo packages.

For each case and type of bingo paper purchased, maintain a separate LG900 by serial number. The LG900 is not used to track linked bingo paper...use form LG930.

Except for linked bingo paper, all bingo paper received and used must be accounted for on this form, including adjustments for spoiled paper. The quantity of bingo paper received must be verified against the distributor's invoice for accuracy. Bingo paper that is found to be defective must be returned to the distributor for credit. Keep the credit invoice with your records.

When removing bingo sheets and packets from inventory for sale during an occasion or for making packages, record the transaction on the LG900 that corresponds to the original purchase information for that bingo sheet or packet.

## BINGO PAPER INFORMATION

**Serial number** - Enter the serial number(s) of the bingo paper purchased. This must be identical to the serial number on or attached to the distributor's invoice.

**Color** - Enter the color of the bingo paper purchased. If packet paper, only enter the color of the top sheet.

**Description** - Briefly describe the type of paper purchased (for example, Blackout Special, \$10 packets, breakopen, etc.).

**Control number** - Assign a control number to this inventory sheet. The control number will track the bingo paper through the accounting system. The control number must not be a duplicate of a control number used on other current inventory forms, LG900, LG901, or LG902.

For bingo paper sheet packets, the control number may be the serial number printed by the manufacturer on the top sheet of the packet or any alphanumeric or numeral symbol that you use.

**Series number** - From the distributor's invoice, enter the number of bingo faces in this case of bingo paper.

**Number of faces per sheet (ON'S)** - Enter the number of faces on each sheet of bingo paper.

**Number of sheets (UP'S)** - Enter the number of bingo sheets collated (for packets).

## DISTRIBUTOR AND INVOICE INFORMATION

Enter the distributor name, the invoice number, and invoice date.

## PRICE INFORMATION LISTED ON INVOICE

**Line 1** - Enter the actual cost of the entire case from the distributor's invoice. Do not include sales tax or freight charges.

**Line 2** - Enter the number of packets or single sheets purchased (enter on first line of columns 5 and 7).

**Line 3** - Divide the invoiced bingo paper cost (line 1) by the total number of packets or single sheets contained in this case (line 2). Carry this amount out to at least four decimal places.

**Line 4** - Enter the price for which this paper will be sold to bingo players.

## PERPETUAL INVENTORY INFORMATION

**Column 1** - Enter the date of the transaction, including dates received, leaving inventory, returning to inventory, or adjustments made due to a physical inventory count.

**Column 2** - The person handling the inventory must enter their initials.

**Column 3** - The first entry for this column will be 0. Subsequent entries are from column 7.

**Column 4** - Enter the actual number of sheets or packets taken from inventory. Information from this column will be used for:

- LG901 Commingled Paper
- LG902 Bingo Paper Packages
- LG904 Admission Sales
- LG906 Floor Sales

**Column 5** - The first entry for this column is from line 2 of the price information listed above.

Count the number of bingo sheets or packets returned to inventory and enter amount in column 5.

**Column 6** - Column 4 minus column 5 is the number of sheets or packets sold, if any. If sheets or packets were transferred to LG901 or LG902, enter 0 (no sale).

**Column 7** - The first entry for this column is from line 2 of the price information listed above.

Column 3 minus column 4 plus column 5 is the ending balance.

Transfer the column 7 amount to column 3 of the next line for the next starting balance.

**Column 8** - Use this column to identify how paper was used (transferred to LG901 or LG902, floor sales, admission sales, etc.) and to identify any adjustments made due to a variance in physical inventory count from column 5 of LG903.