5 MIN READ, 5 PAGES

Reporting

Transactions History Reports

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

Retailer Hub

Self-Serve Terminal
Reporting

In this Information Sheet you will learn how to navigate and access Cash Reconciliation Reports and Terminal Transaction Reports on the Self-Serve Terminal

Navigating to the Retailer Portal on SST

1.   Open **Printer Door** or **Bill Acceptor Door**

Printer Door

Bill Acceptor Door

2.   **Retailer Portal** login screen will appear, enter in Username (5-Digit Retailer ID) & Password
     • *Please Note:* Same login information required for Lottery Terminal
3.   Select **Submit**

4.   **Retailer Portal** will launch

Accessing the Reports Section

4.   Tap the **Reports** button the left
5.   You will have two reports to choose:
     • Cash Reconciliation Report
     • Terminal Transaction Report

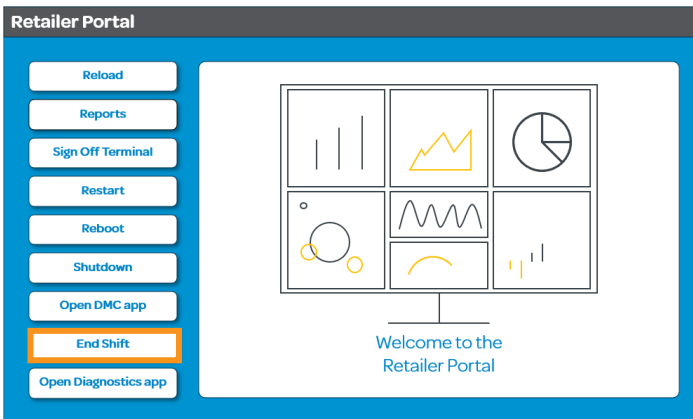Text or call Lottery Retail Support:
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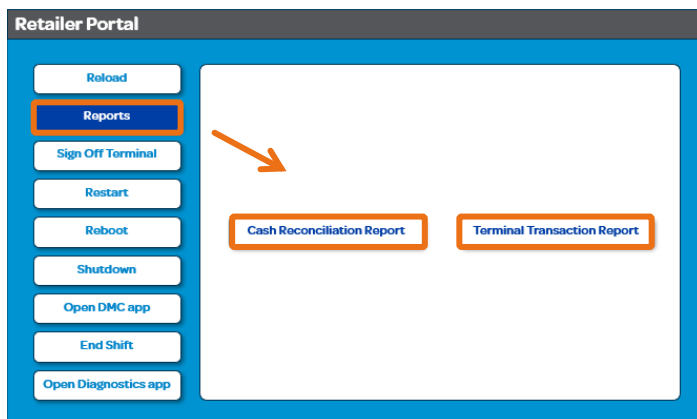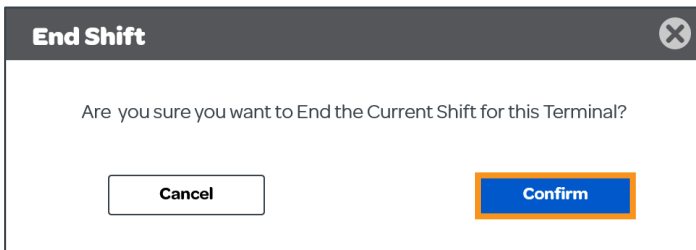
Self-Serve Terminal
Reporting

End Shift Process

Before running a Cash Reconciliation Report, you **MUST** complete an **End Shift** function at the end of your day:

1. While in the Retailer Portal, tap **End Shift**

2. Confirm that you want to **End Shift** by tapping **Confirm**

3. Complete the steps to access and print your Cash Reconciliation Report*
   *proceed to page 4

IMPORTANT!

If you <u>do not</u> **End Shift** at the end of your day**,** sales will continue to accumulate into one Cash Reconciliation Report until you complete the **End Shift** process.
- i.e. if you do not End Shift for 5-days, the Cash Reconciliation Report will contain all 5-days of data

Self-Serve Terminal
Reporting

Cash Reconciliation Report

You will be able to see/do the following:

1. Choose **Specific Date** of Cash Reconciliation Report
   - Choose date by taping on **Calendar Icon**
2. **Ticket Sales by Game –** organizes data into:
   - Specific Online Game
   - Number of Tickets sold per Online Game
   - Amount of $ collected per Online Game
3. **Cash Collected –** organizes data into:
   - Bill denomination ($5, $10, $20, $50 & $100)
   - Amount of Bills collected
   - Total of Bills collected
4. Tap **Print Report** button

Retailer Portal

Reload	**(1)**	**Cash Reconciliation Report**		
Reports	Cash Reconciliation Report on:	**(2)**	**TICKET SALES BY GAME**	
Sign Off Terminal	03/27/2024 📅	Daily Grand	65	$195.00
Restart		Daily Grand Extra	60	$60.00
Reboot		Lotto Max	345	$1725.00
Shutdown		Lotto Max Extra	185	$185.00
Open DMC app		Lotto 6/49	86	$258.00
End Shift		BC/49	67	$67.00
Open Diagnostics app		Extra	65	$65.00
		Keno (+ Keno PP)	40	$68.00
		BC50/50	17	$30.00
		Pacific Hold'em Poker	6	$12.00
		Totals	**936**	**$2665.00**
	(3)	**CASH COLLECTED**		
	(4)	Bills		
		$5	42	$210.00
	Print Report	$10	23	$230.00
		$20	57	$1140.00

BCLC
SELF SERVE TERMINAL

PRINTED: WED MAR 27 2024   03:48:40

Terminal: 3924302
Report Number: 3924302-169963715367-1711579714211

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		
CLEARED CREDITS		
CURRENT CREDITS		
TOTAL SALES		

To see **Debit** and **Credit** purchases, please refer to your **weekly invoice**

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4

Retailer Hub

Self-Serve Terminal
Reporting

Terminal Transaction Report

You will be able to see/do the following:

1. Choose **Specific Date** of Terminal Transaction Report
   o Choose date by taping on Calendar Icon
2. **Transaction Report**
   o Date & Time of transaction
   o Description – will provide detail of the transaction
3. **Items Per Page** – increase number of Transaction items on page
4. **Refresh** button – refreshes report
5. Tap **Print** button to print **Report**

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5

Self-Serve Terminal
Reporting

Questions & Answers

Currently, we print our Cash Reconciliation Report from the Lottery Terminal behind the bar. Will this be the same for the new Self-Serve Terminal?

No, reporting is now available directly on the Self-Serve Terminal. To obtain the Cash Reconciliation Report, you will have to access the Retailer Portal on the Self-Serve Terminal to print it.

What Username and Password will I need to login to the Retailer Portal on the Self-Serve Terminal?

You will have to use the same credentials required to login to the Lottery Terminal located behind the bar.

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