10 MIN READ, 8 PAGES

Reporting
The General Terminal Report

Text or call **Lottery Retail Support:**
1-800-667-1649

lotto! Retailer Hub

Reporting

The General Terminal Report

The General Terminal Report provides a breakdown of every Lottery Transaction completed daily on the Lottery Terminal **from 12:00AM - 11:59PM** and/or manual adjustments that will be reflected on the Invoice. This information sheet explains how to use this feature.

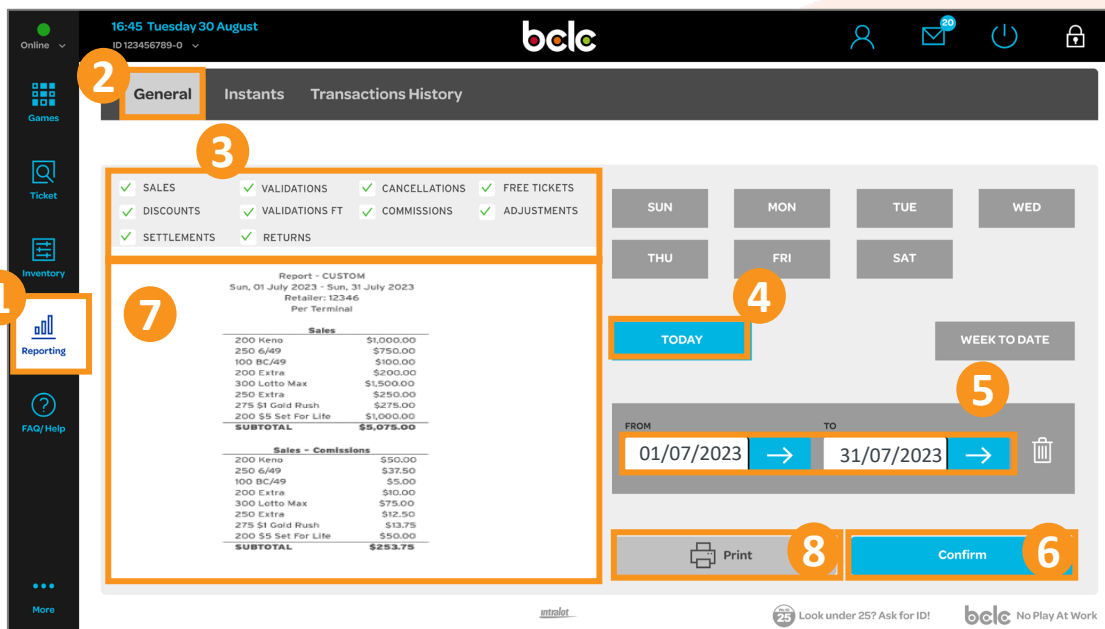### Navigating to the General Terminal Report:

1. Tap the **Reporting** icon on the left side of the screen.
2. The **General** tab in the top menu bar will be automatically selected.
3. The system **defaults** to selecting all transaction types as shown. To remove a transaction type, tap on the green checkbox.

How to access & print the General Terminal Report

4. Select **TODAY** to retrieve todays Terminal Report, or
5. Enter a date range in the **FROM** and **TO** fields. Date range cannot exceed 31 days.
6. Select Confirm.
7. The preview screen will display the Lottery transactions for the specified date.
8. Tap Print to print a copy of the report. The entire General Terminal Report prints on one slip from the Lottery Terminal.

Why use the General Terminal Report?

The General Terminal Report is a useful tool for Lottery Transaction reconciliation on a daily, weekly or monthly basis.

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Reporting

The General Terminal Report

The General Terminal Report provides a breakdown of every Lottery Transaction completed on the Lottery Terminal and/or manual adjustments that will be reflected on the Invoice.

General Terminal Report Breakdown:

Sales (debit):
Online and Scratch & Win Activation Tickets

Discounts (credit):
Free promotional offers printed from the Lottery Terminal. Example shown $2 Free Extra on the $40 Lotto Max Pack

Validations-Commissions (credit):
2% Commission on total cash prizes paid out (Note Vouchers are not eligible for Validation Commission)

Validations - FT - Commissions (credit):
2% Validation Commission on Free Tickets

Sales - Free Tickets - Commissions (credit):
5% Commission for the sale of the Tickets used for redemption. **Note: Commission for Traditional Tickets** used to fulfill Free Ticket prizes **ARE NOT INCLUDED** on the report. In this example $5 Set For Life IX is a Traditional Ticket. $3 Cash Bonanza is an Activation ticket

```
          Report - CUSTOM
Mon. 06 Nov 2023 - Sun, 12 Nov 2023
          Retailer 10259

          Per Terminal

               Sales
4 Lotto 6/49              $18.00
2 BC/49                    $4.00
4 Extra                    $6.00
4 Lotto Max               $60.00
8 Lotto Max Extra         $10.00
1 Daily Grand              $6.00
2 Daily Grand Extra        $3.00
2 $5 Bingo Mult. New      $10.00
  SUBTOTAL               $117.00

         Sales - Commissions
4 Lotto 6/49               $0.90
2 BC/49                    $0.20
4 Extra                    $0.30
4 Lotto Max                $3.00
8 Lotto Max Extra          $0.50
1 Daily Grand              $0.30
2 Daily Grand Extra        $0.15
2 $5 Bingo Mult. New       $0.50
  SUBTOTAL                 $5.85

             Discounts
1 Lotto Max Extra          $2.00
  SUBTOTAL                 $2.00

            Validations
1 Daily Grand             $20.00
1 Voucher                 $10.00
  SUBTOTAL                $30.00

       Validations - Commissions
1 Daily Grand              $0.40
  SUBTOTAL                 $0.40

          Validations - FT
1 Lotto Max               $20.00
1 Daily Grand              $3.00
1 $5 Set for Life IX       $5.00
1 $3 Cash Bonanza          $3.00
  SUBTOTAL                $31.00

     Validations - FT - Commisions
1 Lotto Max                $0.40
1 Daily Grand              $0.06
1 $5 Set for Life IX       $0.10
1 $3 Cash Bonanza          $0.06
  SUBTOTAL                 $0.62

         Sales - Free Tickets
4 Lotto Max               $20.00
1 Daily Grand              $3.00
1 $3 Cash Bonanza          $3.00
  SUBTOTAL                $26.00

    Sales - Free Tickets - Commissions
4 Lotto Max                $1.00
1 Daily Grand              $0.15
1 $3 Cash Bonanza          $0.15
  SUBTOTAL                 $1.30
```

Sales – Commission (credit):
5% Commission on sales

Validations (credit):
Total **cash** prizes paid out for Online Games, Scratch & Win and Vouchers redeemed

Validations - FT (FT= Free Tickets) (credit):
Validation transaction of the original Ticket that won a Free Play Ticket. Lotto Max example: 1 Lotto Max Ticket won 4 x $5 Free Play Tickets; total value $20

Sales - Free Tickets (debit):
Sales of the Tickets used to pay out Free Play Ticket prizes. Lotto Max example 4 x $5 Free Play Tickets printed from the 1 - $20 Lotto Max Validation. **Note: S&W Traditional Tickets** used to redeem Free Ticket prizes **ARE NOT INCLUDED** on the report. In this example $5 Set For Life IX is a Traditional Ticket. $3 Cash Bonanza is an Activation ticket

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Reporting
The General Terminal Report

General Terminal Report Breakdown (cont'd):

Cancellations (credit):
Total dollar amount of cancellation receipts

Settlements (debit):
Summary of Traditional Tickets/Pull Tabs based on the date the order is received at your store. **Note**: This is not the invoice, Traditional Tickets & Pull Tabs will be included on the Invoice per the 28-day credit terms, some exceptions may apply.

Returns (credit):
Returned Tickets that have a credit refund resulting from a processed buyback or damaged ticket.

Adjustments - Charge (debit):
Any charge back adjustments processed by BCLC.

Adj- Commissions-Charge (debit)
Only applicable if there is a commission charge related to the Adjustment - Charge in the entry processed above

Cancellations – Commissions (debit):
Commissions reversal for cancelled Tickets

Settlements - Commissions(credit):
5% Commission paid on Traditional Tickets & Pull Tabs

Returns – Commissions (debit):
Commission reversal for returned Traditional Tickets

Adjustments - Refund (credit):
Any refund adjustments that BCLC processes, such as a Seller's prize or Incentive prize earned by the retailer

Adj- Commissions – Refund (credit)
Only applicable if there is a commission refund related to the Adjustment - Refund in the entry processed above

```
            Cancellations
1 Lotto 6/49                  $3.00
1 Extra                       $1.00
1 Lotto Max                   $5.00
1 Lotto Max Extra             $1.00
1 Daily Grand Extra           $1.00
1 $5 Bingo Mult. New          $5.00
    SUBTOTAL                  $16.00

    Cancellations - Commissions
1 Lotto 6/49                  $0.15
1 Extra                       $0.05
1 Lotto Max                   $0.25
1 Lotto Max Extra             $0.05
1 Daily Grand Extra           $0.05
1 $5 Bingo Mult. New          $0.25
    SUBTOTAL                   $0.80

            Per Store

            Settlements
50 $5 Set for Life X        $250.00
    SUBTOTAL                $250.00

    Settlements - Commissions
50 $5 Set for Life X         $12.50
    SUBTOTAL                 $12.50

            Returns
50 $5 Set for Life X        $250.00
    SUBTOTAL                $250.00

       Returns - Commissions
50 $5 Set for Life X         $12.50
    SUBTOTAL                 $12.50

       Adjustments - Charge
1 Misc. Retailer Charge     $222.00
    SUBTOTAL                $222.00

       Adjustments - Refund
1 Seller's Prize            $250.00
1 Incentive                  $50.00
    SUBTOTAL                $300.00

    Adj - Commissions - Charge
    SUBTOTAL                  $0.00

    Adj - Commissions - Refund
    SUBTOTAL                  $0.00
```

Reporting
The General Terminal Report

Best Practices

Follow these Best Practice tips for printing your General Terminal Report and calculating the NET Amount

Calculating NET Amount

Select only SALES, VALIDATION, CANCELLATIONS & DISCOUNTS before printing:

✓ SALES	✓ VALIDATIONS	✓ CANCELLATIONS	☐ FREE TICKETS
✓ DISCOUNTS	☐ VALIDATIONS FT	☐ COMMISSIONS	☐ ADJUSTMENTS
☐ SETTLEMENTS	☐ RETURNS		

Net Amount must be calculated manually because the General Terminal Report does not display a Net Amount line item. Use the following steps to calculate Net Amount:

MANUALLY ➕/➖ SUBTOTALS FOR EACH CATEGORY TO CALCULATE <u>NET AMOUNT</u>

- ➕ Sales
- ➖ Discounts
- ➖ Validations (includes Vouchers)
- ➖ Cancellations

➖ NET AMOUNT

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Reporting
The General Terminal Report

Best Practices Cont'd...

Printing General Terminal Report – Locations Open Past Midnight

General Terminal Reports run from 12:00AM - 11:59PM daily.

If you sell or validate Lottery products after 12:00AM, you must print multiple reports to balance.

Closing Staff Responsibilities

Print reports after your location has closed and follow the instructions below

1. Print **PREVIOUS DAY's** Report

2. Print two copies of **TODAY** Report (will be a partial sales report)
   - One to add to current business day's sales
   - One to subtract from tomorrow's business day sales
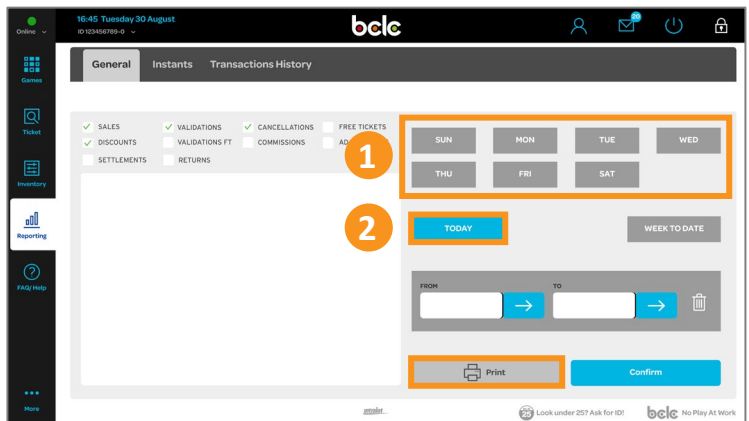
Accounting/Bookkeeping Responsibilities

Review examples below to help balance for each business day

FRIDAY	SATURDAY
➕ Friday Report **PREVIOUS DAY**	➕ Saturday Report **PREVIOUS DAY**
➕ Saturday Report (12AM – Close) **TODAY**	➕ Sunday Report (12AM – Close) **TODAY**
➖ Friday Report (12AM – Close)	➖ Saturday Report (12AM – Close)
➖**TOTAL FRIDAY SALES**	➖**TOTAL SATURDAY SALES**

When you print partial General Terminal Reports, **write down what time it was printed**
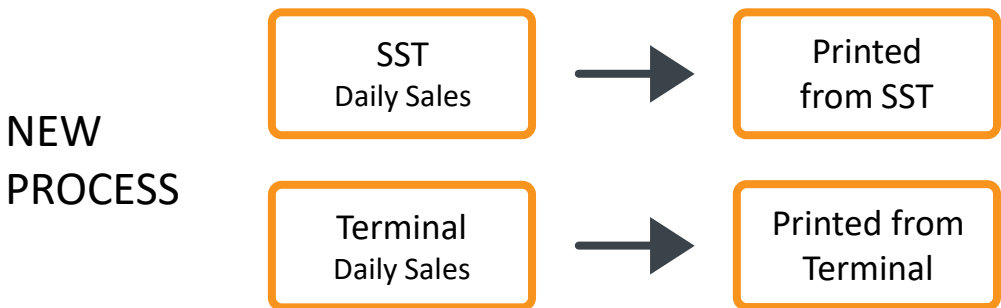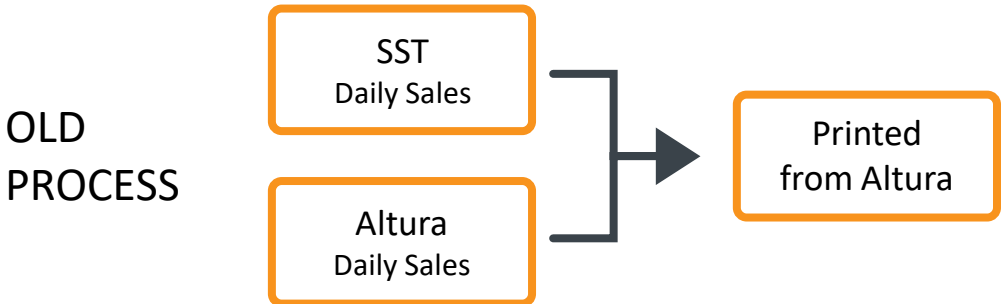
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Reporting
The General Terminal Report

Accessing Reports – Old Process vs New Process

Please take time to compare the Old Process vs. the New Process.

OLD PROCESS

| SST Daily Sales | → | Printed from Altura |
| Altura Daily Sales | → | |

NEW PROCESS

| SST Daily Sales | → | Printed from SST |
| Terminal Daily Sales | → | Printed from Terminal |

HEADS UP
You now need to calculate the total sales of your Lottery Terminal and SST **manually**

Lottery Terminal
General Terminal Report

```
        Report - CUSTOM
Mon. 06 Nov 2023 - Sun, 12 Nov 2023
        Retailer 16259

        Per Terminal

            Sales

4 Lotto 6/49              $18.00
2 BC/49                    $4.00
4 Extra                    $8.00
4 Lotto Max               $60.00
8 Lotto Max Extra         $10.00
1 Daily Grand              $6.00
2 Daily Grand Extra        $3.00
2 $5 Bingo Mult. New      $10.00
    SUBTOTAL             $117.00

          Discounts

1 Lotto Max Extra          $2.00
    SUBTOTAL               $2.00

          Validations

1 Daily Grand             $20.00
1 Voucher                 $10.00
    SUBTOTAL              $30.00

          Cancellations

1 Lotto 6/49               $3.00
1 Extra                    $1.00
1 Lotto Max                $5.00
1 Lotto Max Extra          $1.00
1 Daily Grand Extra        $1.00
1 $5 Bingo Mult. New       $5.00
    SUBTOTAL              $16.00
```

SST
Cash Reconciliation Report

```
            BCLC
      SELF SERVE TERMINAL

PRINTED: WED MAR 27 2024      03:48:40

        Terminal: 3924302
  Report Number: 3924302-1699637115367

      CASH RECONCILIATION REPORT
  From: MON, MAR 26 2024 , 23:30:25
  To  : TUES, MAR 27 2024 , 23:30:41

--------- TICKET SALES BY GAME ---------

Daily Grand           65      $195.00
Daily Grand Extra     60       $60.00
Lotto Max            345     $1725.00
Lotto Max Extra      185      $185.00
Lotto 6/49            86      $258.00
BC/49                 67       $67.00
Extra                 65       $65.00
Keno (+ Keno PP)      40       $68.00
BC 50/50              17       $30.00
Pacific Hold'em Poker  6       $12.00
TOTALS               936     $2665.00

-------------- CASH COLLECTED --------------
    Bills

$5                    42      $210.00
$10                   23      $230.00
$20                   57     $1140.00
TOTAL BILLS          122     $1580.00

    Coins

$0.25                  0        $0.00
$1.00                  0        $0.00
$2.00                  0        $0.00
TOTAL COINS            0        $0.00
TOTAL CASH                   $1580.00

TICKETS CASHED        22      $480.00

CLEARED CREDITS       13     -$560.50

CURRENT CREDITS                $0.00

TOTAL SALES                  $1019.50
```

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Questions & Answers

I have 2 Lottery Terminals at my location, do I need to pull a report from each Terminal?

Yes. For reconciliation purposes, a Terminal Report from each Lottery Terminal report is needed. Note that transactions reported under the **Per Terminal** heading will need to be added together, however transactions reported under the **Per Store** heading reflect the total for the store and do not need to be added together. See page 4 of this Information Sheet for more information.

Is reporting available on the Self-Serve Terminal?

Yes. For more information about the reporting feature in the SST check-out the reporting section for the SST on the Retailer Hub.

Does the General Terminal Report replace the weekly emailed invoice?

No. The General Terminal Report **does not** replace the weekly invoice. Continue to use the weekly invoice for your location's sweep day and net amount due.

How far back can information be pulled using the General Terminal Report?

Lottery Transaction history began to populate on Lottery Terminal on May 26, 2024. One year of history will be available through the General Terminal Report. **Note:** Lottery Transaction information prior to May 25, 2024, will not be available on the new Lottery Terminal. Please contact BCLC Credit Admin at 1-800-667-0710 or email KAMAcntCreditAdmin@bclc.com if more information is needed.

What time frame are the transactions on the Lottery Terminal captured?

Lottery Transactions are captured daily on the Lottery Terminal from 12:00AM- 11:59PM.

How do I receive my Pull Tab Order and how is it captured in the report?

The amount of a Pull Order is displayed on the Settlements section based on the date the order is received at your Site. Payment for the order is subject to 28-day credit terms, and it will appear on your invoice to be paid 28 days after. Instructions on how to perform the steps to receive a Pull Tab Order can be found here.

Who do I contact if I have questions about my Terminal Report and the Invoice?

For invoice inquiries, please contact BCLC Credit Admin at 1-800-667-0710 or email KAMAcntCreditAdmin@bclc.com.

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